

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, December 6, 2016
Minutes—Approved**

ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Anne Burroughs (AB)	Excused	Elaine Griffin (EG) President	X	Nyama Marsh (NM) Director	X
Jay Saunders (JS) Village Board Rep	X	Karen Plach (KP)	X	Paul Smith (PS)	X
Tammi Giesen (TG)	X	Krista Hutley (KH) Librarian	X	Pam Woodard (PW) School District Rep	X

CALL TO ORDER: President Elaine Griffin called the monthly meeting of the Whitefish Bay Public Library Board to order at 7:01 p.m.

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NM.
2. **PUBLIC COMMENT:** None
3. **DISCUSSION & APPROVAL of Minutes for November 1, 2016:** PW moved to approve the minutes of the November meeting and KP seconded. The minutes were unanimously approved.
4. **DISCUSSION & APPROVAL of Financial Reports Through November 30, 2016:** NM summarized the financial reports through end of November. Personal donations have increased slightly now that it is the end of the year. Technology will be spent by the end of the year, as will library collections. JS moved to approve the financial reports through November 30 and PS seconded. The financial reports were unanimously approved.
5. **DISCUSSION & APPROVAL of Contingency Use for Library Chiller Repair:** The Library Board agreed to use remaining contingency funds to reimburse the Village of Whitefish Bay \$2,000 of the cost of the chiller repair for the library building. TG moved to approve the reimbursement and KP seconded. The motion was unanimously approved.
6. **DISCUSSION & APPROVAL of 2017 Collection Budget Supplement:** NM explained the rationale behind the use of Fund 22 to supplement the yearly collection budget for new Board members. The additional funds are necessary to meet the enhanced level of collection funding and strategically position the library's resources to offset declining circulation. PS moved to approve the Collection Budget Supplement and KP seconded. The motion was unanimously approved.
7. **DISCUSSION & APPROVAL of 2017 Library Board of Trustees Meeting Dates:** NM provided a list of the 2017 meeting dates and proposed canceling the July meeting, which falls on July 4. The July meeting has been canceled the past two years due to a lack of substantive or urgent business. In 2017, NM will plan agendas with 11 meetings in mind instead of 12 to make sure all business is scheduled. PW moved to approve the revised 2017 meeting dates and JS seconded. The motion was unanimously approved.
8. **DISCUSSION of 2016 Employee Performance Review Process:** The Board discussed the employee performance review process, last approved in 2011. NM offered suggestions to improve the process for full-time staff by having fewer formal meetings, as weekly informal meetings to discuss progress and offer

feedback are more effective. Additionally, she suggested customizing the forms for part-time employees, which are overly complicated and do not always correspond well to job duties. With the new strategic plan in place, performance reviews may need to be updated to reflect new goals as well. The Board agreed that the suggested changes should be tried for a year, after which the process may be reviewed and officially adopted.

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.

PW moved and JS 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 7:34 pm.

9. DISCUSSION of 2017 Library Staff Compensation

10. DISCUSSION of 2017 Library Director Compensation

RETURN TO OPEN SESSION: JS moved and PW 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 8:17 pm.

11. **APPROVAL of 2017 Library Staff Compensation:** JS moved and KP seconded the motion to approve a 2.0% wage increase for all library employees. The motion was unanimously approved.

12. **APPROVAL of 2017 Library Director Compensation:** TG moved and PS seconded the motion to approve a 2.0% wage increase for the library director. The motion was unanimously approved.

13. **DISCUSSION & APPROVAL of Allocation to 2017 Director's Fund:** The Library Board discussed allocating \$1500 to the 2017 Director's Fund to be used for employee recognition and support. The Library Board commended staff for how hard they worked in 2016 on multiple large projects, above and beyond their usual work duties, in particular weeding, RFID conversion, and the strategic plan. PW moved and KP seconded motion. The motion was unanimously approved.

14. **DISCUSSION of Informational Items:** NM summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff. She highlighted the results of Friends of the Whitefish Bay Library book sale, the conference reports from Scott Lenski and youth services staff, and KH's technology update.

ADJOURNMENT: Meeting was adjourned at 8:34 pm.

Respectfully submitted,
Krista Hutley
Administrative & Adult Services Librarian