

MINUTES
Waukesha Public Library Board Meeting
Thursday, December 9, 2021 4:45 PM
In-Person and Virtual Zoom Meeting

Trustees Present: S. Ammerman, M. Baxter, B. Byrd, C. Deatrick, B. Forrest, K. Guilfooy, P. Kasprovicz, A. Riebel, and M. Ryan

Trustees Absent: E. Helgestad and L. Miller

Others Present: Library Director B. Gay, Technology Manager J. Klima, Building Manager J. LaPaz, Community Engagement Manager K. Pinkner, Materials Collection Manager C. Peil, Public Services Manager T. Lyons (via Zoom), Librarian K. Davis, 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.

3. Approval of the minutes for November 11, 2021

Trustee Forrest moved to approve the Library Board minutes for November 11, 2021 as presented. Trustee Ammerman seconded; motion carried unanimously.

4. Correspondence

Board correspondence included a Freeman article announcing the library's closure during the week of November 29. Director Gay explained that the first floor was without adequate lighting due to electrical work. This is the first time that the library has had to close due to the renovation project.

5. Bills

a. Approval of the bills for December 2021 meeting

Library Director Gay reported that the bills included annual costs associated with attendance at the annual Wisconsin Library Association conference held in Green Bay. Also included was the renewal for the Milwaukee County Zoo passes. In addition, the library has added other local area passes like the Waukesha County Historical Society Museum. Marketing expenses consisted of purchasing library magnets with the library's new logo. The magnets were distributed to the Library Board. **Trustee Baxter moved to approve the December 2021 bills for \$112,585.90 and write offs of \$2,990. Trustee Deatrick seconded; motion carried with a unanimous roll call vote.**

6. Financial Reports

a. Approval of the financial report for December 2021

Library Director Gay had nothing new to report. The challenge at this time of year is to make wise spending decisions with the library's budget. In anticipation of opening the new makerspace next year, the library has been ordering supplies and equipment, including a Glowforge 3-D laser cutter. Everything must be received by December 30 in order to get charged to the 2021 budget. The Materials Collection Department has done an excellent job with spreading out the ordering process this year. Due to staff vacancies, the library's personnel account will be under budget. Carryover requests are limited, so the library will make a concerted effort to spend out its budget. **Trustee Baxter moved to approve the December 2021 financial statement as presented. Trustee Deatrick seconded.** Trustee Baxter suggested that the capital campaign report could be included in the monthly

financial report. Director Gay said that he has it in a separate report. **The motion carried with a unanimous roll call vote.**

2. Old Business

a. Pandemic update

Director Gay reported that recent new cases of Covid are on the rise and then appear to go down slightly. There has been one reported positive case among the library staff. Contact tracing was completed and all those who were in close contact have been notified and were already vaccinated. There is still some uncertainty with the winter variants. There has been no change in directives from the City or the County. Board President Riebel said that the library will continue to monitor the situation.

b. First-floor renovation/construction update

Director Gay reported that the library was closed last week for electrical work. Major work was completed on the electrical panels behind the circulation area. Installation of the outside panels has begun, but the work is progressing slowly and will take a few weeks to complete. The access ramp is closed during the panel work. A new architectural feature showcases a dropped ceiling. The carpeting project is almost finished, and staff have worked on the tireless project of moving collections and they have re-shelved the entire fiction collection. He also reported that the appliances for the kitchen have arrived, and the cabinets being installed. The sidewalks to the Park and Recreation bathrooms have been completed. The new public service desk has been framed out and work in the front lobby will be starting soon. The Library staff have been weathering the construction project and the multiple changes well.

c. Capital campaign update and naming rights approval

Director Gay reported that the capital campaign has secured pledges of \$555,000 out of the 1.6-million-dollar fundraising goal. The Capital Campaign Committee has reached out and set up appointments to speak with potential donors. Engberg Anderson Architects are working with a vendor to design a donor recognition wall, which will utilize colored panels. Donor levels and panel sizes are yet to be determined. After vetting several donor management software programs, the library has selected Donor Perfect to manage the donor database. The Committee has also begun to discuss the public phase of the campaign. Trustee Baxter added that moving forward it will be important to keep the donor list and steward them for future campaigns.

Director Gay reported that the library received a donation pledge of \$50,000 from Terry Stevens and for the naming rights to the small conference room in honor of Donald J. Tikalsky. **Trustee Kasprovicz moved to approve the naming rights request from Terry Stevens and James Tikalsky for the small conference room at \$50,000. Trustee Ammerman seconded; motion carried unanimously.**

7. New Business

- a. Christmas Parade tragedy and the library's response** Director Gay reported that the library was open on the Sunday of the Christmas Parade. Manager LaPaz was the manager on duty and the library became a safe haven for parade goers. The building remained on lockdown until around 6:30. The Library staff did an excellent job providing 100 plus patrons with water, snacks, and children with activities to keep them occupied. Gay said that it was a horrible day for the community. A Freeman article highlighted heartfelt messages written on hearts and displayed on the library windows. Another Journal Sentinel article quoted one of the patrons who appreciated the Library staff and the care they provided to them that evening. The Library also changed the staff education day line-up to provide counseling, and

techniques for dealing with the aftermath of a tragedy from the City's Employee Assistance Program.

