



WAUWATOSA PUBLIC LIBRARY

Final

LIBRARY BOARD OF TRUSTEES

MINUTES • February 21, 2018

Regular Meeting

Library Board Room
7635 West North Avenue, Wauwatosa WI 53213

6:30 PM

Present: Trs. Andrae, Holtz, Klein, Marheine, Miller, Newton – 6
Excused: Trs. Carroll, Oliver, Perhach
Also Present: Ald. Moldenhauer, Director Loeffel, Assistant Director Trunley

President Holtz called the meeting to order at 6:35 p.m.

APPROVAL OF THE MINUTES

1. Tr. Marheine moved approval of the minutes of the January 17, 2018 meeting. Tr. Andrae seconded and the motion passed 6-0.

PUBLIC COMMENT

ADMINISTRATIVE REPORTS

1. Circulation Supervisor, Tristan Marshall, reported on her duties at the library.
2. Tr. Andrae moved approval of the payrolls for January. Tr. Miller seconded and the motion passed 6-0.
3. Tr. Andrae moved approval of the vouchers for the month of January in the amount of \$99,812.43. Tr. Marheine seconded and the motion passed 6-0.
4. a) Tr. Newton moved approval of the 4th Quarter Report. Tr. Klein seconded and the motion passed 6-0.
b) Tr. Andrae moved approval of a motion that any usual and typical donations under \$500.00 be accepted by the director and reported quarterly. Tr. Miller seconded and the motion passed 6-0.
5. President's Report: Pres. Holtz shared information with the board regarding procedures and timelines for evaluating the director.
6. Director's Report: Dir. Loeffel presented his written report.
7. Foundation Report: Pres. Holtz reported on the upcoming Leadership Luncheon.

NEW BUSINESS

1. The Code of Conduct policy was discussed. Tr. Andrae moved approval of the Code of Conduct policy. Tr. Newton seconded and the motion passed 6-0.
2. The Safe Child policy was discussed. Tr. Andrae moved approval of the Safe Child policy. Tr. Newton seconded and the motion passed 6-0.
3. The State Annual Report was discussed. Tr. Andrae moved approval of the State Annual Report. Tr. Marheine seconded and the motion passed 6-0.
4. The Statement on System Effectiveness was discussed. Tr. Andrae moved approval of the Statement on System Effectiveness. Tr. Klein seconded and the motion passed 6-0.
5. Dir. Loeffel presented Trustee Essential 7: The Library Board and Library Personnel.

ADJOURNMENT

The meeting was adjourned at 8:00 p.m.