



# City of Waukesha

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## Meeting Agenda - Final

### Library Board

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

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Thursday, May 13, 2021

4:45 PM

Library Board Room

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#### Virtual meeting via Zoom

[https://waukesha-wi.zoom.us/j/94127316855?](https://waukesha-wi.zoom.us/j/94127316855?pwd=MUxQY3V4SHZWMMmR3RTBadHZCZ2hCZz09)  
[pwd=MUxQY3V4SHZWMMmR3RTBadHZCZ2hCZz09](https://waukesha-wi.zoom.us/j/94127316855?pwd=MUxQY3V4SHZWMMmR3RTBadHZCZ2hCZz09)

1. Call to Order

2. Public Comment

*Limited to three minutes per speaker.*

3. Approval of Meeting Minutes

- A. [ID#21-2231](#) Approval of the minutes for April 8, 2021

Attachments: [210408 LIBRARY BOARD MINUTES draft](#)

4. Correspondence

- A. [ID#21-2232](#) Correspondence for May 2021

Attachments: [WaukeshaFreeman\\_20210409\\_A03\\_8](#)  
[WaukeshaFreeman\\_20210416\\_A02\\_2](#)  
[WaukeshaFreeman\\_20210421\\_A01\\_0](#)  
[WaukeshaFreeman\\_20210422\\_B05\\_2](#)  
[WaukeshaFreeman\\_20210430\\_A05\\_8](#)  
[WaukeshaFreeman\\_20210506\\_A05\\_2](#)

5. Bills

- A. [ID#21-2233](#) Approval of the bills for May 2021

6. Financial Reports

- A. [ID#21-2234](#) Approval of the financial report for May 2021

## 7. Old Business

- A. [LC21-0216](#) Discussion/action regarding pandemic response and mask proclamation

Attachments: [May Pandemic update](#)  
[May 2021 mask proclamation for board](#)

- B. [LC21-0217](#) Discussion/action regarding first-floor renovation contract approval (Building Committee)

Attachments: [Bid Tab Final Waukesha Public Library Renovation-BPW](#)

- C. [LC21-0219](#) Discussion/action regarding front panel image (Building Committee)

Attachments: [Front Panel sample images](#)

- D. [LC21-0220](#) Discussion/action regarding shelf moving request for proposal (Building Committee)

Attachments: [Shelf moves for first floor renovation](#)  
[Shelf move floor diagram](#)

- E. [LC21-0221](#) Discussion/action regarding draft Library Policy F-6, Naming Rights and Commemoration and donor memo of understanding (Ad hoc Fund Development Committee)

Attachments: [F-6 NAMING RIGHTS AND COMMEMORATION 05-13-21 DRAFT-BER Rev](#)

- F. [LC21-0222](#) Discussion/action regarding draft Library Policy F-7 Gift Acceptance (Ad hoc Fund Development Committee)

Attachments: [F-7 GIFT ACCEPTANCE 05-13-21 DRAFT-BER Rev](#)

- G. [LC21-0223](#) Discussion/action regarding Waukesha County Community Foundation capital campaign assistance (Ad hoc Fund Development Committee)

- H. [LC21-0224](#) Discussion/action regarding Library Strategies capital campaign assistance (Ad hoc Fund Development Committee)

- I. [LC21-0225](#) Discussion/action regarding Capital Campaign Chair job description (Ad hoc Fund Development Committee)

Attachments: [campaign chair and honorary chair descriptions](#)

## 8. New Business

- A. [ID#21-2236](#) Discussion/action regarding County Library Standards

Attachments: [2021 Waukesha Cty Standards cert](#)

- B. [ID#21-2237](#) Discussion/action regarding Community Library Liaison contract extension with the School District of Waukesha

Attachments: [CLL Extension 2021-2024 DOC041521-04152021145700](#)

## 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#21-2238](#) Administrative and Staff Reports for May 13, 2021

Attachments: [210513 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.