



City of Waukesha

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Meeting Agenda - Final

Library Board

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

Thursday, February 13, 2020

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#20-0158](#) Approval of the minutes for January 9, 2020

Attachments: [200109 LIBRARY BOARD MINUTES draft](#)

4. Correspondence

A. [ID#20-0159](#) Correspondence for February 2020

Attachments: [February 2020 Board Correspondence](#)

5. Bills

A. [ID#20-0160](#) Approval of the bills for February 2020

6. Financial Reports

A. [ID#20-0161](#) Approval of the financial reports for February 2020

7. Old Business

A. [LC20-0059](#) 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 Library Director's annual performance evaluation.

- B. [LC20-0060](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.
- C. [LC20-0061](#) Discussion/action regarding annual Library Director performance evaluation
- D. [LC20-0062](#) Update on front entrance repair

8. New Business

- A. [ID#20-0162](#) Discussion/action regarding Librarian I-Technical Services job description (HR Committee)
Attachments: [Librarian I - TS Cataloger DRAFT 2020](#)
- B. [ID#20-0163](#) Discussion/action regarding Library Associate-Marketing job description (HR Committee)
Attachments: [Library Associate Marketing DRAFT 2020](#)
- C. [ID#20-0164](#) Discussion/action regarding Building Maintenance Coordinator job description (HR Committee)
Attachments: [Building Maintenance Coordinator DRAFT 2020](#)
- D. [ID#20-0165](#) Discussion/action regarding contractual agreement with Library Strategies for feasibility study
Attachments: [Feasibility Steering Committee](#)
[Library Strategies Waukesha MOA 01.21.20](#)
- E. [ID#20-0166](#) Discussion/action regarding annual report to state
- F. [ID#20-0167](#) Board Education: Trustee Essential #27-Trustee Orientation & Continuing Education
Attachments: [Trustee Essential 27-Trustee Orientation and Continuing Education](#)

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#20-0168](#) Administrative & Staff Reports for February 13, 2020
Attachments: [200213 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 Deatruck 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.