

**Whitefish Bay Public Library  
Library Board Meeting  
Tuesday, May 1, 2017  
Minutes—Pending**

**ATTENDANCE:**

Name	Attended	Name	Attended	Name	Attended
Douglas Armstrong (DA) School Board Rep	X	Karen Plach (KP) President	X	Nyama Reed (NR) Director	X
Jay Saunders (JS) Village Board Rep	X	Kate Tappey (KT)	X	Jennifer Livingston (JL)	X
Tammi Giesen (TG)	Excused	Allison Fantetti (AF) Librarian	X	Sarah Leinweber (SL)	X

**ALSO ATTENDED:**

**CALL TO ORDER:** President Karen Plach called the Whitefish Bay Public Library Board meeting to order at 7:01 p.m.

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NR.
2. **PUBLIC COMMENT:** None.
3. **DISCUSSION & APPROVAL of Minutes – September 4, 2018:** There were no changes to the minutes. *Moved: SL; Seconded: DA; Approved: unanimously.*
4. **DISCUSSION & APPROVAL of Financial Reports Through September 30, 2018:** NR summarized the financial reports through end of September. *Moved: KT; Seconded: SL; Approved: unanimously.*
5. **DISCUSSION of 2019 Village of WFB Budget:** NR summarized the 2019 budget purposed. No change to hours or staffing. JS reiterated that the library is a department of the village.
6. **DISCUSSION & APPROVAL of 2019 Library Board Meeting Schedule:** NR recommended switching the WFB library board meetings to the 4<sup>th</sup> Tuesday of the month in 2019. KP and JS like the ides of the switch. The board likes the purposed new start time of 6:30pm. *Moved: JL; Seconded: JS; Approved: unanimously.*
7. **DISCUSSION & APPROVAL of 2019 Exceptions to Hours:** NR suggested closing the same holiday days at the village for 2019. KP it makes sense to align with the village. DA do we have stats for day after Thanksgiving traffic? NR the library tends to be pretty dead that day. SL try it for 2019 and can revisit for 2020 if complaints. *Moved: DA; Seconded: SL; Approved: unanimously.*
8. **DISCUSSION of Committee Updates:** Development: discussed next steps of marketing materials & reach out to locals to start 'quiet phase.' Finance: Discussion of creating 501c3 and first steps and have it created by end of 2018. Personnel: Reached out to full time staff to obtain feedback regarding progress to date in 2018 and provide director feedback.
9. **DISCUSSION of Fundraising Concepts:** NR presented the concept of Constituency Model and Exchange Principle.
10. **DISCUSSION of Information Items:**
  - a. Director and Department Reports
  - b. Library Building Maintenance Report
  - c. Library Statistics

NR summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff. Updates included YS hired a new part time librarian, Laura Gravander, new cleaning crew has started, brought up the idea of installing cameras in the lobby to keep track of the coming and goings in the library, circulation replaced 50 library cards during free library card month.

**ADJOURNMENT:** Meeting adjourned at 8:15 pm. Motion DA; Second: JS; Approved; Unanimously.

Respectfully submitted, Allison Fantetti, Teen Services & Technology Librarian

**IMPORTANT DATES**

10/1 & 10/15, Monday, 6:00 pm - Village of WFB Board of Trustees (Program Room or Village Hall - TBD)

10/1 – Overview of 2019 Budget, with short presentations from each department head

10/22 – Receive Recommended 2019 Budget

11/5 – Budget Workshop

10/17, 6:30 pm- Friends of the WFB Library Board (Program Room)

11/6, Tuesday, 7:00 pm - Library Board: (Storytime Room due to Election)