

The meeting was called to order at 6:32 pm by Chair Kiernan.

**1.0 ROLL CALL** – Present: T. Kiernan (Chair), Trustees: P. Harycki , N. Wilkes, D. Sweet, E. Leonard, L. Kommas (arrived after Consent Agenda – 6:49pm) Library Director S. Lewin-Lane, Absent and excused: Village Liaison M. Eternicka. Absent: Trustee B. Shaw

**2.0 PUBLIC COMMENT** – no comment

**3.0 CONSENT AGENDA**

- 3.1 Motion (Leonard/Sweet) moves to approve minutes from 1/25/2024 Library Board Meeting – passed 5-0-2
- 3.2 Motion (Leonard/Sweet) moves to approve Library Budget Report and Board Fund January 2024 – passed 5-0-2
- 3.3 Motion (Leonard/Sweet) moves to approve Library Payroll #2-4 – passed 5-0-2
- 3.4 Motion (Leonard/Sweet) moves to have next Library Board meeting on Thursday, March 28<sup>th</sup>, 2024 – passed 5-0-2

**4.0 COMMITTEE AND LIAISON REPORTS**

**5.0 DIRECTOR’S REPORT**

**6.0 AGENDA ITEMS**

- 6.1 Request to close library on April 19<sup>th</sup> for all-day staff training  
Director Lewin-Lane asking for Board approval to close for staff training. Trustees asked questions about patron usage on Fridays, which staff will be involved, how often we host training days.  
Motion (Kommas/Wilkes) moves to approve closure of library on April 19<sup>th</sup> for all-day staff training – passed 6-0-1
- 6.2 Create nursing space in library bathroom  
Director Lewin-Lane met with a representative from the Waukesha Health Department about the addition of a nursing/pumping area in the library. Best spot would be in first restroom where there is current a wooden “shelf” which could be removed and replaced with a folding chair and small end table. Access to water and electricity available in space. Trustees had questions clarifying space proposed and cost of adding furniture to space. Director Lewin-Lane gave the Board an estimated cost of \$50. Trustees had suggestions on signage when space is in use.  
Motion (Harycki/Leonard) moves to create a baby care space in library – passed 6-0-1
- 6.3 Approval of Annual State Budget  
Director Lewin-Lane gave a quick explanation of the report  
Motion (Leonard/Kommas) moves to approve the Annual State Report – passed 6-0-1
- 6.4 Review of Rachel Arndt Consulting LLC. Strategic Plan proposal  
Director Lewin-Lane spoke a little about our history with strategic planning and previous quotes the library received from potential consultants to assist with creating a strategic plan. Rachel Arndt helped with MCFLS’s strategic plan which has been well received. Consultation fee would be \$1800. Trustee Leonard spoke to his

experience with strategic planning on possible concerns. There was discussion about where the funds would come from the pay for consulting fees. Chair Kiernan stated it would come from MCFLS funds. Director Lewin-Lane provided information on previously acquired WILS consulting plan. Trustee Sweet expressed concerns about spending money on a consultant and questioning the need for a strategic plan altogether. Trustee Leonard countered with why he thinks a strategic plan is important and how the library can reach underserved populations of the community. Trustee Wilkes agrees, but questions the consulting fee – seems too low.

Motion (Wilkes/Hayrcki) moves to invite Rachel Arndt to a Board meeting to discuss her proposal and process – passed 6-0-1

6.5 Review of Naming Rights Document

Trustees Sweet and Wilkes updated existing document with suggestions made during the January board meeting. A second draft was created and that was the document presented during this meeting. There was discussion regarding the board's vote majority (2/3 majority vs. simple majority) since the impact of a naming rights vote is long-term. Trustee Leonard brought up the need for Village approval, which was discussed at the January board meeting. Trustee Wilkes point out that it is mentioned, however, states that it will seek input. If the naming rights only include the library space, the library board can vote, however, the building naming rights or other rooms within the W. Ben Hunt Center would be at the discretion of the Village. Motion (Sweet/Leonard) moves to defer voting on the updated naming rights document until the Village attorney has the opportunity to review said document – passed 6-0-1

6.6 Review of Collection Development Policy: Reconsideration Process timetable

Director Lewin-Lane updated documents regarding the reconsideration process with trustee's suggestions from the January board meeting. The reconsideration form that a patron would complete was also updated to include verbiage found in the reconsideration process document for consistency purposes. One minor additional change was suggested.

Motion (Leonard/Komas) moves to approve updated document with one modification suggested during this meeting – passed 6-0-1

6.7 Agenda request best practice

Chair Kiernan reached out to the Village to discuss best practices regarding trustees adding agenda items. A deadline was discussed for agenda items. Trustees are asked to get any additions to the agenda to the board President by the Thursday prior to the next meeting. No motion taken.

**7.0 ADJOURNMENT** Motion (Harycki/Leonard) moves to adjourn meeting – passed 6-0-1

Seth Harrison/ (e-signature)

Seth Harrison, Assistant Library Manager

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