



ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Douglas Armstrong (DA) School Board Rep	X	Karen Plach (KP) President	X	Nyama Reed (NR) Director	X
Jay Saunders (JS) Village Board Rep	X	Kate Tarpey (KT)	X	Jennifer Livingston (JL)	excused
vacant		Allison Fantetti (AF) Librarian	X	Sarah Leinweber (SL)	X

ALSO ATTENDED: n/a

CALL TO ORDER: President Karen Plach called the Whitefish Bay Public Library Board meeting to order at 6:35 p.m.

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NR.
2. **PUBLIC COMMENT:** None.
3. **DISCUSSION & APPROVAL of Minutes – December 4, 2018:** There were no changes to the minutes. *Moved: KT; Seconded: SL ; Approved: unanimously.*
4. **DISCUSSION & APPROVAL of Financial Reports Through December 31, 2018:** NR summarized the financial reports through end of December. *Moved: SL; Seconded: DA; Approved: unanimously.*
5. **DISCUSSION of Wage Analysis:** NR presented a new analysis, based on 2017 annual report data to the Department of Public Instruction, comparing 60 public libraries in 4 libraries systems: Bridges (Jefferson and Waukesha Counties), Lakeshores (Racine and Walworth Counties), Milwaukee (Milwaukee County), and Monarch (Dodge, Ozaukee, Sheboygan and Washington Counties). In an effort to find “like” libraries, the list was narrowed to libraries with a director who has a Master’s of Library Science degree and works at least 40 hours per week. Discussion ensued; not an action item.
6. **The Library Board of Trustees may convene into Closed Session** per WI State Statute 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, and may reconvene in open session to act upon such matters. Motion to move into closed session. *Moved: JS; Seconded: DA. Roll call taken.*
7. **The Board may reconvene to open session.** The Board reserves the right to take action on any topic discussed in Closed Session. Motion to move out of closed session. *Moved: JS; Seconded: SL. Roll call taken. No action was taken.*
8. **DISCUSSION & APPROVAL of Legal Counsel:** The library board discussed hiring legal counsel to set up a 501 c3 foundation.
 - a. Motion to approve expenditure up to \$3,000 from Fund 13 Fund Balance for legal counsel to set up a 501c3 foundation. *Moved: DA; Seconded: JS; Approved: unanimously.*
 - b. Motion to approve an ad hoc committee of NR, KT, DA, KP to select and retain counsel. *Moved: SL; Seconded: KT; Approved: unanimously.*
9. **DISCUSSION & APPROVAL of Revision to Library Appendix to Village of Whitefish Bay Employee Handbook:** Motion to approve revisions to 3.J Emergency Closing and 4.D. Holidays. *Moved: JS; Seconded: SL; Approved: unanimously.*

- a. 3.J ...When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid with regular pay for all scheduled library staff for up to three emergency closings per year. After three emergency closings per year, library staff can use vacation or sick time.
- b. 4.D ... New Year's Day, Spring Break, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve (10 Total)

10. **DISCUSSION of Board Recruitment:** KP is stepping down as library board president at the end of this term, resulting in one new open position, plus one position currently open due to TG's resignation. Post the two positions 2/6/19 and leave it open for three weeks.

11. **DISCUSSION of Children not picked-up by closing time:** NR summarized that the library staff have had children been in the building after closing time and staff are unsure what to do with those children after hours. Will return with more info for further discussion at 2/26/19 meeting.

12. **DISCUSSION of Information Items:**

NR summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff.

Updates included Adult Services had a DVD display of WWII, Young Adult programing hosted a "Hack Your Cocoa" program with 60 teens attending and circulation starting to use iPads for online fine payments.

ADJOURNMENT: Meeting adjourned at 8:28 pm. Motion: JS; Second: SL; Approved; Unanimously.

Respectfully submitted, Allison Fantetti, Teen Services & Technology Librarian