



**WAUWATOSA PUBLIC LIBRARY**  
**Library Board of Trustees**  
**MINUTES – September 20, 2017**

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<b>Regular Meeting</b>	<b>Library Board Room</b>	<b>6:30 PM</b>
<b>7635 West North Avenue, Wauwatosa WI 53213</b>		

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The meeting was called to order at 6:30 PM by President Pete Holtz. In attendance: Bill Andrae, David Marheine, Maureen Klein, Mary Newton, Sarrah Oliver and Jane Carroll . Excused: Tom Miller and Ann Marie Perhach. Also in attendance: Ald. Jim Moldenhauer, Assistant Director Robert Trunley and Director Pete Loeffel.

APPROVAL OF THE MINUTES

1. Bill Andrae moved approval of the Minutes of the July 19, 2017 meeting. Maureen Klein seconded and the motion passed.

PUBLIC COMMENT

There was no public comment

ADMINISTRATIVE REPORTS

1. City Finance Director John Ruggini reported on the city's finances and the 2018 budgeting process.
2. Jane Carroll moved approval of the payrolls from July 9 - August 5, 2017 in the amount of \$94,872.37. David Marheine seconded and the motion passed. Bill Andrae moved approval of the payrolls from August 6 – September 2, 2017 in the amount of \$94,424.81. Mary Newton seconded and the motion passed.
3. Jane Carroll moved approval of the vouchers for the month of July in the amount of \$20,146.40. Bill Andrae seconded and the motion passed. Mary Newton moved approval of the vouchers for the month of August in the amount of \$22,442.27. Maureen Klein seconded and the motion passed.
4. a) Maureen Klein moved approval to accept \$100.00 from Jean Ann von Rohr in honor of Fran Balcken. Jane Carroll seconded and the motion passed.  
b) Mary Newton moved approval to accept \$200.00 from Curtis Edmark Insurance

and Financial services. Bill Andrae seconded and the motion passed.

c) Bill Andrae moved approval to pay Televend \$169.85 for purchase of prepaid fax cards. Maureen Klein seconded and the motion passed.

d) David Marheine moved approval to pay administrative assistant, Cori Lutz, \$78.48 for purchase of ear buds and flash drives. Bill Andrae seconded and the motion passed.

5. Pete Holtz reported that library policies and library board by-laws should be reviewed.
6. Library director Pete Loeffel presented his written report. Additionally, he reported that reference librarian Laurie Fels had participated in a webinar concerning the opioid crisis. She reported to him that libraries are following the lead of the library system and local health and law enforcement agencies.
7. Pete Loeffel reported that he has discussed the role of the library director in regards to the Foundation and also what involvement library staff can reasonably be expected to make in the operations of the Foundation.
8. Robert Trunley reported on his job duties at the library.

#### NEW BUSINESS

1. Bill Andrae moved approval of the regular slate of officers for the Finance Committee (Pete Holtz, Ann Marie Perhach and David Marheine), the Personnel Committee (Pete Holtz, Ann Marie Perhach and David Marheine), and the Policy Committee (Mary Newton, Bill Andrae and Sarrah Oliver). Maureen Klein seconded and the motion passed.
2. Bill Andrae moved approval of the 2018 Operating Budget as presented with acknowledgement that the City might still have to make some very minor adjustments. Maureen Klein seconded and the motion passed.
3. The library board reviewed Trustee Essential 1, The Trustee Job Description
4. The library board reviewed Trustee Essential 2, Who Runs the Library?

#### ADJOURNMENT

The meeting was adjourned at 7:55 PM.