



City of Waukesha

Meeting Agenda - Final

Library Board

Bruce Gay, Executive Director
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Thursday, April 12, 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#18-0522](#) Approval of the minutes for March 8, 2018

Attachments: [LIBRARY BOARD MINUTES for March 8, 2018.pdf](#)

4. Correspondence

A. [ID#18-0523](#) Correspondence

Attachments: [Librarian I-Community Library Liaison approval 3-15-18.pdf](#)
[Library Language Services by Jill Fuller of Bridges.pdf](#)

5. Bills

A. [ID#18-0524](#) Approval of the bills for April 2018

6. Financial Reports

A. [ID#18-0525](#) Approval of the financial reports for April 2018

7. New Business

A. [ID#18-0526](#) Discussion/action regarding Bridges Library System allowable costs

Attachments: [Bridges Library System Allowable Costs Worksheet.pdf](#)

B. [ID#18-0527](#) Discussion/action regarding updated library retention schedule

Attachments: [Updated Records Retention Summary and Adoption Form.pdf](#)

- C. [ID#18-0528](#) Discussion/action regarding Library Director evaluation process (Human Resources Committee)

Attachments: [Job Description Library Director 07-14-16.pdf](#)
[Library Director - Job Description widpi.pdf](#)
[trustee essential 6--evaluating the director.pdf](#)
[Short Takes for Trustees - Evaluating the Library Director.pdf](#)
[Rochester Hills PL-director-eval-1.pdf](#)
[Pauline Haas sample evaluation.pdf](#)
[Manitowoc sample staff evaluation.pdf](#)
[director goals 2018.pdf](#)

- D. [ID#18-0529](#) Discussion/action regarding Trustee Essential 11: Planning for the Library's Future

Attachments: [Trustee Essential 11.pdf](#)

8 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#18-0531](#) Administrative & Staff Reports for April 12, 2018

Attachments: [180412 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 Deatrack will report on any meeting that has occurred since the date of the last meeting

E. Communications to the Common Council

9. 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.

