



City of Waukesha

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Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, October 11, 2018

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Circulation Supervisor T. Lyons, and Special Projects coordinator J. Quinlan

Other Trustees Present: Kasprowicz, Lombardi & Ryan

Other Trustees absent: Ammerman & Guilfooy

Vice-President Kasprowicz convened the meeting at 4:48 p.m.

Present 4 - Deatrick, Sura, Helgestad, and Baxter

Absent 2 - Fowle, and Riebel

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

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

Trustees also voting aye: Kasprowicz, Lombardi & Ryan

Trustee Ryan moved to approve the Library Board minutes for September 13, 2018 with one small correction. Trustee Sura seconded, motion carried unanimously.

4. Correspondence

There were several Waukesha Reads articles highlighted in the Waukesha Freeman and Waukesha Now publications. Director Gay noted that the Waukesha Freeman has done a really nice job covering Waukesha Reads programs. His Waukesha Reads editorial was also included in the packets along with two additional programming briefs. All of the events have been well attended. Head of Community Engagement & Program Development Kori Hall and Library Associate Sue Moore, along with the Librarians, have been doing a great job in running and promoting the Waukesha Reads events.

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

5. Bills

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

Other Trustees voting aye: Kasprovicz, Lombardi & Ryan

Library Director Gay reported that there are expenses associated with sending seven library employees to the annual Wisconsin Library Association conference in LaCrosse. He believes that it is important for staff to attend these conferences to network, meet people, tell library peers what WPL is doing, to listen to what others are doing and bring new ideas back to the Library. This conference is a key resource that the Library is underutilizing. The final payment for the crane mobile artwork is also included in the bill list. The artwork is really magnificent. Custodian Bruce Hansen did a great job coordinating the installation of the mobile. Trustee Ryan said that she posted pictures of the event on her Facebook page and received several likes. Trustee Ryan moved to approve the October 2018 bills for \$75,198.87 and write offs of \$3,839.00. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.

Aye: 4 - Deatrck, Sura, Helgestad and Baxter

Absent: 2 - Fowle and Riebel

6. Financial Reports

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

Other Trustees voting aye: Kasprovicz, Lombardi & Ryan

Library Director Gay reported that the financials are right on target for the year. The Library will not meet revenue goals; the community library liaison was hired later in the year and revenue from the School District was pro-rated accordingly. Next year, the Library will be compensated the full amount. The Library has estimated that it has \$25,000 in the budget to spend by year end. Trustee Deatrck moved to approve the Financial Reports for October 2018 as presented. Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 4 - Deatrck, Sura, Helgestad and Baxter

Absent: 2 - Fowle and Riebel

7. Old Business

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

Library Director Gay reported that the City's budget is now online for all constituents to review. There is a cover sheet for each City Department highlighting their mission and goals for the department, along with key statistics. The Finance Committee reviewed the Library's budget request at their Tuesday meeting and everything went well. There is an open house budget meeting next Wednesday at the Roots Coffee House. Director Gay distributed comparison charts of 9 cities of similar size to Waukesha indicating that Waukesha Public Library, while one of the busiest libraries, falls well below in several categories, in particular municipal support. This may be a good tool to use in making a case for increased financial support in the future.

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

Library Director Gay reported that the consultants sent in their first draft of the Library's Strategic Plan. Once the edits are completed, it will go to the Committee for review and then the Library Board for their approval. One of the things that he likes about the plan is that it is fluid and there are spreadsheets available for project planning.

8. New Business

A. [ID#18-1517](#) Board education: Trustee Essential #14-The Library Board and the Open Meetings Law

Library Director Gay reviewed the Trustee Essential #14 – The Library Board and the Open Meetings Law. He pointed out several areas that the Library Board should be aware of, including walking quorums and sending out or replying to all in e-mail communications. He believes that this Board does a good job in following the law when it comes to open meetings. Trustee Ryan asked if the Library complies with the requirement of noticing to the local newspaper and posting the agendas in a public place. Director Gay replied that the Library complies with this requirement. Trustee Baxter also said that the Library Board has to be careful when a quorum of Library Board members may be present at events. Trustee Helgestad said that is the reason that the notice regarding attendance of a majority of Board members and Common Council members is posted at the bottom of all agendas.

B. [ID#18-1518](#) Discussion/action regarding Library Policy C-5, Placing Materials on Hold

Other Trustees voting aye: Kasprowicz, Lombardi & Ryan

Library Director Gay explained that the Library failed to notice this policy on last month's agenda so he is bringing it to the Board this month. The updates to the policy indicate that zoo passes may not be placed on hold and the Bridges libraries voted to increase the number of holds patrons can place from 40 to 50. Trustee Ryan moved to approve Library Policy C-5, Placing Materials on Hold as presented, Trustee Baxter seconded, motion carried unanimously.

- C. [ID#18-1519](#) Discussion/action regarding Library Human Resources Policy B-2, Recruitment, Application, and Selection of Applicants for Employment (Human Resources Committee)

Other Trustees voting aye: Kasprowicz, Lombardi & Ryan

Trustee Ryan explained that the changes mirror the City's changes to the policy. The updates outline that all applications are to be submitted online and removes references to paper applications. A new section regarding tests for employment is included, but the Library administers a very limited number of tests, such as a Dewey decimal test for prospective Page/Shelvers. Trustee Helgestad moved to approve Library Human Resources Policy B-2, Recruitment, Application, and Selection of Applicants for Employment as presented. Trustee Lombardi seconded, motion carried unanimously.

- D. [ID#18-1520](#) Discussion/action regarding Library Human Resources Policy C-1, Holidays 2019 and 2020 (Human Resources Committee)

Other Trustees voting aye: Kasprowicz, Lombardi & Ryan

Trustee Ryan said that Policy C-1 updates the holiday schedule for the next two years. Trustee Sura moved to approve Library Human Resources Policy C-1, Holidays 2019-2020 as presented. Trustee Baxter seconded, motion carried unanimously.

- E. [ID#18-1521](#) Discussion/action regarding Library Human Resources Policy D-3, Employee Performance & Development Appraisal (Human Resources Committee)

Other Trustees voting aye: Kasprowicz, Lombardi & Ryan

Trustee Ryan said that the changes to Policy D-3, brings it in line with the City policy. Director Gay explained that the City is putting the employee appraisal system together through an online portal. The updates are based on the new staff evaluation appraisal system. He explained that the performance feedback system requires every employee to develop SMART goals for the year. Supervisors are to meet with their staff quarterly for check-ins. Library Director Gay said that there are three salary segments in the updated policy: Entry, Standard and Advanced. Every position is slotted into a pay grade with a salary range. Per the policy, all employees start at the minimum of the salary range. Post Act 10, this program replaces the automatic union step increases. There are also three types of evaluations: initial, regular and annual. Director Gay explained that there are four components to the performance pay: the three-year adjustment program for new hires and newly promoted employees, the annual market adjustment program, which is the old cost of living program, the merit based adjustment program and the bonus pay adjustment program. New employees and those who are promoted will be in a three-year performance adjustment program before moving into the merit based system. It is not clearly defined how the merit based and bonus systems will work. In 2019, employees will be evaluated on a pass/fail system as the City transitions to the full system. Trustee Lombardi asked how the Library would pay for these increases. Director Gay responded that this is still unknown, but has caused a lot of concern among employees on how the system will work. Assistant Library Director Klima said that the class and compensation study that was done a few years ago was the first step in this process. Trustee Deatrick moved to approve Library Human Policy D-3, Employee Performance & Development Appraisal as presented. Trustee Lombardi seconded, motion carried unanimously.

- F. [ID#18-1522](#) Discussion/action regarding Library Human Resources Policy F-2, Salary Plan and Administration (Human Resources Committee)

Other Trustees voting aye: Kasprowicz, Lombardi & Ryan

Library Director Gay said that the changes to this policy are pretty straightforward as they match the City policy's language. The number of pay grades has been redefined and the appendix for non-represented staff was removed as the policy applies to all employees. Trustee Sura moved to approve Library Human Resources Policy F-2, Salary Plan and Administration as presented. Trustee Baxter seconded, the motion carried unanimously.

