



City of Waukesha

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Meeting Agenda - Final

Library Board

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

Thursday, October 11, 2018

4:45 PM

Library Board Room

1. Call to Order

2. Public Comment

Limited to three minutes per speaker.

3. Approval of Meeting Minutes

A. [ID#18-1512](#) Approval of the minutes for September 13, 2018

Attachments: [180913 LIBRARY BOARD MINUTES.pdf](#)

4. Correspondence

A. [ID#18-1514](#) Correspondence

Attachments: [Correspondence for October 11 Board meeting.pdf](#)

5. Bills

A. [ID#18-1515](#) Approval of the October 2018 bills

6. Financial Reports

A. [ID#18-1516](#) Approval of the financial reports for October 2018

7. Old Business

A. [LC18-0640](#) Update on 2019 budget request

B. [LC18-0641](#) Strategic Planning update

8. New Business

- A. [ID#18-1517](#) Board education: Trustee Essential #14-The Library Board and the Open Meetings Law
Attachments: [Trustee Essential 14-the Library Board and the Open Meetings Law.pdf](#)
- B. [ID#18-1518](#) Discussion/action regarding Library Policy C-5, Placing Materials on Hold
Attachments: [C-5 PLACING MATERIALS ON HOLD 10-11-18.pdf](#)
- C. [ID#18-1519](#) Discussion/action regarding Library Human Resources Policy B-2, Recruitment, Application, and Selection of Applicants for Employment (Human Resources Committee)
Attachments: [B-2 RECRUITMENT, APPLICATION, AND SELECTION OF APPLICANTS FOF](#)
- D. [ID#18-1520](#) Discussion/action regarding Library Human Resources Policy C-1, Holidays 2019 and 2020 (Human Resources Committee)
Attachments: [C-1 HOLIDAYS 2019 - 2020.pdf](#)
- E. [ID#18-1521](#) Discussion/action regarding Library Human Resources Policy D-3, Employee Performance & Development Appraisal (Human Resources Committee)
Attachments: [D-3 EMPLOYEE PERFORMANCE & DEVELOPMENT APPRAISAL DRAFT 10.](#)
- F. [ID#18-1522](#) Discussion/action regarding Library Human Resources Policy F-2, Salary Plan and Administration (Human Resources Committee)
Attachments: [F-2 SALARY PLAN AND ADMINISTRATION DRAFT 10-11-18.pdf](#)
- G. [ID#18-1523](#) Discussion/action regarding Library Human Resources Policy F-3, Job Evaluation Plan (Human Resources Committee)
Attachments: [F-3 JOB EVALUATION PLAN DRAFT 10-11-18.pdf](#)
- H. [ID#18-1524](#) A motion may be made to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The Library Board will review the Human Resources Committee's recommendation regarding the employee compensation process.
- I. [ID#18-1525](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.
- J. [ID#18-1526](#) Discussion/action regarding items discussed in closed session.

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#18-1527](#) Administrative & Staff reports for October 11, 2018

Attachments: [181011 Administrative Staff Report.pdf](#)

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.