

MINUTES
Waukesha Public Library Board Meeting
Thursday, November 11, 2021 4:45 PM
In-Person and Virtual Zoom Meeting

Trustees Present: S. Ammerman, M. Baxter, B. Byrd, C. Deatrick, B. Forrest, P. Kasprowicz, L. Miller, A. Riebel, and M. Ryan

Trustees Absent: K. Guilfooy and E. Helgestad

Others Present: Library Director B. Gay, Technology Manager J. Klima and Special Projects Coordinator J. Quinlan

1. Call to order

Board President Riebel convened the meeting at 4:45 PM.

2. Public Comments

There were no public comments. The Library Board of Trustees welcomed new Board member Bonnie Byrd to the Library Board and introduced themselves. Bonnie is currently the Executive Director of the Waukesha County Historical Society and Museum. Ms. Byrd said that she was very happy to become a member of the Library Board of Trustees.

3. Approval of the minutes for October 14, 2021

There was one small correction to the minutes from the October 14, 2021 meeting. **Trustee Baxter moved to approve the Library Board minutes for October 14, 2021 as amended. Trustee Miller seconded; motion carried unanimously.**

4. Correspondence

As part of her ongoing library advocacy, Jill Fuller, Marketing & Communications Librarian for the Bridges Library System touted Halloween fun happenings at local libraries. WPL's Kelli Cramer was highlighted for her outdoor storytime including a song and dance. October was also Family History Month, and Fuller's article highlighted using library resources to research family histories. The final press release was an invitation to a virtual conversation on Zoom with the Waukesha Reads author of "The House on Mango Street", Sandra Cisneros. Director Gay said that there were 73 virtual attendees who listened to a very interesting conversation. The author answered the audience questions very thoughtfully; it was a well-done program.

5. Bills

a. Approval of the bills for November 2021 meeting

Library Director Gay reported that the bills included annual computer purchases. The Library has found that it has been difficult to obtain laptop computers. Other expenses consisted of Capital Campaign Committee meeting purchases and several bills for Waukesha Reads. Trustee Forrest asked if the computer purchases were for employees. Director Gay replied yes that there is a four-year replacement schedule for computers. The old computers are recycled through a City program. **Trustee Baxter moved to approve the November 2021 bills for \$46,882.74 and write offs of \$3,607. Trustee Ammerman seconded; motion carried with a unanimous roll call vote.**

6. Financial Reports

b. Approval of the financial report for November 2021

Library Director Gay reported that as it gets closer to the end of the year, the Library will be under budget in the personnel account lines. There are currently two librarian vacancies. The Library has been making makerspace purchases ahead of time, which should help spend down the 2021 budget. Trustee Deatrick commented that in the past, any unused funds would be returned to the City. Trustee Baxter cautioned that if monies are returned, future

budget requests could be impacted. Trustee Miller said that the money would go into the general fund and not go towards reducing city taxes. Trustee Baxter asked if it was possible to include the building fund in the financial documents. She believed that it would be beneficial to track the progress of the capital campaign efforts. **Trustee Deatrick moved to approve the November 2021 financial statement as presented. Trustee Baxter seconded.** Trustee Forrest asked if it was necessary to complete a fund transfer between accounts to cover year end purchasing. Director Gay said that the City Finance Department works with the Library on these transactions. **The motion carried with a unanimous roll call vote.**

7. Old Business

a. Capital campaign update

Director Gay distributed the capital campaign brochure promoting the Library's renovation project. He said that the Library's marketing team did a great job putting together the PR pieces. Five hundred copies were printed and will be shared with potential donors as part of the "quiet phase" of the campaign. Each brochure includes two inserts: the naming rights opportunities and a pledge form. Gay reported that the first meetings have gone well; the group is working at identifying potential contacts. The VIP donor event on October 27 turned out to be a pleasant evening with the Mayor sharing his personal memories of the library. Trustees Baxter, Ammerman, Deatrick, Byrd, and Ryan were also in attendance. There were a few potential donors who came as well, including former Trustee Carol Lombardi. Based on a recommendation of the consultant, the committee is recommending that the naming rights amount for the Carnegie Room be changed to \$200,000 and the lead gift for the Community Room decreased to \$150,000. **Trustee Miller moved to update the naming opportunities for the capital campaign as recommended by the consultant. Trustee Baxter seconded; motion carried unanimously.**

Director Gay reported that at their November 2 meeting, the Friends of the Library approved spending \$125,000 towards the capital campaign. They would like the naming rights for the larger conference room (\$75,000) and the public service desk (\$50,000). Director Gay is recommending that the Library Board approve the naming rights request for this gift. Trustee Deatrick added that the Friends received a sizable bequest from Glen Gadberry and are working with the family on naming one of the spaces after him. Trustee Baxter appreciated that the Friends would have their name associated with such a large gift. **Trustee Kasprovicz moved to approve the naming rights request of the Friends of the Library for the large conference room at \$75,000 and the public service desk at \$50,000. Trustee Baxter seconded; motion carried unanimously.** Trustee Baxter handed out pledge forms to the Library Board members and asked them to consider a donation to the renovation project dependent on their personal giving capacity. She said that having Library Board members and the Friends of the Library make a donation carries a lot of leverage when asking potential donors to give to the campaign. Trustee Forrest asked if the giving portal would accept ongoing donations. Trustee Baxter believed that it would as many of the gifts can be spread over three to five years. She added that with \$175,000 in the fund and the Friends pledge of \$125,000, the Library is 25% of the way to their goal.

b. First-floor renovation/construction update

Director Gay did not provide any attachments for this agenda item. He reported that the steel structure is in the process of being painted; the ramp is currently closed, and the construction crew has the turnaround blocked off in the staff parking lot. This will make it more challenging to get patrons into the building, but there are signs posted with a phone number to call for anyone needing assistance. The exterior panel delivery has been delayed; the construction supervisor expects delivery at the end of November. Carpeting should be

completed in the conference rooms. Next up will be the installation of the hearing loops; a system that assists those with hearing aids. This will include installation of the hearing loop in the large community meeting room. Also, glass partitions will be put in place in the community meeting room. The old circulation desk has been torn down and the internal sorter deconstructed and pushed back. There has been a lot of shelving that has been moved and books that still need shifting. The management team discussed what type of reopening events to have after the renovation is completed. Events would be week-long and begin with a private donor celebration on a Friday evening. Hosting an open house on the weekend with cupcakes and music and holding special demonstrations in each of the spaces were all ideas that were discussed. February is still the targeted completion month; the celebration dates will be firmed up as we get closer to end of the project.

c. Pandemic update

Director Gay reported that the predictions on where COVID is headed are all over the board; much depends on whether there will be a winter surge and whether any new variants might arise and also how many people are vaccinated. There are no clear indications on where things are trending. Trustee Baxter said that at their update from Pro Health Care, everyone that wants to be vaccinated is. Much of the uncertainty revolves around getting the 5–11-year-olds vaccinated, and any mandates that might be issued. Hospitals are still being impacted by the virus.

d. 2022 budget update

Director Gay reported that the Library's operating budget was approved with no questions or changes. In addition to the operating budget, the Council had earlier approved a capital budget request for the Library which in 2022 will include: completing the first-floor renovation: \$260,000; roof replacement, first year of two: \$710,000; backup generator: \$168,000; library computer technology: \$51,000. Gay also provided a summary of the library's new organizational structure changes, which shows a flatter organization where each of the managers report to the Library Director.

8. New Business

a. Discussion/action regarding Waukesha County Community Foundation (WCCF) year-end disbursements

Library Director Gay reported each year, the Library may take a disbursement from its Waukesha County Community Foundation accounts. The Library has three accounts: The Public Library Fund (currently the capital funds); the Historic Bequests Fund; and the Waukesha Reads fund. Director Gay recommended that the Board approve the disbursement from the Historic Bequests Fund while leaving the other funds intact. The Historic Bequest Fund stipulates that interest only be used to purchase books. **Trustee Ammerman moved to approve the disbursement of \$2,900 from the Historic Bequest Fund and allowing the interest to roll over in the other two accounts. Trustee Forrest seconded; motion carried with a unanimous roll call vote.**

9. Reports

a. Library Board Committees: Building, Executive, Finance, Human Resources, Planning & Policy, Public Art, Ad hoc Fund Development

There were no committee reports.

b. Director's Report

Director Gay focused on several items from his report.

- Besides several small tweaks to the library minimums to exempt from the County Library Tax, the Waukesha County Planning Committee will seek to add electronic circulation as an element when determining the county tax for residents of areas

without a library. Projections from Bridges show that this could potentially bring more County revenue to the library in future years. Jefferson County recently approved the changes for counting electronic circulations.

- One of the highlights of all the Waukesha Reads events was to hear from author, Sandra Cisneros, during a 60-minute virtual conversation. She was engaging, down-to-earth and very open about her life experiences and writing style. Some comments from attendees: "This is a wonderfully honest presentation. Thank you for this event Waukesha Reads and Ms. Cisneros!", "Thank you so much for tonight, you continue to inspire!" and "Sandra, your stories bring me so much joy. Thank you for sharing your stories and tonight's evening with us!"
- Also, as part of Waukesha Reads, Librarians Paula Mason & Khorye Huffman welcomed Eufrosina Cruz, a globally recognized indigenous and women's rights activist and member of the Mexican Congress, along with Eloisa Gómez, coordinator of the Latinx Voter Outreach Committee of the League of Women Voters of Milwaukee County to this discussion. In this bilingual virtual event, 33 participants from across the state of Wisconsin had the opportunity to hear from Eufrosina and Eloisa while discussing the importance of civic engagement and issues related to the documentary film *Las Sufragistas/The Suffragists*, which focuses on the life of Eufrosina Cruz.
- This month Librarian Kelly Davis attended thirteen hours of StoryCorps facilitator training. StoryCorps uses an interview model that fosters communication by promoting the importance of listening and sharing stories. The facilitator's role is to be the person present during the interview who promotes a comfortable, meaningful experience for the participants and handles all technical aspects of the recording. There is a small team of library staff from the Bridges Library system who participated in this multi-day training.

Trustee Ryan asked about the Librarian vacancies. Director Gay said that one position has been filled and the second job announcement closes on Friday. Trustee Kasproicz asked about the impact fees that are available to the library. Director Gay said that the impact fees will be used for the project and are not part of the tax levy.

c. Bridges Library System

Director Gay reminded Board members that the Bridges Library System Board is still in need of a representative from the Waukesha Public Library Board. Their next meeting is Monday night, November 15 at Waukesha Public Library. They usually meet on Wednesdays and the meetings last about an hour.

d. Friends of the Library

Trustee Deatrick reported that the Friends met on November 2 for their annual meeting. They renamed and changed their membership levels. They also elected new officers and directors.

e. Communication to the Council

The Library Board thanked Trustee Miller for his support and assistance with the Library's budget.

10. Adjournment

Absent any objections, the meeting adjourned at 5:43 PM.

Prepared by J. Quinlan Approved: