

MINUTES
Waukesha Public Library Board Meeting
Thursday, January 12, 2017 4:45 PM
Library Board Meeting Room

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

Members Absent: Trustees J. Fowle, A. Reiland, and R. Sura

Others Present: Assistant Library Director J. Klima, Technical Services Manager C. Peil, Children's Services Manager K. Pinkner, Head of Operations J. LaPaz, Information & Adult Services Manager A. Welch, and Special Projects Coordinator J. Quinlan

1. Call to order

The meeting was called to order at 4:45 p.m. by Board President Kasprowicz. He informed Board members that Executive Director Lynch would not be in attendance.

2. Public Comments

There were no public comments.

3. Approval of the minutes for December 8, 2016

Trustee Riebel moved to approve the Library Board minutes for December 8, 2016 as presented. Trustee Lombardi seconded, motion carried unanimously.

4. Correspondence

A Waukesha Freeman photo depicting Lego Club fun at the library was included in the Board packets.

5. Bills and financial reports

There were two sets of bills to approve: year-end 2016 and January 2017. **Trustee Probst moved to approve the 2016 year-end bills in the amount of \$106,896.60. Trustee Lombardi seconded, motion carried with a unanimous roll call vote. Trustee Spelius moved to approve the monthly bills for January 2017 in the amount of \$15,552.40. Trustee Probst seconded, motion carried with a unanimous roll call vote.**

Assistant Director Klima reported that the library was under 1/10 of one percent spent for FY2016. 2016 bills will continue to come in, but he commented that it is good any time you can end a budget year with less than 1% spent. He noted the decrease in revenue funds contrasted with an increase in circulation, which is up 3.4% for the year. **Trustee Probst moved to approve the year-end 2016 financial report as presented. Trustee Deatrick seconded, motion carried with a unanimous roll call vote.** 2017 financials show a minimum percentage spent. **Trustee Kasprowicz moved to approve the 2017 financial report as presented. Trustee Spelius seconded, motion carried with a unanimous roll call vote.**

6. New Business

a. Discussion/action regarding Library Policy A-9, Privacy of Records & Library Use (Planning & Policy Committee)

Board President Kasprowicz explained that the Planning & Policy Committee met to review Policy A-9, Privacy of Library Records & Library Use and unanimously recommend approving the policy as presented. Updates to the policy reflect changes in State Statute 43. **Trustee Spelius moved to approve Library Policy A-9, Privacy of Records & Library Use as presented. Trustee Guilfoy seconded, motion carried unanimously.**

b. Discussion/action regarding Library Policy A-9, Privacy of Records & Library Use – Public Notice (Planning & Policy Committee)

Board President Kasprovicz explained that the public notice is a corresponding document for Policy A-9 and was revised to mirror the updates made to the policy. **Trustee Spelius moved to approve the public notice of Policy A-9, Privacy of Records & Library Use. Trustee Guilfoxy seconded, motion carried unanimously.**

c. Discussion/action regarding Library Policy A-9B, Filming & Photography (Planning & Policy Committee)

Board President Kasprovicz explained that Policy A-9B is a new policy that was reviewed by the City Attorney's office. Assistant Director Klima added that the library originally wanted to simplify the process by posting a sign indicating customers were entering a public space and may be photographed, however, the City Attorney said no. The Planning & Policy Committee made one change to the language in the policy: that any consent granted for filming & photography in the library may be revoked at any time 'by the Library Director or his/her designee'. **Trustee Probst moved to approve the Policy A-9B, Filming & Photography as amended. Trustee Guilfoxy seconded, motion carried unanimously.**

d. Discussion/action regarding A-9B, Filming & Photography release form

Assistant Director Klima told the Board that the release form for the filming & photography policy was drafted by City Attorney Brian Running for the City's Park and Recreation department. It was amended by the Planning & Policy Committee to include children and wards so only one form needs to be used for each family. Children's Manager Pinkner questioned the language in the last paragraph referencing the 'event listed below' as there is no place for an event to be listed. After discussion, it was agreed that that language would be removed from the release form. **Trustee Kasprovicz moved to approve the policy with the amended language. Trustee Lombardi seconded, motion carried unanimously.**

e. Discussion/action regarding space needs/furniture replacement

Assistant Director Klima reported that a small staff committee has been formed to look at the furniture needs and how space is used throughout the library. He said that recently a group came in and there was no space available for them to meet because the study and meeting rooms were full. The committee will look at replacing the meeting room chairs, damaged furniture and some of the 40-year old furniture.

f. Discussion/action regarding Library Foundation

Board President Kasprovicz reported that Executive Director Lynch met with a consultant regarding forming a Library Foundation. It is a long process and Executive Director Lynch will have an update later.

7. Reports

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

The Planning & Policy Committee met. There were no other Committee reports.

b. Director's Report

Assistant Director Klima reported December was a slow month. There are 5,159 items waiting to be cataloged and processed. The Technical Services Department has new workstations. Head of Operations LaPaz updated the Board on the HVAC system. He said that it will cost \$1,500 for a new chemical system and \$7,000 to clean the lime deposits out of the chiller. Trustee Lombardi complimented the staff on their monthly reports. Trustee Ryan commented that she likes the new SelfCheck machines.

Trustee Lombardi wanted the Board to be aware about a phone call she received from the Waukesha Freeman regarding the sorting system. As a member of the Library Board, she deferred the question to the Board President. Board President Kasproicz said that unless the Library Board has acted on an issue, he would refer all questions to the Library Director or staff.

c. Bridges Library System

There was no report.

d. Friends of the Library

Trustee Deatrick reported that Friends had a volunteer meeting on December 9 to discuss the Read-a-thon and Mystery Mingle. Waukesha Reads had great attendance at their events. The next meeting is scheduled for Monday, January 16.

e. Communication to Common Council

No report.

8. Adjournment

Absent any objections, the meeting adjourned at 5:21 p.m.

Prepared by: J. Quinlan

Approved: