

MINUTES
Waukesha Public Library Board Meeting
Thursday, August 11, 2016 4:45 PM
Library Board Meeting Room

Members Present: Trustees C. Deatrick, K. Guilfoy, P. Kasprowicz, C. Lombardi, L. Probst, E. Spelius, R. Sura, A. Reiland, A. Riebel, and M. Ryan

Members Absent: Trustees J. Fowle

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, Circulation Supervisor T. Lyons, and Administrative Assistant J. Quinlan

1. Call to order

The meeting was called to order at 4:47 p.m. by Board President Kasprowicz

2. Introduction – Therese Lyons, Circulation Supervisor

Executive Director Lynch introduced new Circulation Supervisor Therese Lyons to the Board. Therese began her duties on August 2 and replaces Nancy McGuire who retired in July. Therese said that she was very excited to take over the reigns in Circulation where her library career began 8 years ago; she mentioned that Nancy hired her. She spent her first few days talking with her employees and getting to know everyone. Her priority will first and foremost be customer service. Therese said that she has a degree in law where she focused on complex civil litigation. Therese also said that she loves Waukesha and wants people to see the great things that we do here at the library. The Board welcomed Therese to the management team.

3. Public Comments

There were no public comments.

4. Approval of the minutes for July 14, 2016

Trustee Spelius moved to approve the Library Board minutes for July 14, 2016 as presented. Trustee Lombardi seconded, motion carried unanimously.

5. Correspondence

The Library Board packets included Freeman pictures from the very popular 'Bubble Wonders' program. There was also a Freeman article on the Meijer grand opening on August 2. The store presented the City with a check for \$25,000 to fund improvements to the Les Paul Performance Center, Cutler Park and the Waukesha Public Library.

6. Bills and financial reports

Executive Director Lynch reported that this was a big month for maintenance expenses, including \$3,419 to repair the roof top air conditioning units, \$2,569 for coat hooks in the children's department, \$3,578 for the installation of fencing around the dumpster enclosure and \$3,915 for space needs plans. **Trustee Deatrick moved to approve the monthly bills for August 2016 in the amount of \$82,706.35. Trustee Sura seconded, motion carried with a unanimous roll call vote.** Executive Director Lynch reported that the Library is right on track with 65% of the budget unspent, even with extra hours used for RFID tagging. He said that there are 65,000 items remaining to be marked with an RFID tag. The managers will be coming in on Sundays to continue the RFID tagging in order to complete the project in early September. He noted that fine revenue is down, even with a 4% increase in circulation for the year. Slight adjustments have been made over the last several years to revenue estimates, though the projected amount will need to be fine tuned again to more accurately reflect revenue for the next year. **Trustee Lombardi moved to approve the August financial report as presented.**

Trustee Spelius seconded, motion carried with a unanimous roll call vote. The financial statement for August was received and filed.

7. Old Business

a. Update on human resources policy B-16, Waukesha Public Library Staffing Resolution

Executive Director Lynch reported that he submitted the Library's B-16 Staffing Resolution to the City. The staffing resolution includes all of the new titles and reclassifications, but does not change the full time equivalency count of 44.63 for the library. Once the Council approves the City policy, the Library Board can approve it. A new table of organization chart was distributed to the Library Board.

8. New Business

a. Discussion/action regarding five-year CIP plan

Board President Kasprovicz asked why the City moved to a five-year CIP plan. Executive Director Lynch explained that a five-year plan makes good fiduciary sense. Trustee Reiland added that it gives more visibility to projects; the main focus of the City Council is to look at projects for the current year and then 5-year projects for the future. Executive Director Lynch said that for the first time, departments were also asked to prioritize their projects. The Library's 2017 CIP request has \$135,000 worth of projects. The request includes two additional bins for the sorting unit at \$15,000 each; \$70,000 for furniture, which the Library is in desperate need of; \$20,000 for roof repairs, \$25,000 for repairs to the outside stairs on the west side of the building; shelving and signage requests are also included. Executive Director Lynch reported that the building plan costs came in at 2.2 million dollars. If the project is approved, it would tie together what was started and the Library and Les Paul Performance Center could become the City Center of the community. Design and engineering plans in the amount of \$147,000 are also in FY2017 CIP request. Typically design costs are 8-10% of the project budget. If the City approves the design costs for 2017, he wondered if the City would then commit to the entire project. This is a shared project with the Park, Recreation and Forestry Department. (Martha Ryan arrived at 5:14 p.m.)

b. Preliminary discussion regarding FY2017 operating budget

Executive Director Lynch said that he will have the 2017 operating budget ready for the Board to review at its September 8 meeting. Direction from the City is to submit a flat budget. Some savings will be realized for the 2017 budget as there are 2016 expenses that will no longer be included in the budget. He does not anticipate any changes in the Bridges Library System contract. He commented that adding necessary personnel is always a priority for the library.

c. Closed session

Trustee Reiland 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 Probst seconded, motion carried with a unanimous roll call vote. (J. LaPaz, C. Peil, T. Lyons, J. Klima, K. Pinkner, and J. Quinlan left at 5:20 p.m.)

1. Discussion/recommendation regarding 60 day extension of pay differential for temporary out-of-class assignment

d. 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, T. Lyons, and J. Quinlan returned 5:23 p.m.)

- e. Discussion/action regarding items discussed in closed session**
Trustee Deatrick moved to approve a 60 day extension of the pay differential for temporary out-of-class assignment for the Information Services Manager. Trustee Sura 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**

Executive Director Lynch pointed out the table in his written report highlighting that the Children's Summer Reading Club has the last 4 years listed in the top 5 for registrations; the Children's Department has done a tremendous job. He reminded the Board that he would be traveling to Columbus, Ohio the following week to attend the IFLA Conference. Funding for libraries through the Workforce Innovation and Opportunities Act (WIOA) is dead; no federal funding will be made available to libraries. This funding would have helped libraries better serve employers and job seekers. Trustee Ryan inquired about the Chinese visit. Executive Director Lynch said that the Chinese contingent were here visiting the University of Wisconsin-Milwaukee and found the Library through its website. The Chinese guests were interested in how the library assesses services; they were particularly impressed by Waukesha Public Library's program offerings.

- c. Bridges Library System**

Trustee Sura reported that the Bridges System Board met in Jefferson. Summer Reading Club wrap up, the County Fairs, and the annual budget were items discussed at the meeting.

- d. Friends of the Library**

The Friends of the Library meet in September.

- e. Communication to Common Council**

Trustee Reiland will provide a brief report for the Council.

10. Adjournment

Absent any objections, the meeting adjourned at 5:30 p.m.

Prepared by: J. Quinlan

Approved: