



WAUWATOSA PUBLIC LIBRARY

Final

LIBRARY BOARD OF TRUSTEES

MINUTES • January 17, 2018

Regular Meeting

Library Board Room
7635 West North Avenue, Wauwatosa WI 53213

6:30 PM

Present: Trs. Carroll , Holtz, Klein, Marheine, Newton, Perhach, Oliver – 7

Excused: Tr. Miller and Tr. Andrae

Also Present: Ald. Moldenhauer, Director Loeffel, Assistant Director Trunley

President Holtz called the meeting to order at 6:34 p.m.

APPROVAL OF THE MINUTES

1. Tr. Marheine moved approval of the minutes of the November 15, 2017 meeting. Tr. Klein seconded and the motion passed 7-0.

PUBLIC COMMENT

Head of Adult Services, Shellie Anderson, reported on her duties at the library.

ADMINISTRATIVE REPORTS

1. Tr. Newton moved approval of the payrolls from October 29 – November 25, 2017 in the amount of \$97,661.89. Tr. Carroll seconded and the motion passed 7-0.
Tr. Perhach moved approval of the payrolls from November 26 – December 23, 2017 in the amount of \$97,060.12. Tr. Klein seconded and the motion passed 7-0.
2. Tr. Klein moved approval of the vouchers for the month of November in the amount of \$61,317.32. Tr. Newton seconded and the motion passed 7-0.
Tr. Carroll moved approval of the vouchers for the month of December in the amount of \$30,729.96. Tr. Newton seconded and the motion passed 7-0.
Tr. Carroll moved approval of the vouchers for the month of January in the amount of \$33,882.08. Tr. Marheine seconded and the motion passed 7-0.
3. a) Tr. Klein moved approval to pay Televend \$234.55 for purchase of prepaid fax cards. Tr. Oliver seconded and the motion passed 7-0.
b) Tr. Newton moved approval to pay Televend \$120.05 for purchase of prepaid fax cards. Tr. Klein seconded and the motion passed 7-0.
c) Tr. Klein moved approval to accept \$250.00 from Anita Sievert. Tr. Carroll seconded and the motion passed 7-0.
d) Tr. Klein moved approval to accept \$38.16 from Televend. Tr. Newton seconded and the motion passed 7-0.
e) Tr. Perhach moved approval to accept \$534.52 in refund from Midwest Tape. Tr. Klein seconded and the motion passed 7-0.
4. President's Report: Pres. Holtz informed the board of some slight adjustments to the timeline of their evaluation of the library director which would synchronize with the City's Human Resources department timeline.
5. Director's Report: Dir. Loeffel presented his written report. Additionally, he reviewed a discrepancy in the 2017 budget. He also reviewed the procedures for the Policy Committee.
6. Foundation Report: Tr. Perhach indicated the Library Foundation Leadership Luncheon is upcoming and invitations will be sent soon.

NEW BUSINESS

1. The board discussed the General Records Schedule for Wisconsin's Public Libraries. Tr. Newton moved approval to accept the Schedule as presented. Tr. Carroll seconded and the motion passed 7-0.

ADJOURNMENT

The meeting was adjourned at 8:05 p.m.