

**MINUTES**  
**Waukesha Public Library Board Meeting**  
**Thursday, July 14, 2016 4:45 PM**  
**Library Board Meeting Room**

Members Present: Trustees C. Deatrick, K. Guilfooy, P. Kasproicz, C. Lombardi, E. Spelius, R. Sura and A. Riebel

Members Absent: Trustees J. Fowle, L. Probst, A. Reiland and M. Ryan

Others Present: Executive Director G. Lynch, Assistant Library Director J. Klima, Children's Manager K. Pinkner, Technical Services Manager C. Peil, Building & Operations Supervisor J. LaPaz, and Administrative Assistant J. Quinlan

The meeting was called to order at 4:45 p.m. by Board President Kasproicz

**1. Annual Meeting and Election of Officers**

Executive Director Lynch had previously contacted the current officers to gauge their interest in continuing to serve on the Executive Board. Board President Kasproicz read the slate of officers: Trustee Riebel, Secretary, Trustee Fowle, Vice-President, and Trustee Kasproicz, President. There were no other nominations. The slate of officers was approved by acclamation. Trustee Spelius will be a member-at-large on the Executive Board Committee.

**2. Committee Assignments**

Library Board Trustees were asked to contact Board President Kasproicz if they wished to make a change to their current committee assignments. Depending on the outcome of the CIP budget process, the Building Committee could have more of a role in the coming year. Trustee Deatrick asked if anyone else would be willing to serve as the Board liaison to the Public Art Committee. Trustee Sura volunteered to be on the Public Art Committee.

**3. Public Comments**

There were no public comments.

**4. Approval of the minutes for June 9, 2016**

**Trustee Lombardi moved to approve the Library Board minutes for June 9, 2016 as presented. Trustee Sura seconded, motion carried unanimously.**

**5. Correspondence**

The Library Board packets included a Freeman article on the Summer Reading Club. Children's Services Manager Pinker reported that 3,393 children have registered for the annual reading club; this is 6<sup>th</sup> highest registration. Trustee Deatrick commented how impressed she was with the Children's staff on the opening day at Buchnerfest. A second article highlighted the Literacy Council's Spelling Bee. Director Lynch was once again the word pronouncer; the library's team was 1 of 8 that competed in this annual competition. Trustees Deatrick and Lombardi indicated that they would like to attend one of the Trustee Training sessions scheduled during the week of August 22.

**6. Bills and financial reports**

Executive Director Lynch reported that there were no issues with the monthly bills and financial report. Highlights of the bill list for the month included \$1,200 for 10 mobile hotspots, \$2,112 to repair the gate and enclosure by the outside dumpster, and \$7,975 for the purchase of Waukesha Reads books. **Trustee Deatrick moved to approve the monthly bills for July 2016 in the amount of \$72,648.98. Trustee Sura seconded, motion carried with a unanimous roll call vote.** Executive Director Lynch reported that 52% of the budget is unspent. Personnel costs

include extra hours for the RFID project, which is 60% completed. He acknowledged the RFID tagging team for their efforts. Trustee Guilfooy inquired how the book sorter was functioning. Executive Director Lynch replied that it has been working much better; maintenance on the belt was completed this week without any downtime. Head of Operations Jim LaPaz has been coming in on Sunday mornings to clear bins, as they are usually full by Sunday afternoon as a result of staff not being in the building. The Library received a new roller bin that will be used on weekends for the overflow of returned materials. **Trustee Lombardi moved to approve the July financial report as presented. Trustee Spelius seconded, motion carried with a unanimous roll call vote.** The financial statements for July were received and filed.

## **7. New Business**

### **a. Discussion/action regarding extended unpaid leave of absence**

Executive Director Lynch said that one of the library's Page/Shelvers is requesting three weeks of unpaid leave to accompany her father on the 2016 Cannonball Motorcycle Endurance Run. **Trustee Deatrick moved to approve the unpaid leave of absence as requested. Trustee Sura seconded, motion carried unanimously.**

### **b. Discussion/action regarding staff attendance at IFLA (International Federation of Library Associations)**

Executive Director Lynch requested that the Board approve his attendance at the International Federation of Library Associations (IFLA) conference in Columbus, Ohio in August. He asked that the library pay for his registration fee of \$200 per day; he plans on driving. This is a world conference with good seminars and a way to see what other organizations are doing worldwide. The Board suggested that he look into flights. **Trustee Lombardi moved to approve the Director's attendance at the IFLA conference. Trustee Riebel seconded, motion carried unanimously.**

### **c. Discussion/action regarding eligibility for exemption from county library levy**

Executive Director Lynch reported that the Library meets all of the standards required by Waukesha County in order to gain the exemption from the County's library levy. This will be forwarded to the City for their approval. **Trustee Kasprowicz moved to approve the certification of eligibility for exemption from the county library levy. Trustee Deatrick seconded, motion carried unanimously.**

### **d. Discussion/action regarding RFP for public art (Public Art Committee)**

Trustee Deatrick reported that the Public Art Committee discussed future art projects and space considerations; they are looking at a broad range of artwork, including a possible mobile or outdoor sculpture. The group also discussed signage for the community art space. A small sub-committee will bring back signage recommendations for the Committee. The Request for Proposal was recommended for approval and the Committee will be looking at funding options. **Trustee Spelius moved to approve the request for proposal for public art. Trustee Deatrick seconded, motion carried unanimously.**

### **e. Discussion/action regarding dedication of Waukesha Reads artwork in honor of Karol Kennedy (Public Art Committee)**

Trustee Deatrick said that the Public Art Committee recommended that the Waukesha Reads artwork for 2016 should be dedicated in honor of Karol Kennedy for her contributions to the committee and to the Waukesha Reads program. The Library Board agreed to support the Committee's recommendation by consensus.

