



# 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, December 9, 2021

4:45 PM

Library Board Room

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**Also available via Zoom:**  
<https://waukesha-wi.zoom.us/j/99570638667>

1. Call to Order
2. Public Comment

*Limited to three minutes per speaker.*

3. Approval of Meeting Minutes

- A. [ID#21-3238](#) Approval of the minutes for November 11, 2021

**Attachments:** [211111 LIBRARY BOARD MINUTES draft](#)

4. Correspondence

- A. [ID#21-3239](#) Correspondence for December 2021

**Attachments:** [WaukeshaFreeman 20211124 A05 3](#)

5. Bills

- A. [ID#21-3240](#) Approval of the bills for December 2021

6. Financial Reports

- A. [ID#21-3241](#) Approval of the financial reports for December 2021

7. Old Business

- A. [LC21-0456](#) December Pandemic update

**Attachments:** [December pandemic report](#)

- B. [LC21-0457](#) First-floor renovation/construction update

- C. [LC21-0458](#) Capital Campaign update and naming rights approval
- Attachments:** [December capital campaign update](#)  
[Tikalsky naming request](#)
8. New Business
- A. [ID#21-3242](#) Christmas Parade tragedy and the library's response
- Attachments:** [WaukeshaFreeman 20211126\\_A02\\_0](#)  
[MilwaukeeJournalSentinel 20211126\\_A03\\_2](#)
- B. [ID#21-3243](#) Overview of the Memory Cafes and story Corps (Manager Pinkner and Librarian K. Davis)
- C. [ID#21-3244](#) Discussion/action regarding contract with Elite Protection Specialists, LLC
- Attachments:** [Elite Protection Specialists LLC 20211207095307151](#)
- D. [ID#21-3245](#) Discussion/action regarding library human resources Policy B-8, Human Resources Information Disclosure (Library HR Committee)
- Attachments:** [B-8 HUMAN RESOURCES INFORMATION DISCLOSURE DRAFT 12-09-21](#)
- E. [ID#21-3246](#) Discussion/action regarding library human resources Policy C-3, Leaves of Absence (Library HR Committee)
- Attachments:** [C-3 LEAVES OF ABSENCE DRAFT 12-09-21](#)
- F. [ID#21-3247](#) Discussion/action regarding library human resources Policy C-4, Benefits Election at the time of Retirement/Resignation (Library HR Committee)
- Attachments:** [C-4 BENEFITS ELECTION AT THE TIME OF RETIREMENT - RESIGNATION I](#)
- G. [ID#21-3248](#) Discussion/action regarding library human resources Policy H-4, Administrative Payroll Procedures (Library HR Committee)
- Attachments:** [H-4, ADMINISTRATIVE PAYROLL PROCEDURES DRAFT 12-09-21](#)
- H. [ID#21-3249](#) Discussion/action regarding the process and timeline for the Library Director's evaluation (Library HR Committee)
- Attachments:** [WPL LibraryDirectorEval\\_FINAL](#)  
[Revised director job description 2021](#)

## 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

[ID#21-3263](#) Administrative and Staff Reports for December 9, 2021

**Attachments:** [211209 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.