



City of Waukesha

Meeting Agenda - Final

Library Board

Bruce Gay, Executive Director
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321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
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Thursday, December 12, 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#19-1653](#) Approval of the minutes for November 14, 2019

Attachments: [191114 LIBRARY BOARD MINUTES draft](#)

4. Correspondence

A. [ID#19-1654](#) Correspondence for December 2019

Attachments: [WaukeshaFreeman_20191130_A05_2](#)
[Comments December 2019](#)

5. Bills

A. [ID#19-1655](#) Approval of the bills for December 2019

6. Financial Reports

A. [ID#19-1656](#) Approval of the financial report for December 2019

7. Old Business

- A. [LC19-0614](#) 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 consider the Human Resources Committee recommendation regarding the performance evaluation questions and process for Library Director's annual evaluation. The Library Board will also consider a request to grant additional vacation leave for an employee. (HR Committee)

Attachments: [Director eval form](#)
[Job description Director 07-14-16](#)
[BG Goals_20191204163712468](#)

- B. [LC19-0615](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.
- C. [LC19-0616](#) First floor redesign update

8. New Business

- A. [ID#19-1657](#) Discussion/action regarding Library Human Resources Policy B-2, Recruitment and Retention (HR Committee)
- Attachments:** [B-2 RECRUITMENT AND RETENTION Draft 12-12-19](#)
- B. [ID#19-1658](#) Discussion/action regarding Library Human Resources Policy C-2, Vacation Leave (HR Committee)
- Attachments:** [C-2 VACATION LEAVE Draft 12-12-19](#)
- C. [ID#19-1659](#) Discussion/action regarding Library Human Resources Policy C-3, Leaves of Absence (HR Committee)
- Attachments:** [C-3 LEAVES OF ABSENCE Draft 12-12-19](#)
- D. [ID#19-1660](#) Discussion/action regarding Library Human Resources Policy F-2, Salary Plan and Administration (HR Committee)
- Attachments:** [F-2 SALARY PLAN AND ADMINISTRATION Draft 12-12-19](#)
- E. [ID#19-1661](#) Discussion/action regarding Library Human Resources Policy H-6, Separation Payout (HR Committee)
- Attachments:** [H-6 SEPARATION PAYOUT Draft 12-12-19](#)
- F. [ID#19-1662](#) Discussion/action regarding Library Policy C-3, Loan Periods and Limits
- Attachments:** [C-3 LOAN PERIODS AND LIMITS--revision 12-12-19 \(002\)](#)

- G. [ID#19-1663](#) Discussion/action regarding Library Technology Plan 2019-2023

Attachments: [Technology Plan Abbreviated 20191204153954844](#)

- H. [ID#19-1664](#) Board Education: Trustee Essential #17-Membership in the Library System

Attachments: [Trustee Essential 17](#)

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#19-1665](#) Staff & Administrative reports for December 12, 2019

Attachments: [191212 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 Deatrack 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.