



City of Waukesha

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Meeting Agenda - Final

Library Board

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

Thursday, January 14, 2021

4:45 PM

Library Board Room

Virtual Meeting

For public access, please register in advance for this meeting:

[https://us02web.zoom.us/j/88041300404?](https://us02web.zoom.us/j/88041300404?pwd=OTlwNDZTeUpjUXFtd0NMaGdUU28wZz09)

[pwd=OTlwNDZTeUpjUXFtd0NMaGdUU28wZz09](https://us02web.zoom.us/j/88041300404?pwd=OTlwNDZTeUpjUXFtd0NMaGdUU28wZz09)

1. Call to Order

2. Public Comment

Limited to three minutes per speaker.

3. Approval of Meeting Minutes

A. [ID#21-1621](#) Approval of the minutes for December 10, 2020

Attachments: [201210 LIBRARY BOARD MINUTES draft](#)

4. Correspondence

A. [ID#21-1622](#) Correspondence for January 2021

Attachments: [WaukeshaFreeman_20201211_A02_2](#)

[WaukeshaFreeman_20201229_A02_4](#)

[WaukeshaFreeman_20201229_A03_6](#)

[WaukeshaFreeman_20210108_A03_3](#)

5. Bills

A. [ID#21-1623](#) Approval of the bills for January 2021 meeting

6. Financial Reports

A. [ID#21-1624](#) Approval of the financial reports for January 2021 meeting

7. Old Business

- A. [LC21-0030](#) Discussion/action regarding feasibility update
- B. [LC21-0031](#) Discussion/action regarding first-floor renovation
- Attachments:** [First floor attachment](#)
- C. [LC21-0032](#) Discussion/action regarding pandemic response
- Attachments:** [Jan board meeting pandemic response](#)

8. New Business

- A. [ID#21-1625](#) Discussion/action regarding the following job descriptions: Custodian, Information Technology Technician II, Librarian I, Library Assistant, Library Associate, Page/Shelver (HR Committee)
- Attachments:** [Custodian DRAFT](#)
[Information Technology Technician II DRAFT](#)
[Librarian I DRAFT](#)
[Library Assistant DRAFT](#)
[Library Associate DRAFT](#)
[Page Shelver DRAFT](#)
- B. [ID#21-1627](#) 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 discuss any recommendations from the Human Resources Committee regarding the performance evaluation questionnaire responses for Library Director's annual evaluation, including the Library Director's 2021 SMART goals.
- Attachments:** [2021 Library Director Goals](#)
- C. [ID#21-1628](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.

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#21-1626](#) Administrative and Staff reports for January 14, 2021

Attachments: [210114 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.