

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, September 5, 2017
Minutes—Approved**

ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Douglas Armstrong (DA) School Board Rep	X	Elaine Griffin (EG) President	X	Nyama Reed (NR) Director	X
Jay Saunders (JS) Village Board Rep	X	Karen Plach (KP)	X	Paul Smith (PS)	X
Tammi Giesen (TG)	Excused	Krista Hutley (KH) Librarian	X	Sarah Leinweber (SL)	X

CALL TO ORDER: President Elaine Griffin 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. **DISCUSSION & APPROVAL of Minutes – August 1, 2017:** There were no changes to the minutes. *Moved: DA; Seconded: KP; Approved: unanimously*

4. **DISCUSSION & APPROVAL of Financial Reports Through August 31, 2017:** NR summarized the financial reports through end of August. We are 67% completed for the fiscal year. The total revenue is on target, with 97% of the year's revenue collected. Expenditures are on target as well, and expenditures in professional development (membership dues, conference attendance, etc.) will be lower this year than expected. The library's budget for building expenditures is currently underspent, and either a needed project will be planned for 2017 or some money may be used for building expenses the Village typically pays for, since the Village budget lines are already overspent. *Moved: PS; Seconded: JS; Approved: unanimously*

5. **DISCUSSION & APPROVAL of Annual Food for Fines and Replacement Cards:** NR provided an overview of the library's plans for September's Library Card Sign-Up Month. As in past years, we waive the \$2 fee for replacements cards and offer "Food for Fines", which allows patrons to receive \$1/food item donated, up to \$5. This year our "Food for Fines" program will benefit the Hunger Task Force. NR recommended the Board approve this plan again this year. The Board discussed the financial impact of lost revenue versus the positive feedback and goodwill of the program. *Moved: KP; Seconded: SL; Motion to approve the Food for Fines and Replacement Cards passed with seven votes to one (PS) opposed.*

6. **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.

Moved: JS; Seconded: PS; Approved: unanimously via roll call vote; moved into closed session at 7:19 pm.

7. **RETURN TO OPEN SESSION:** *Moved: JS; Seconded: DA; Approved: unanimously; moved out of closed session at 8:26pm.*

APPROVAL to replace Administrative and Adult Services Librarian position with the Teen Services and Technology Librarian position, along with posting of new position: *Moved: KP; Seconded: SL; Approved: unanimously.*

8. **DISCUSSION of Informational Items:** NR summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff. Updates included compliments from patrons on the Eclipse viewing party; a report from the latest LDAC meeting; and a report about the Village renovation project.

ADJOURNMENT: Meeting adjourned at 8:35 pm.

Respectfully submitted, Krista Hutley, Adult & Administrative Services Librarian