



City of Waukesha

Meeting Minutes - Draft

Library Board

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
262/524-3677

Thursday, October 9, 2025

4:45 PM

Library Board Room

Zoom Log In Information: [https://us02web.zoom.us/j/82655142616?](https://us02web.zoom.us/j/82655142616?pwd=1uaAAslzxAsARhxoQ6GiosFmEz5J.1)
pwd=1uaAAslzxAsARhxoQ6GiosFmEz5J.1 Passcode: 623105

1. Call to Order

Meeting was called to order at 4:45 p.m.

Present 8 - Martha Ryan, Kevin Guilfooy, Sandra Ammerman, Erik Helgestad, Betsy Forrest, Bonnie Byrd, Megan Lach, and Alicia Halvensleben

Absent 3 - Melissa Baxter, James Sebert, and Austin Dutter

2. Public Comment

3. Approval of Meeting Minutes

[ID#25-02267](#) Review and possible action on Minutes from the September 11, 2025 Library Board Meeting

Attachments: [MeetingMinutes12-Sep-2025-09-11-10](#)

A motion was made by Ald. Halvensleben, seconded by Helgestad, that the Minutes from the September 11, 2025 Library Board Meeting be approved. The motion carried unanimously.

4. Correspondence

[ID#25-02274](#)

Attachments: [Correspondence - Art Reception](#)
[Correspondence - Waukesha Reads](#)
[Correspondence - Winter Glow Coat Giving Event](#)
[Cost of Ebooks and Audio Books](#)

5. Bills

[ID#25-02279](#)

A motion was made by Helgestad, seconded by Ald. Halvensleben, that the bills for October (\$45,256.56) be approved. The motion carried by the following vote:

Aye 8 - Martha Ryan Kevin Guilfooy Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd Megan Lach Alicia Halvensleben

Absent 3 - Melissa Baxter James Sebert Austin Dutter

6. Financial Reports

[ID#25-02290](#)

A motion was made by Ammerman, seconded by Byrd, that this Financial Report be approved. The motion carried by the following vote:

Aye 8 - Martha Ryan Kevin Guilfooy Sandra Ammerman Erik Helgestad Betsy Forrest Bonnie Byrd Megan Lach Alicia Halvensleben

Absent 3 - Melissa Baxter James Sebert Austin Dutter

7. New Business

[ID#25-02299](#) Matter of report board education: Meet Brittany Larson Bridges Library System Director

[ID#25-02308](#) Review and possible action on Library Policy D-4: Public Art

Attachments: [D-4, PUBLIC ART POLICY 10.9](#)

A motion was made by Guilfooy, seconded by Helgestad, that this Business item be approved. The motion carried unanimously.

[ID#25-02317](#) Matter of report: Budget update

[ID#25-02326](#) Review and possible action on 2025 Library Director Evaluation

Attachments: [2025 Library Director Evaluation](#)

A motion was made by Ald. Halvensleben, seconded by Byrd, that this Business item be approved. The motion carried unanimously.

[ID#25-02341](#) Matter of report: Draft Administrative area renovation plans.

Attachments: [2025-09-10 Floor Plan - Current Working Option](#)

[ID#25-02350](#) Review and possible action on Veterans Day Holiday, 2025

Attachments: [Veterans Day holiday](#)

A motion was made by Helgestad, seconded by Ammerman, to approve a measure to give staff an extra personal holiday in 2025 if the Common Council approves a revised holiday schedule that includes Veterans Day as a holiday in 2025. The motion carried unanimously.

8. Reports

A. Library Board Committees: Building, Executive, Finance, Human Resources, Planning and Policy, Public Art, Ad hoc Fund Development

B. Director's Report: Director Bruce Gay will provide a status update on Library activities and answer any questions

[ID#25-02335](#)

Attachments: [October Staff Report](#)

C. Bridges Library System: Trustee Betsy Forrest will report on the most recent Bridges Board meeting

D. Friends of the Library: Trustee Erik Helgestad will report on any meeting that has occurred since the date of the last meeting

E. Communications to the Common Council

9. Adjournment

The meeting adjourned at 5:50 p.m.

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact the Library Office, 48 hours prior to the meeting at 262-524-3694.