

**Whitefish Bay Public Library  
Library Board Meeting  
Tuesday, April 5, 2016  
Minutes—Approved**

**ATTENDANCE:**

Name	Attended	Name	Attended	Name	Attended
Anne Burroughs	X	Elaine Griffin President	X	Nyama Marsh Director	X
Will Demet Village Board Rep	X	Susan Hopwood Vice President	X	Paul Smith	Excused
Tammi Giesen	X	Krista Hutley Librarian	X	Pam Woodard School District Rep	X

**CALL TO ORDER:** President Elaine Griffin called the monthly meeting of the Whitefish Bay Public Library Board to order at 7:03 p.m.

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NM.
2. **PUBLIC COMMENT:** None
3. **DISCUSSION & APPROVAL of Minutes for March 1, 2016:** PW moved to approve the minutes of the January meeting and SH seconded. The minutes were unanimously approved.
4. **DISCUSSION & APPROVAL of Financial Reports Through March 31, 2016:** NM summarized the March financial reports. Spending and revenue are on target, though the Building Maintenance line item will increase significantly in the next few months due to chiller (HVAC) repair. Contingency funds may need to be used. PW moved to approve the financial reports through March 31 and TG seconded. The financial reports were unanimously approved.
5. **DISCUSSION & APPROVAL of Proposed WFBPL Mission:** EG reported that after the March Library Board Meeting, the Strategic Planning Committee took the Board's comments to heart and refined the vision and wording for the new Mission and Guiding Principles. The SPC then consulted stakeholders in the community with an informal poll, testing the reactions to both the old and new Mission. The stakeholders fit into a 30- to 60-year-old demographic and included WFB library staff and community members. They tested the reaction to the concept of "informed citizenry", both in the Mission and in the Guiding Principles, and the consensus was to keep this concept alive in the GP section. AB moved to approve the WFBPL Mission as proposed and SH seconded. The Mission was unanimously approved.
6. **DISCUSSION & APPROVAL of Proposed WFBPL Guiding Principles:** EG reported that the SPC tightened the length of the Guiding Principles and clarified any confusing wording and then tested the new version with the same group of stakeholders. The GP are structured as six high-level principles with descriptive bullet points. The concept of "informed citizenry" was added to the GP with the wording changed to "informed public." The SPC also added in the concept of diversity in the GP after hearing from many stakeholders. TG included a potential brand image, W.I.S.E (Welcoming, Innovative, Supportive, Engaging), that distills the core values and mission of the WFBPL into a relatable framework and provides a criterion for future decisions. AB moved to approve the WFBPL Guiding Principles as proposed and SH seconded. The Guiding Principles were unanimously approved.
7. **DISCUSSION of 5-10 Year Vision for the WFBPL:** EG and TG solicited input from Board members

regarding their view for the Library's 5-10 year vision.

8. **DISCUSSION of Upcoming Board Appointment Process:** NM updated the Board on the process of adding new members to the Library Board. Village President Julie Siegel takes recommendations from the Library Board but ultimately makes the appointments. New members will start their 3-year term at the May 2016 meeting, with potential for 3 consecutive terms totaling 9 years of service.
9. **DISCUSSION & APPROVAL of Annual Report to the Community:** NM reported the work Scott Lenski, Community and Adult Services Librarian, did to create the Annual Report to the community. The Board suggested a few small changes to the numbers representing the "library visit" and "cardholder" statistics and requested the photos show more age diversity. SH moved to approve the Community Annual Report and TG seconded. The Annual Report was unanimously approved.
10. **DISCUSSION & APPROVAL of Revised "Library Appendix to Village Employee Handbook":** NM explained that these revisions to the Library Appendix to the Village Employee Handbook are to clarify differences between the Library's and the Village's scheduled holidays. The Board requested that the wording in one section be changed to clarify that floating holidays must be taken during the same calendar year. AB moved to approve the Library Appendix, as revised, and SH seconded. The Library Appendix was unanimously approved.
11. **DISCUSSION of Informational Items:** Nyama summarized key aspects from the department reports. The Board discussed the library's ongoing work to find the appropriate level of lighting while the building is closed. The Board also discussed changes to the Friends of Whitefish Bay book sale happening in May.

**ADJOURNMENT:** Meeting was adjourned at 8:56 pm.

Respectfully submitted,  
Krista Hutley  
Administrative & Adult Services Librarian