- G. [ID#18-1523](#) Discussion/action regarding Library Human Resources Policy F-3, Job Evaluation Plan (Human Resources Committee)

Other Trustees voting aye: Kasprowicz, Lombardi & Ryan

Library Director Gay said that Policy F-3 is used to identify what pay grade a job classification falls under and how job classifications can be reevaluated. One of the significant changes add technology as an evaluating element in factoring job classifications. The factoring formulas are no longer part of the policy. The old forms were removed from the policy. Trustee Baxter moved to approve Library Human Resources Policy F-3, Job Evaluation as presented. Trustee Lombardi seconded, motion carried unanimously.

- 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.

Other Trustees voting aye: Kasprowicz, Lombardi & Ryan

Trustee Helgestad moved 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 to review the Human Resources Committee's recommendation regarding the employee compensation process. Trustee Baxter seconded, motion carried with a unanimous roll call vote. (Assistant Director Klima and Circulation Supervisor Lyons left at 5:23 p.m.)

Aye: 4 - Deatrick, Sura, Helgestad and Baxter

Absent: 2 - Fowle and Riebel

- 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.

Other Trustees voting aye: Kasprowicz, Lombardi & Ryan

Trustee Kasprowicz moved to reconvene in open session. Trustee Sura seconded, motion carried with a unanimous roll call vote. (5:39 p.m. - Assistant Director Klima returned)

Aye: 4 - Deatrick, Sura, Helgestad and Baxter

Absent: 2 - Fowle and Riebel

- J. [ID#18-1526](#) Discussion/action regarding items discussed in closed session.

Other Trustees voting aye: Kasprovicz, Lombardi & Ryan

Trustee Ryan moved to recommend adjusting the Library's 2019 operating budget as recommended by Library Administration in order to reflect personnel cost changes necessitated by the full implementation of Library Human Resources Policy D-3, including any related budget implications, in order to bring Library practices more closely in line with overall City policies. Trustee Sura seconded, motion carried unanimously.

9. Reports

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

The Human Resources Committee met.

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

Director Gay highlighted several items from administrative reports:

- Assistant Director Klima attended Tech Days East where he learned about a bicycle powered charging station.
- The Waukesha Reads kickoff event included a traditional Lion Dance.
- Circulation Supervisor Therese Lyons and Librarian Elizabeth Craft attended a seminar on "The Librarian's Guide to Homelessness". He will be meeting next week with City leaders to discuss Waukesha's homeless issues.
- The Library participated in Waukesha's Downtown Business Alliance's Wizards and Witches Scarecrow Festival. Information Services Manager Amy Welch coordinated and helped create the Library's dragon scarecrow. It is located across the street from People's Park restaurant.

Trustee Ryan said that she was happy to see that the zoo passes have been checked out. Director Gay said that the library has received very positive feedback about the new service. Trustee Helgestad said that his wife has checked the zoo pass out and is happy that the library offers this to patrons. Trustee Ryan also asked about the reports on teen fights at the Library. Director Gay said that the incidents seem to be cyclical. The most recent incidents involve high school students and not the middle school students. The Library's security has been on top of these occurrences. Trustee Lombardi suggested that the school administrators be notified. Assistant Director Klima noted that there is a new Vice-Principal at Les Paul Middle School that the Library is working with.

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

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

Trustee Sura said that the Bridges Library System Board renewed the delivery service contracts. They also approved a consulting contract for IT support mainly for the smaller libraries. Each library will be charged \$75 when they use the service.

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

Trustee Deatrck reported that the Friends met on Monday, September 17. They approved three new Directors for their Board. Judy Roller will be retiring in November. Trustee Deatrck volunteered at the September 26 Culver’s night. The next Culver’s event is on October 24 at the Main street location. The Friends’ Wine Tasting fundraiser is on Sunday, November 4 and they have asked if the Library Board might be interested in sponsoring a basket.

E. Communications to the Common Council

Trustee Helgestad said that he will continue to advocate for the Library’s budget and answer the Council’s questions as the process moves forward.

10. Adjournment

Absent any objections, the meeting adjourned at 5:56 p.m.

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.