



City of Waukesha

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Meeting Agenda - Final

Library Board

Bruce Gay, Executive Director
bgay@waukesha-wi.gov

Thursday, December 10, 2020

4:45 PM

Library Board Room

Virtual meeting

For public access, please register in advance for this meeting:

https://waukesha-wi.zoom.us/webinar/register/WN_mloRyxZuSvqN_cSrgg89Bg

1. Call to Order

2. Public Comment

Limited to three minutes per speaker.

3. Approval of Meeting Minutes

A. [ID#20-1500](#) approval of the minutes for November 12, 2020

Attachments: [201112 LIBRARY BOARD MINUTES draft](#)

4. Correspondence

A. [ID#20-1501](#) Correspondence for December 2020

Attachments: [202011 Thank you](#)
[WaukeshaFreeman_20201112_A06_1](#)
[WaukeshaFreeman_20201118_A02_0](#)

5. Bills

A. [ID#20-1502](#) Approval of the bills for December 2020

6. Financial Reports

A. [ID#20-1503](#) Approval of the financial reports for December 2020

7. Old Business

A. [LC20-0509](#) Discussion/action regarding reorganization update

- B. [LC20-0510](#) Discussion/action regarding pandemic response

Attachments: [Pandemic Response](#)

- C. [LC20-0511](#) Discussion/action regarding feasibility update

Attachments: [Topeka Named Recognition Policy](#)
[UDPL Naming Policy draft](#)
[UPDL Donor Naming MOU draft](#)

8. New Business

- A. [ID#20-1504](#) Discussion/action regarding the following job descriptions: Building Maintenance Coordinator, Community Engagement Services Manager, Finance Analyst, Head of Operations, Makerspace Coordinator, Marketing and Communications Manager, Materials Collection Services Manager, Public Services Manager, Special Projects Coordinator (HR Committee)

Attachments: [Building Maintenance Coordinator DRAFT](#)
[Community Engagement Services Manager DRAFT](#)
[Finance Analyst DRAFT](#)
[Head of Operations DRAFT](#)
[Makerspace Coordinator DRAFT](#)
[Marketing & Communications Manager DRAFT](#)
[Materials Collection Services Manager DRAFT](#)
[Public Services Manager DRAFT](#)
[Special Projects Coordinator DRAFT](#)
[Technology Manager DRAFT](#)

- B. [ID#20-1505](#) Discussion/action regarding library competencies change

Attachments: [New Library Competencies](#)

- C. [ID#20-1506](#) Discussion/action regarding process and timeline for the Library Director evaluation (HR Committee)

Attachments: [Revised Director job description](#)
[WPL LibraryDirectorEval FINAL 2020](#)

9. Reports

- A. Library Board Committees: Building, Executive, Finance, Human Resources, Planning and Policy, Public Art, Ad hoc Fund Development

B. Director's Report: Director Bruce Gay will provide a status update on Library activities and answer any questions

A. [ID#20-1507](#) Director and Staff reports for December 10, 2020

Attachments: [201210 Administrative Staff Report](#)

C. Bridges Library System: Trustee Rose Sura will report on the most recent Bridges Board meeting

D. Friends of the Library: Trustee Cynthia Deatrck will report on any meeting that has occurred since the date of the last meeting

E. Communications to the Common Council

10. Adjournment

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Joan Quinlan, 48 hours prior to the meeting at 262-524-3694.