- b. **Overview of the Memory Cafés and StoryCorps (Manager Pinkner & Librarian K. Davis)** Community Engagement Manager Pinkner said that as a way to support our community after the recent Christmas Parade tragedy the Library will begin handing out Compassion Kits on Friday, December 17. Inside each kit there will be an assortment of activities and a list of resources to encourage mindfulness and self-care. There will be a different kit for each of the following: Adults, Teens, Preschool-2nd Grade & 3rd-6th grade. She expressed a special thank you to Healing Hearts of Southeast Wisconsin for sharing their materials and expertise.

Memory Café and Gathering & Sharing Stories Initiative

Manager Pinkner explained that Waukesha Public Library joined the Library Memory Project in 2021 and hosted its first Café in July. We are one of 21 public libraries currently involved in the project and the only library to host a café monthly. Memory Cafés is a social gathering for those who are experiencing early-stage dementia, mild memory loss or mild cognitive impairment and for their care partners.

Librarian I, Kelly Davis told the Library Board that she was selected as one of the facilitators for the grant-funded Story Corps Initiative and began her training in September. The Bridges Library System was awarded the grant from Bader Philanthropies, Inc. Twelve facilitators will interview volunteers in our community who are experiencing memory loss and their care partners for the "Gathering and Sharing Stories Initiative". The mission is to build connections with a national oral history. Conversations take about forty minutes between two people. All stories are recorded with a trained facilitator; recordings can then be added to the StoryCorps Archive and Library of Congress (optional) or kept private based on the participants' wishes. Kelly said that she will began interviews in March 2022. The next Memory Café is a December Jingle Mingle scheduled for December 22 at the Waukesha Parks and Recreation Department.

- c. **Discussion/action regarding contract with Elite Protection Specialists, LLC**
Library Director Gay explained that there is a slight increase of .50 cents per hour in the security contract services for 2022. **Trustee Baxter moved to approve the renewal of the security contract with Elite Protection Specialists as presented. Trustee Deatruck seconded; motion carried with a unanimous roll call vote.**
- d. **Discussion/action regarding library human resources Policy B-8, Human Resources Disclosure (Library HR Committee)**
Library HR Committee Chair Guilfooy reported that the HR Committee met to review updates for several policies. Director Gay explained that the updates to the policy match the city changes. Changes in blue reflect library-specific updates and highlight library oversight. **Trustee Kasprovicz moved to approve library human resources Policy B-8, Human Resources Disclosure as presented. Trustee Forrest seconded; motion carried unanimously.**
- e. **Discussion/action regarding library human resources Policy C-3, Leaves of Absence (Library HR Committee)**
Trustee Guilfooy explained that there was one small change to the policy: the use of sick time as a substitute for unpaid leave. **Trustee Deatruck moved to approve library human resources Policy C-3, Leaves of Absence as presented. Trustee Ammerman seconded; motion carried unanimously.**

- f. **Discussion/action regarding library human resources Policy C-4, Benefits Election at the time of Retirement/Resignation (Library HR Committee)** Trustee Guilfoxy explained that this policy follows changes made to the city policy regarding what benefits are available to employees who retire or resign from their positions with the city. **Trustee Deatrick moved to recommend approval of library human resources Policy C-4, Benefits Election at the Time of Retirement/Resignation as presented. Trustee Baxter seconded; motion carried unanimously.**
- g. **Discussion/action regarding library human resources Policy H-4, Administrative Payroll Procedures (Library HR Committee)** Trustee Guilfoxy said that this policy has been updated to reflect a move by the city to a web-based payroll management system. **Trustee Baxter moved to recommend approval of library human resources policy H-4, Administrative Payroll Procedures as presented. Trustee Forrest seconded; motion carried unanimously.**
- h. **Discussion/action regarding the process and timeline for the Library Director's evaluation Resources Disclosure (Library HR Committee)**
Trustee Guilfoxy explained that the Library Human Resources Committee is recommending that the proposed timeline and process for the director evaluation remain the same as last year, including an online evaluation questionnaire through Survey Monkey. The evaluation criteria will be the same; the director's 2021 goals have been included in the document and the survey deadline is Sunday, January 9. The Library's Human Resources Committee will meet in closed session at their January 13 meeting, with a recommendation and full review at the February Library Board meeting. The Survey Monkey link and a reminder will go out before the holidays. **Trustee Deatrick moved to approve the process and timeline for the Library Director's evaluation as discussed. Trustee Ammerman seconded; motion carried unanimously.**

8. Reports

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

The Capital Campaign Committee, and the Human Resources Committee met. There were no committee reports. Trustee Baxter reminded the Library Board about making a donation to the capital campaign at a level that is meaningful to them. Donation forms are available.

b. **Director's Report**

Director Gay focused on several items from his report.

- The Community Engagement report is in a new, condensed format
- An incident that happened outside the library while we were closed was reported by the media and in the paper about a week after it happened. The staff fully cooperated with police and the suspect was arrested. He noted that for a community of 70,000, that Waukesha is a safe place. Trustee Deatrick believed that it was important for staff to walk to their cars together. Manager LaPaz said that security does watch as staff leave at the end of the night. He added that everyone should always be aware of their surroundings.

c. **Bridges Library System**

Director Gay reminded Board members that he is still looking for a volunteer to fill the vacancy on the Bridges Library System Board. He said that this is a fun Board to work with and there is an opportunity to learn about what is happening at libraries throughout the two counties. As the resource library, WPL has a guaranteed seat on the System Board.

d. Friends of the Library

Trustee Deatrick reported that the Friends have a meeting scheduled for December 14 to discuss 2022 fundraising efforts.

e. Communication to the Council

There was no report.

9. Adjournment

Absent any objections, the meeting adjourned at 5:50 PM.

Prepared by J. Quinlan Approved: