

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, January 9, 2018
Minutes—Approved**



ATTENDANCE: (Alphabetized by Last Name)

Name	Attended	Name	Attended	Name	Attended
Douglas Armstrong (DA) School Board Rep	X	Elaine Griffin (EG) President	X	Nyama Reed (NR) Director	X
Allison Fantetti (AF) Librarian	X	Sarah Leinweber (SL2)	X	Jay Saunders (JS) Village Board Rep	X
Tammi Giesen (TG)	X	Karen Plach (KP)	X		

CALL TO ORDER: President Elaine Griffin called the Whitefish Bay Public Library Board of Trustees meeting to order at 7:00 p.m.

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NR.
2. **PUBLIC COMMENT:** None.
3. **DISCUSSION & APPROVAL of Minutes – December 5, 2017:** There were no changes to the minutes. *Moved: DA ; Seconded: KP ; Approved: unanimously*
4. **DISCUSSION & APPROVAL of Financial Reports Through December 31, 2017:** NR summarized the financial reports through end of December. Of note, Salaries, FICA and Health Insurance Premium budget lines were all underspent due to staffing changes. *Moved: TG ; Seconded: SL ; Approved: unanimously.*
5. **DISCUSSION of Payment of Building Maintenance Invoices (NR):** As mentioned in NR's memo to the Library Board, Paul Boening (WFB Village Manager) has instructed the Library to pay for building maintenance invoices due to Department of Public Works budget lines for library repairs being exhausted. The relevant invoices total approximately \$13,000 at this point. There are sufficient monies available from the underspent Fund 13 Salaries, FICA and Health Insurance Premium budget lines to pay these invoices. The Library Board agreed the invoices need to be paid. Concern was expressed: 1) about setting a precedent of the library paying for building maintenance which, by long standing practice, the Village pays for; 2) that we may not have available monies in the future for such invoices above and beyond our operating budget. NR will express these concerns to the Village Manager.
6. **DISCUSSION & APPROVAL of Discontinuing Laptop Rental Fee (NR/AF):** Discussion ensued regarding discontinuing the \$1 laptop rental fee since: 1) it does not generate sufficient revenue to cover the cost of the laptops; 2) the fee limits use of the laptops by patrons. *Moved: KP ; Seconded: DA ; Approved: unanimously*

7. **DISCUSSION of Board Member Recruiting (EG/NR):** The Library Board needs to recruit two members to replace Paul Smith, who resigned early, and Elaine Griffin, who has reached her term limits. Paul's replacement may start asap and Elaine has reached out to an applicant from last year with excellent financial skills. The posting for Elaine's position, with Board approval on wording, will be released 1/10 with a deadline of 2/23. Elaine's last meeting will be April and the new member's first meeting will be May.
8. **DISCUSSION of Information Items:** NR summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff.

ADJOURNMENT: Meeting adjourned at 8:30 pm.

Respectfully submitted, Allison Fantetti, Teen Services & Technology Librarian