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

City of Waukesha

Meeting Minutes - Draft

Library Board

Thursday, July 9, 2026 | **4:45 PM** | **Library Board Room**

To join via Zoom: https://us02web.zoom.us/j/82655142616?pwd=1uaAAsIzxAsARrhxkoQ6GiosFmEz5J.1 Passcode: 623105

1. Call to Order

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

Present 9 - Melissa Baxter, Martha Ryan, Kevin Guilfoy, Sandra Ammerman, Erik Helgestad, Betsy Forrest, James Sebert, Austin Dutter, and Karol Kennedy

Absent 2 - Bonnie Byrd, and Megan Lach

2. Public Comment

3. Approval of Meeting Minutes

ID#26-03797

Attachments: MeetingMinutes15-May-2026-10-53-32

A motion was made by Alderman Helgestad, seconded by Ryan, that the Minutes from the May 14, 2026 be approved. The motion carried unanimously.

4. Correspondence

ID#26-03803

Attachments: Sylvia Trewyn Obituary
Correspondence - Alderman
Correspondence - Big Foot
Correspondence - Big Foot2
Correspondence - In Service
Correspondence - Waukesha Reads
Correspondence - Heat
Correspondence - Safety Days

5. Bills

ID#26-03809

A motion was made by Baxter, seconded by Ammerman, that the June bills ($78,291.22) be approved.
The motion carried by the following vote:

A motion was made by Sebert, seconded by Guilfoy, that the July bills ($135,390.29) be approved.
The motion carried by the following vote:

Aye 9 - Melissa Baxter Martha Ryan Kevin Guilfoy Sandra Ammerman Erik Helgestad Betsy Forrest James Sebert Austin Dutter Karol Kennedy

Absent 2 - Bonnie Byrd Megan Lach

6. Financial Reports

ID#26-03819

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

Aye 9 - Melissa Baxter Martha Ryan Kevin Guilfoy Sandra Ammerman Erik Helgestad Betsy Forrest James Sebert Austin Dutter Karol Kennedy

Absent 2 - Bonnie Byrd Megan Lach

7. New Business

ID#26-03837 Matter of Report: Welcome Karol Kennedy to the Board

Attachments: K. Kennedy Resume 2026 05 27

ID#26-03846 Review and possible action on election of Board Vice President

A motion was made by Ryan, seconded by Baxter, that Alderman Helgestad be elected Vice President of the Board of Trustees. The motion carried unanimously.

ID#26-03925 Matter of Report: Operating Budget

Attachments: Operating Budget summary

2026 Operating Budget - Board

2027 Budget Timeline.

ID#26-03919 Review and possible action on Capital Budget Requests for 2027

Attachments: 2027 5-Year CIP Projection - LIBRARY - IT
2027 5-Year CIP Plan - LIBRARY - Locker
2027 5-Year CIP Plan - LIBRARY - Rooftop Air Unit
2027 5-Year CIP Plan - LIBRARY - Staff Bathrooms
2027 5-Year CIP Plan - LIBRARY - Childrens

A motion was made by Baxter, seconded by Ammerman, that the Capital Budget Requests for 2027 be approved. The motion carried by the following vote:

Aye 9 - Melissa Baxter Martha Ryan Kevin Guilfoy Sandra Ammerman Erik Helgestad Betsy Forrest James Sebert Austin Dutter Karol Kennedy

Absent 2 - Bonnie Byrd Megan Lach

ID#26-03927 Review and possible action on Human Resources Policy G-7: Drug and Alcohol Free Work Place

Attachments: G7 Drug and Alcohol-free Workplace _ Final 6.2

A motion was made by Sebert, seconded by Alderman Helgestad, that Human Resources Policy G-7: Drug and Alcohol Free Work Place be approved. The motion carried unanimously.

ID#26-03864 Review and possible action on Library Policy F-6: Naming Rights and Commemoration

Attachments: F-6 NAMING RIGHTS AND COMMEMORATION 06-11-2026

A motion was made by Kennedy, seconded by Guilfoy, that Library Policy F-6: Naming Rights and Commemoration be adopted with corrected implementation date. The motion carried unanimously.

ID#26-03873 Review and possible action on Library Policy F-7: Gift Acceptance

Attachments: F-7 GIFT ACCEPTANCE 07-09-2026

A motion was made by Guilfoy, seconded by Kennedy, that Library Policy F-7: Gift Acceptance be approved. 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#26-03882

Attachments: June July 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 5:43 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.