**f. Discussion/action regarding the following library policies (Planning & Policy Committee)**

Trustee Kasprovicz reported that the Planning & Policy Committee recommended approving the policy changes to all policies with the exception of B-3, Public Display & Exhibits Space, which needs further clarification. Several policies included the addition of bicycle clocks available for checkout. The privacy of library records policy includes the addition of the collection agency and the police as means of recovering library materials; however, it is unlikely that the library would utilize the police to recover materials. **Trustee Kasprovicz moved to approve policies A-1, Hours of Service, A-9, Privacy of Library Records and Library Use, C-3, Loan Periods and Limits, C-5, Placing Materials on Hold, and C-6, Fees, Charges and Fines as presented. Trustee Deatrick seconded, motion carried unanimously.**

**g. Closed session**

**Trustee Kasprovicz moved 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. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.** (5:20 p.m. J. LaPaz, J. Klima, K. Pinkner, C. Peil, and J Quinlan left)

**h. Reconvene in open session**

**Trustee P. Kasprovicz moved to reconvene into closed session pursuant to Wisconsin Statutes Sec. § 19.85(2) for possible additional discussion and/or action concerning any of the issues discussed in closed session. Trustee Lombardi seconded, motion carried unanimously.** (J. LaPaz, J. Klima, K. Pinkner, C. Peil, and J Quinlan returned 5:50 p.m.)

**i. Discussion/action regarding items discussed in closed session**

In exercising the authority and obligation of the Board of Trustees to prescribe the duties and compensation of the library employees as mandated by Wisconsin Statutes Sec. § 43.58(4), the following motions were made:

**Trustee Kasprovicz moved to accept the recommendations of the Library Director to implement the new organizational structure as presented; to eliminate the Deputy Director position; and to create a new position called Head of Program Development and Community Engagement with a classification of grade 12. Trustee Deatrick seconded, motion carried with a unanimous roll call vote.**

Due to the following positions requiring higher-order managerial skills, and executive and fiduciary responsibility, **Trustee Kasprovicz moved to reclassify the Financial Analyst position to grade 8 with the associated compensatory adjustment; rename the Administrative Assistant to 'Special Projects Coordinator', and reclassify to a grade 8 with an 8% compensatory adjustment; and rename the Building Operations Supervisor to 'Head of Operations' with a 4% compensatory adjustment. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.**

**j. Discussion/action regarding the following library job descriptions (Human Resources Committee)**

Librarian I, Information Technology Technician II, Librarian II – Library Department Manager, Library Associate, Building Maintenance Coordinator, Custodian, Head of Operations, Director, Assistant Director, Finance Analyst, Special Projects Coordinator, Head of Program Development and Community Engagement:

**Trustee Kasprowicz moved to accept the recommendation of the Human Resources Committee to approve the changes to all of the job descriptions as presented. Trustee Deatrick seconded, motion carried unanimously.** (Trustee Lombardi left at 5:54 p.m.)

**k. Discussion/action regarding human resources policy B-16, Waukesha Public Library Staffing Resolution**

The Library is required to submit a staffing resolution with the total number of FTEs to the City. Executive Director Lynch said that he did not want to present the document prior to the approval of the organizational changes; he asked that this item be tabled.

**8. Reports**

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

The Planning & Policy, Human Resources and Public Art Committees met.

**b. Director's Report**

Executive Director Lynch reported that the budget process is underway. CIP requests are due to the City August 1. The Library is desperately in need of furniture replacement in the public areas. The operating budget will include new personnel requests. The 2017 budget request will be brought before the Board of Trustees at the August meeting. The Meijer grand opening is on August 2; they will be presenting the Parks, Recreation & Forestry Department with a donation.

**c. Bridges Library System**

Trustee Sura reported that the Bridges System Board met in Watertown. They welcomed everyone and acknowledged Karol Kennedy's new position as the Director at the Menomonee Falls Public Library. The Jefferson County Fair started Wednesday. They are looking for volunteers for the booth at the Waukesha County Fair. Executive Director Lynch noted that he is not anticipating too much of a change in the County appropriation for the library. The Library will need to discuss future needs and weigh that against adding much needed personnel.

**d. Friends of the Library**

The Friends of the Library meet on Monday, July 18.

**e. Communication to Common Council**

Executive Director Lynch will provide Trustee Reiland with a brief report for the Council.

**9. Adjournment**

**Trustee Lombardi moved to adjourn. Trustee Deatrick seconded.** The meeting adjourned at 6:02 p.m.

Prepared by: J. Quinlan

Approved: