

**MINUTES**  
**Waukesha Public Library Board**  
**Planning & Policy Committee Meeting**  
**Thursday, July 14, 2016 4:15 P.M.**  
**Library Board Room**

Members Present: Trustees C. Deatrick, P. Kasprowicz, C. Lombardi and A. Riebel

Members Absent: Trustee J. Fowle

Others Present: Executive Director G. Lynch and Administrative Assistant J. Quinlan

Trustee Kasprowicz called the meeting to order at 4:17 p.m.

**1. Approval of the minutes for April 14, 2016**

**Trustee Lombardi moved to approve the minutes for the April 14, 2016 meeting as presented. Trustee Riebel seconded, motion carried unanimously.**

**2. Discussion/recommendation regarding the following library policies:**

Executive Director Lynch explained the changes to the policies. **Policy A-1, Hours of Operation;** updates to this policy included: shortening the hours for the Saturday of Labor Day weekend from 9-5 to 9-1. This day has historically registered low circulation numbers. The hours for the Saturday of Memorial Day will remain at 9-5. Executive Director Lynch said that he would like to be open from 9-5 on Saturdays year round, but understands that it is cost prohibitive. He will revisit this policy and take a broader look at it in the future, perhaps using the solstice to guide the decision on hours. Trustee Deatrick commented that there was a union issue in regards to the holiday Saturdays. Board President Kasprowicz confirmed that there was an overtime issue on the two holiday weekends. **Policy A-9, Privacy of Library Records and Library Use;** modifications to this policy included: the authorization to notify collection agencies and law enforcement agencies of delinquent accounts. Bridges Director Connie Meyer is working with legal counsel at the County to develop language regarding the retention of CAFÉ records and whether that language needs to be part of the policy. Trustee Lombardi asked what information is shared with the collection agency. Executive Director Lynch replied that the patron's name, contact information and the amount owed is all the information that is released. The Library takes patron privacy very seriously. He is not recommending that the Library utilize law enforcement to recover materials. **Policy B-3, Public Display and Exhibit Space;** the changes to this policy re-name the rotating art wall to the 'community art space'. Trustee Lombardi asked for clarification on wording related to the length of time a display may be on exhibit based on 'demand'. It was explained that when the policy was developed, there was some uncertainty on how much interest would be generated for exhibiting artwork. The language was written so that the timeframe could be adjusted based on the demand. The Committee asked that the Public Art Committee re-word that paragraph of the policy. The policy will be referred back to the Public art Committee. **Policy C-3, Loan Periods and Limits;** the addition of bicycle locks available for checkout was added to the policy. **Policy C-5, Placing Materials on Hold;** bicycle locks were added to this policy as an item that may not be placed on hold. **Policy C-6, Fees, Charges & Fines;** There will not be any late charges on the bicycle locks, but a replacement cost of \$12.00 will be assessed if the lock is not returned. **Trustee Riebel moved to recommend approval of the policy changes to A-1, Library Hours; 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 outlined. Trustee Deatruck seconded, motion carried unanimously.**

**3. Adjournment**

**Trustee Deatruck moved to adjourn. Trustee Lombardi seconded, motion to adjourn carried unanimously.** The meeting adjourned at 4:30 p.m.

J. Quinlan, recorder