

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, May 2, 2017
Minutes—Approved**

ATTENDANCE:

| Name | Attended | Name | Attended | Name | Attended |
|--|----------|----------------------------------|----------|------------------------------|----------|
| | | Elaine Griffin (EG) President | X | Nyama Marsh (NM) Director | X |
| Jay Saunders (JS) Village Board Rep | Excused | Karen Plach (KP) | X | Paul Smith (PS) | X |
| Tammi Giesen (TG) | X | Krista Hutley (KH) Librarian | X | | |

ALSO ATTENDED: Douglas Armstrong, WFB resident

CALL TO ORDER: President Elaine Griffin called the Whitefish Bay Public Library Board meeting to order at 7:02 p.m.

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NM.
2. **PUBLIC COMMENT:** Mr. Armstrong commented that he was pleased to be here.
3. **DISCUSSION & APPROVAL of Minutes – April 4, 2017:** There were no corrections to the minutes.
Moved: TG; Seconded: PS; Approved: unanimously
4. **DISCUSSION & APPROVAL of Financial Reports Through April 30, 2017:** NM summarized the financial reports through end of April. In Expenditures, the Library Director Designated line item is high due to a coding error that will be fixed. IT Support Contract Services includes the cost of battery-backups for staff and public computers to protect from future power outages. NM is negotiating with the Village on how to fund unplanned building maintenance for the remainder of 2017, given that Village-allocated funds are spent down for the library and for the Village's other buildings.
Moved: PS; Seconded: KP; Approved: unanimously
5. **DISCUSSION & APPROVAL of Annual Report to the Community:** The Board discussed the second draft of the Annual Report to the Community, after changes had been made to the draft presented at the April meeting. This year the Annual Report to the Community was re-designed as a double-fold four-page document to incorporate information on the library's new brand, with a letter from the Director and a retrospective of the library's past logos. Those additional sections were re-designed with more color and spacing. The Board suggested a few minor changes. We will contract with the same vendor for printing a small number of copies, to be available in the library, and publish the Annual Report online.
Moved: KP; Seconded: PS; Approved: unanimously, with formatting changes indicated.
6. **DISCUSSION of Engaging Consultants for Strategic Plan:** NM summarized the need for recruiting consultants for the library's Strategic Plan imperatives 3 and 5: optimize space utilization and ensure financial health. Per the current timeline, the Board will not need a library space consultant until next year, but NM reached out to the Village of Whitefish Bay, the North Shore Public Library, and Hales Corners Public Library to see what they had budgeted for this work, since they are currently planning renovations. For imperative 5, ensuring financial health, TG has met with a Shorewood Public Library board member who had been on the WFBPL's fundraising committee for the new building in the past. The Board discussed possible other community members to recruit and other community organizations to research for fundraising assistance. Two former Library Board members may also be interested in fundraising. NM will provide an update at the June Library Board meeting.

ADJOURN TO CLOSED SESSION: per WI State Statute 19.85(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.

TG moved and KP seconded the motion to move into closed session. The Library Board of Trustees took a roll call vote, which was unanimous, and moved into closed session at 7:47 pm.

7. DISCUSSION of increase to part-time Youth Services librarian hours.

RETURN TO OPEN SESSION: TG moved and KP seconded the motion to move out of closed session. The Library Board of Trustees took a roll call vote, which was unanimous, and reconvened in open session at 8:20 pm.

8. APPROVAL of increase to part-time Youth Services librarian hours

Moved: PS; Seconded: KP; Approved: unanimously

9. DISCUSSION of Informational Items: NM summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff. Updates included reports from the two Youth Services librarians and two interns who attended the Power Up leadership conference in April.

ADJOURNMENT: Meeting adjourned at 8:30 pm.

Respectfully submitted, Krista Hutley, Adult & Administrative Services Librarian