

**Whitefish Bay Public Library  
Library Board Meeting  
Tuesday, June 5, 2018  
Minutes—Pending  
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 Tappey (KT)	X	Jennifer Livingston (JL)	X
Tammi Giesen (TG)	X	Allison Fantetti (AF) Librarian	X	Sarah Leinweber (SL2)	X

**ALSO ATTENDED:** None.

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

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NR.
2. **PUBLIC COMMENT:** None.
3. **DISCUSSION & APPROVAL of Minutes – May 1, 2018:** There were no changes to the minutes. *Moved: DA; Seconded: TG; Approved: unanimously.*
4. **DISCUSSION & APPROVAL of Financial Reports Through May 31, 2018:** NR summarized the financial reports through end of May. *Moved: KT; Seconded: SL; Approved: unanimously.*
5. **DISCUSSION & APPROVAL of Board Officer Elections- Vice President (Karen Plach):** *Moved: TG; Seconded: JL; Approved: unanimously.*  
KP nominates Sarah Leinweber for role of Vice President.
6. **DISCUSSION & APPROVAL of July 3 Hours (NR).** *Moved: TG; Seconded: JL; Approved: unanimously.*  
NR presented past precedents for closing early on July 3 and talked about staff being understaffed currently with hiring transitions. SL states as long as patrons are notified early enough it won't impact that many people. KP moved to approve July 3 holiday hours of the library closing at 6pm for 2018.
7. **DISCUSSION of Brand Book (TG)**  
Tammi gave a presentation on the Brand Book. The goal of the brand book is to guide the staff and those presenting the brand to make it uniform. Discussion of adult logo occurred; no final decision was made at the time.
8. **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 Karl had his last day, head of circulation position posting, and Nyama attended a CVMIC workshop. The teen and children's librarian did school visits talking up the summer reading program.

**ADJOURNMENT:** Meeting adjourned at 8:45 pm.  
Respectfully submitted, Allison Fantetti, Teen Services & Technology Librarian

**IMPORTANT DATES**

- June 4 & July 2, Monday 6:00pm – Village of Whitefish Bay Trustee (Program Room)  
Only 1 meeting/month June-August, on the 1st Monday
- June 20, Wednesday, 6:30pm – Friends of the Library Board (Program Room)  
No July or August Meeting
- August 7, Tuesday, 7:00pm – Library Board (Program Room)  
No July Meeting