

Alice Baker Memorial Public Library  
820 East Main Street  
Eagle, WI 53119  
Board of Trustees Agenda  
Monday, March 12, 2018  
6:30 p.m.  
*Approved Minutes*

**Present:** M. Feye, T. Burstein, D. West, A. Chase, L. Neuburg, N. Wilhelm, B. Gunderson, D. Williams and C. Shamsi.

**Absent:** J. Johnson

1. **Call to order:** Meeting was called to order at 6:32pm by President, M. Feye
2. **Pledge of Allegiance**
3. **Approval of agenda:** A motion to approve the agenda was made by D. Williams and seconded by N. Wilhelm. Upon voice vote, motion carried.
4. **Approval of Minutes from January 8, 2018:** A motion to approve the January 8, 2018 minutes was made by D. Williams and seconded by T. Burstein. Upon voice vote, motion carried.
5. **Consent Agenda (February 2018 financial reports):** D. Williams shared with the board that a donation of \$100.00 was given to the library in memory of Larry Kelsey. The donation was given anonymously. Donation is greatly appreciated by the Library Board. D. West had questions in regards to the January and February Financial Reports. A. Chase is going to look at the formula that was used and make sure revisions are made and the math is correct. She will share the corrections. D. West also had a payroll question and A. Chase clarified. D. West noticed on the expense report it shows a late fee for interest. A. Chase will follow-up to see if the bank fee could be waived. A motion to receive and file the Consent agenda was made by D. Williams and seconded by B. Gunderson. Upon voice vote, motion carried.
6. **Village Representative's Report:** L. Neuburg shared with the board that Officer F. Emanuele received a life saving award from the Waukesha County Sheriff's Department for his assistance at a call in the Town of Eagle, where his actions significantly contributed to the safe conclusion of a violent scenario. She shared Trick or Treat will be October 27, 2018 this year.
7. **Town Representative's Report:** D. West shared with the board how Sprague Road will have repairs from one end to the other. He also shared how a new proposal for a Subdivision off of Sprague Road is in the process. The subdivision is eighty acres and will have twenty-six homes.
8. **Director's Report:** A. Chase provided a report with circulation numbers and programming attendance. Circulation is not as high in January and February and she believes that is partly due to weather. Maria has been to several different learning opportunities.
9. **Other Business**
  - a. **Action item – financial reports from January 2018 (consent agenda):** A motion to receive and file the financial reports was made by D. Williams and seconded by L. Neuburg. Upon voice vote, motion carried.
  - b. **Action Item – Allowable Costs Worksheet for 2019 budget:** A. Chase shared the document with the board and she and President M. Feye signed the document. It was submitted to Bridges Library System.

## Other business continued:

- c. **Action Item – Review annual report for 2017 and approve:** A. Chase shared with the board the report and the numbers for 2017. A motion to approve the annual report for 2017 was made by N. Wilhelm and seconded by T. Burstein. Upon voice vote, motion carried.
  - d. **Reports - from Bridges Library System meetings in January and February:** N. Wilhelm shared with the board how she attended the Wisconsin Library Legislators Day in Madison. She was happy to be able to thank the legislators for all they do for our libraries. N. Wilhelm also shared how A. Chase is very well respected within the library community.
  - e. **Discussion related to impact fees (D. Williams):** D. Williams talked with the group about impact fees recently put in effect in Mukwonago and how this money might be used by the library. There was some discussion about impact fees in Eagle.
  - f. **Discussion and action related to library bank accounts (D. Williams):** D. Williams shared how the change was made and the interest earned was doubled. The change was a good decision.
  - g. **Strategic Planning:** N. Wilhelm shared how a meeting with staff was scheduled but due to weather and flu going around the meeting was not able to be held. She stated it will get rescheduled and she will share once she has something more to report to the board members.
  - h. **Report – Eagle Nature Trail:** L. Neuburg reported this year is the year of the “bird.” She connected a place in Schlitz Audubon in Bayside that is willing to do a bird program for the Nature Trail in July. There is a fee so she will be making contacts for donations and money to be given towards the program. Next meeting is March 19, 2018.
10. **CONSIDER A MOTION TO ADJOURN TO CLOSED SESSION:** M. Feye read the consent to adjourn to closed session. M. Feye motioned to go into closed session and B. Gunderson seconded. Approval was made unanimously.

CLOSED SESSION – It is anticipated that there may be a motion to convene in closed session pursuant to section 19.85(1)(c) of the Wisconsin statutes to consider employment, promotion, compensation, or performance evaluation for any public employee over which the government body has jurisdiction or exercises responsibility. Upon conclusion, the Board will reconvene into open session to take any action required to be taken in open session.

- a. Discussion and possible action related to Personnel Matters

These matters were discussed and the Board will proceed as discussed in closed session.

B. Gunderson moved to come out of closed session and seconded by N. Wilhelm. Approval was made unanimously.

11. **Future Agenda Items:** none

12. **Next meeting date:** Monday, April 9, 2018 at 6:30pm

12. **Adjourn:** L. Neuburg to move to adjourn meeting and T. Burstein seconded at 8:47pm. Upon voice vote, motion carried.

NOTICE: It is possible that members of, and possibly a quorum of, other governmental bodies of the Town or Village may be in attendance at the above stated meetings to gather information. No action will be taken by any governmental body at the above stated meeting other than the Library Board. Please be advised that it is possible that the order of items on this agenda may be altered.