



**ATTENDANCE**

Board of Trustees	Attended
Name, Position Title, Year Board Term Expires	
Kate Tarpey, President, 2020	X
Sarah Leinweber, Vice President, 2020	X
Jay Sanders, Village Board Representative, n/a	no
TBD, School District Representative, n/a	
Jennifer Livingston, Member, 2021	X
Kelley McCaskill, Member, 2021	X
Ellie Gettinger, Member, 2022	X
Staff	
Nyama Reed, Library Director	X
Allison Fantetti, Teen Services & Technology Librarian	X

**ALSO ATTENDED:** Several WFB high school students for class assignment.

**CALL TO ORDER:** President Kate Tarpey called the Whitefish Bay Public Library Board meeting to order at 6:36 p.m.

- STATEMENT OF PUBLIC NOTICE:** Duly noticed by NR.
- PUBLIC COMMENT:** Students asked questions: Dason asked how people got appointed to the library board- NR answered that when there is an opening it gets posted to the village outlets and interested parties apply and then are appointed by the Village President. Charles question was if all members of the board are equal members - NR answered that there is a president and vice president, a member of the school board and village board, and three members from the community. Question was asked how long members serve NR answered up to three 3-year terms.
- DISCUSSION & APPROVAL of Minutes of November 26, 2019:** *Moved: JL; Seconded: KM; Approved: unanimously.*
- DISCUSSION & APPROVAL of Finance Report Through November 30, 2019:** NR summarized the finance report through the end of November. *Moved: EG; Seconded: JL; Approved: unanimously.*
- DISCUSSION & APPROVAL of 2020 Library Exceptions to Hours:** NR presented the 2020 exception to hours to library operations. NR purposed a full staff development day on Monday October 12. *Action:* The Library Board of Trustees approved the 2020 Exceptions to Hours as listed in the memo. *Moved: KM; Seconded: SL; Approved: unanimously.*
- DISCUSSION & APPROVAL of 2020 Allocation to Director’s Fund:** NR explained that the Library Board of Trustees established the Library Director Designated fund (13-93200-50428) at its November 20, 2012 meeting. This discretionary fund for the Director to purchase: nominal staff recognition activities and items that will lead to the benefit of Library operations and service; items not funded by other budget lines. *Action:* The Library Board of Trustees approved an allocation of \$750 from Fund 13 Fund Balance for the Director’s Fund. *Moved: SL; Seconded: EG; Approved: unanimously.*

7. **DISCUSSION & APPROVAL of 2020 Collection Budget Supplement:** NR explained that the library aims to spend \$111,000 on collection to be an enhanced collection. In order to meet that number, the collection budget needs to be supplemented by Fund 22 balance. NR believes our sweet spot for spending of collection is around \$105,000-111,000. The collection budget covers physical items, databases, and e-items. *Action:* Library Board of Trustees approved a 2020 Collection Budget Supplement of up-to \$31,000 from the Fund 22. *Moved: KM; Seconded: JL; Approved: unanimously.*
8. The Library Board of Trustees convened into Closed Session with a Roll Call per WI State Statute 19.85(1)(c) for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility – specifically regarding the Library Director. *Moved: SL; Seconded: KM; Approved: unanimously.*
9. The Board reconvened to open session with a Roll Call. *Action:* The Library Board of Trustees approved for Library Director Nyama Y. Reed, in recognition of her work in 2019: a one-time \$750 bonus, payable from the 2020 salaries budget line (13-93000-50100), in place of a merit increase; 1 week additional vacation, for a total of 4 weeks, effective 1/1/2020 and ongoing. *Moved: EG; Seconded: SL; Approved: unanimously.* Director Reed also received the base 2.5% wage increase per action at the November 2019 Board meeting.
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 all departments. Of note, part time youth services librarian Laura Gravander gave her notice and Orange Boy survey results are being analyzed with 3 campaign messages to be used for end of the year fundraising. NR summarized the security incident of a patron observed by staff who had what appeared to have a gun on him; police investigation determined it was a BB gun and the patron was issued a Village citation and banned from WFBPL. Also, NR consulted with the Police Department on what to do if this happens again and relayed instructions to staff.

**ADJOURNMENT:** Meeting adjourned at 8:06. *Motion: SL; Second: KM; Approved: Unanimously.*

Respectfully submitted, Allison Fantetti, Teen Services & Technology Librarian