

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, September 4, 2018
Minutes—Approved**

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	Excused	Kate Tarpey (KT)	X	Jennifer Livingston (JL)	X
Tammi Giesen (TG)	X	Allison Fantetti (AF) Librarian	X	Sarah Leinweber (SL2)	X

ALSO ATTENDED: Scott Lenski (SL1) & Theresa Hoge (TH)

CALL TO ORDER: President Karen Plach called the Whitefish Bay Public Library Board meeting to order at 7:01 p.m.

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NR.
2. **PUBLIC COMMENT:** None.
3. **INTRODUCTION OF Theresa Hoge, Head of Circulation:** NR says Theresa has hit the ground running. Theresa is happy to be back at WFBPL!
4. **DISCUSSION & APPROVAL of WFBPL Marketing Plan:** Scott presented the marketing plan, see attached for full plan. TG the marketing checklist is nice and nice graphics used within the presentation. NR said approval is not needed
5. **DISCUSSION & APPROVAL of Minutes – May 31, 2018:** There were no changes to the minutes. *Moved: SL2; Seconded: TG; Approved: unanimously.*
6. **DISCUSSION & APPROVAL of Minutes – August 7, 2018:** There were no changes to the minutes. *Moved: KT; Seconded: DA; Approved: unanimously.*
7. **DISCUSSION & APPROVAL of Financial Reports Through August 31, 2018:** NR summarized the financial reports through end of August. *Moved: SL2; Seconded: KT; Approved: unanimously.*
8. **DISCUSSION & APPROVAL Greater Milwaukee Foundation options:** For October board meeting pursue more information about setting up a 501C3 foundation. Tabling vote until more information is brought forth in October. DA wants to know if it is possible and how difficult to set up a new 501C3.
9. **DISCUSSION of Fundraising Concepts: Ethics; Donor Bill of Rights:** NR presented on the basics of fundraising ethics. DA asked if there is some sort of code of ethics worth adopting for moving forward. NR suggests using the code of ethics presented.
10. **DISCUSSION of Information Items:**
 - a. Director and Department Reports
 - b. Library Building Maintenance Report
 - c. Library Statistics

NR summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff. Updates included having an all staff meeting after the last board meeting about budgeting for 2019, Theresa started as Head of Circulation, collections and programing going along, Andres last day was September 1, Summer Reading Program numbers looking good, picture book relabeling going along, Adult Services had displays of audiobooks and musical movies, Young Adult hosting a teen lock in after hours to wrap up summer reading.

ADJOURNMENT: Meeting adjourned at 8:13 pm. Motion; DA Second: JL Approved; Unanimously.

Respectfully submitted, Allison Fantetti, Teen Services & Technology Librarian