



City of Waukesha

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Meeting Agenda - Final

Library Board

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

Thursday, November 14, 2019

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#19-1471](#) Approval of the minutes for October 10, 2019

Attachments: [191010 LIBRARY BOARD MINUTES draft](#)

4. Correspondence

A. [ID#19-1472](#) Correspondence for November 14, 2019

Attachments: [WaukeshaFreeman_20191009_A01_4](#)
[WaukeshaFreeman_20191015_A02_4](#)
[WaukeshaFreeman_20191016_B07_1](#)
[WaukeshaFreeman_20191017_A05_1](#)
[WaukeshaFreeman_20191018_B07_1](#)
[WaukeshaFreeman_20191022_B06_3](#)
[WaukeshaFreeman_20191024_A05_2-3](#)
[WaukeshaFreeman_20191025_A02_1](#)
[WaukeshaFreeman_20191105_B05_2](#)
[WaukeshaFreeman_20191106_A03_3](#)
[WaukeshaFreeman_20191023_B07_1](#)

5. Bills

A. [ID#19-1473](#) Approval of the bills for November 2019

6. Financial Reports

- A. [ID#19-1474](#) Approval of the financial reports for November 2019

7. Old Business

- A. [LC19-0530](#) Update and report on 2020 operating budget request

Attachments: [2020 budget cover sheet](#)

- B. [LC19-0531](#) Discussion/action regarding Board of Trustees bylaws

Attachments: [BYLAWS 2003](#)
[Trustee Essential #3-Bylaws-Organizing the Board for Effective Action](#)

- C. [LC19-0532](#) Update on first floor redesign project

- D. [LC19-0533](#) Discussion/action regarding Library human resources Policy C-5, Wages & Benefits Regular Part-time Employees (HR Committee)

Attachments: [C-5 WAGES BENEFITS-PART-TIME EMPLOYEES DRAFT 10-10-19](#)

8. New Business

- A. [ID#19-1475](#) Discussion/action regarding request to the Waukesha County Community Foundation for a distribution from the Waukesha Public Library Fund for first floor pre-design services

- B. [ID#19-1476](#) Discussion/action regarding 2020 Agreement for Consulting Services with Bridges Library System

Attachments: [2020 Agreement for CAFE Consulting Services](#)

- C. [ID#19-1477](#) Discussion/action regarding 2020 Agreement for CAFE office space at Waukesha Public Library

Attachments: [2020 Agreement for CAFE Office Space](#)

- D. [ID#19-1478](#) Discussion/action regarding 2020 Resource Library Services agreement between Bridges Library System and Waukesha Public Library

Attachments: [2020 Resource Library Agreement with CAFE](#)

- E. [ID#19-1479](#) Discussion/action regarding 2020 Addendum to Bridges Library System Member Library & CAFE agreements

Attachments: [2020 Member Library Agreement Addendum with CAFE](#)

- F. [ID#19-1480](#) Discussion/action regarding Library human resources Policy B-1, Management Rights (HR Committee)

Attachments: [B-1 MANAGEMENT RIGHTS DRAFT 11-14-19](#)

- G. [ID#19-1481](#) Discussion/action regarding Library human resources Policy B-6, Library Work Rules (HR Committee)
Attachments: [B-6 LIBRARY WORK RULES DRAFT 11-14-19](#)
- H. [ID#19-1482](#) Discussion/action regarding Library human resources Policy B-7, Business Attire and Appearance (HR Committee)
Attachments: [B-7 BUSINESS ATTIRE AND APPEARANCE DRAFT 11-14-19](#)
- I. [ID#19-1483](#) Discussion/action regarding Library human resources Policy B-10, Employment of Relatives (HR Committee)
Attachments: [B-10 EMPLOYMENT OF RELATIVES DRAFT 11-14-19](#)
- J. [ID#19-1484](#) Discussion/action regarding process for Library Director's annual evaluation (HR Committee)
- K. [ID#19-1485](#) Library Board Education: Trustee Essential #9-Managing the Library's Money
Attachments: [Trustee Essential 09 - Managing the Library's Money](#)

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#19-1486](#) Administrative & Staff reports for November 14, 2019
Attachments: [191114 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.