

MINUTES
Waukesha Public Library Board
Thursday, March 9, 2017 4:45 P.M.
Library Board Room

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

Trustees Absent: A. Riebel and J. Fowle

Others Present: Alderman Erik Helgestad, Executive Director G. Lynch, Assistant Director J. Klima, Head of Program Development & Community Engagement K. Hall, Head of Operations J. LaPaz, Circulation Supervisor T. Lyons, Manager, Technical Services C. Peil, Manager, Information Services A. Welch, and Special Projects Coordinator Joan Quinlan

1. Call to Order

The meeting was opened at 4:45 p.m. by Board President P. Kasprowicz. Alderman Helgestad (District 11) was welcomed introduced to the Library Board.

2. Public Comments

There were no public comments.

3. Approval of the minutes for February 9, 2017

Trustee Lombardi moved to approve the minutes for February 9, 2017. Trustee Ryan seconded, motion carried unanimously.

4. Correspondence

The Library Board packets included a Freeman article announcing the resignation of the Library Director. Two articles put the spotlight on the new Language Exchange program at WPL. Other articles highlighted the upcoming and very popular Antique Appraisal program, the Putin documentary, photos from the stuffed animal sleepover as well as an article written by Bridges staff member Jill Fuller highlighting programs and services offered by all of the System libraries.

5. Bills

Executive Director Lynch reported that this month's bills included one additional invoice for Waukesha Reads books in the amount of \$7,840. **Trustee Spelius moved to approve the March 2017 bills in the amount of \$88,167.77 and write offs in the amount of \$5,112.00. Trustee Sura seconded, motion carried with a unanimous roll call vote.**

6. Financial Reports

Executive Director Lynch reported that the Library is on target for the year with spending and revenue. **Trustee Probst moved to approve the financial reports for March 2017. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.**

7. Old Business

a. Strategic Plan Update

Executive Director Lynch told the Board that he is still in favor of using the WiLs consultant to assist the Library with its Strategic Plan. The estimated cost is \$7,800. The Library Board could choose to wait until the new Library Director is hired before

moving forward, but the new standards approved indicate that libraries must have an active plan in place by 2018.

8. New Business

a. Discussion/action regarding resignation of Library Director

Executive Director Lynch told the Library Board that his decision to leave his post was a difficult one. He has enjoyed the opportunity to serve the Board and the community and has appreciated their advice and counsel over the past five years. He went on to say that the Library has a wonderful staff and that his children were born here so he will always be a part of Waukesha and the Library. He thanked the Board and reminded them to stay in touch and he hopes that he has left the Library in a better place. Board President Kasprovicz said it was a great pleasure having Director Lynch here at the library. He wished him the best and much success and happiness in Ohio. Other Board members took the opportunity to say good-bye. Trustee Lombardi said that it warmed her heart to see Director Lynch grow and said what a wonderful opportunity this is for him. Trustee Deatrick said that it has been a wonderful experience having Director Lynch here. He has given staff new opportunities, handled difficulties with grace, and brought technical advances to the library. Trustee Riebel wished Director Lynch the best. She added that he has moxie and potential and that it was good to see how he developed the current staff. It was the consensus of the Library Board to accept the resignation of Executive Director Lynch.

b. Discussion/action regarding Waukesha County Community Foundation annual report

Executive Director Lynch explained that the annual report for the Library's account held in the Waukesha County Community Foundation was a matter of report. The summary sheet showed returns of 12.85% against a benchmark of 11.59% in 2016.

c. Discussion/action regarding Library Policy A-4B, Use of Children's 3D Printer

The Planning & Policy Committee met just prior to the Board and is recommending that this new policy which covers procedures on the Children's 3D Printer be approved.

Trustee Kasprovicz moved to approve Policy A-4B as presented. Trustee Lombardi seconded, motion carried unanimously.

d. Discussion/action regarding Library Policy F-1, Cooperation with other Libraries and or Agencies

The change to this policy reflects the name change of the system from Waukesha County Federated Library System to Bridges Library System. **Trustee Kasprovicz moved to recommend approve Policy F-1, Cooperation with other Libraries and or Agencies as presented. Trustee Lombardi seconded, motion carried unanimously.**

e. Discussion/action regarding Library Policy F-2, System Participation

The changes to this policy also reflect the name change to the system from the Waukesha County Federated Library System to the Bridges Library System. **Trustee Deatrick moved to approve Policy F-2, System Participation as presented. Trustee Fowle seconded, motion carried unanimously.**

f. Discussion/action regarding legal opinion on surplus materials from CoW legal

Executive Director Lynch explained that the City has a surplus goods and materials policy and he asked the City Attorney for his opinion on the Library's control over its

own surplus goods and materials. The opinion from the City Attorney cites Statute 43 and states that the Library Board has exclusive control over the land, building, and property. Executive Director Lynch has drafted a policy for the Library Board to review at the April Board meeting. This new policy will allow the Library to sell, donate or discard material that is no longer used in the library. The Library typically offers furniture and equipment to other City departments before disposing of them. Trustee Reiland suggested that the Library put together a monthly report for any items valued at \$1,000-\$10,000. Trustee Kasprovicz said that this could be included in the monthly financial report.

g. Discussion/action regarding annual report to community

Executive Director Lynch was pleased to review the annual report to the community with the Library Board. He is very proud of the accomplishments. He reviewed sections of the report, highlighting key statistics, including increases in Outreach, Teen programs, circulation, and Gale Courses. The Library has a well written service statement. The Library has been a Federal repository library for 50 years. (Trustee Guilfooy arrived at 5:09 p.m.) Executive Director Lynch did a five-year review of financials, citing the growth in income opportunities. He also provided some quotes from the 2016 *ALA Libraries Transform* project, which exemplifies what the library does and who we are. The Friends group provides needed funding for items not covered in the Library's operating budget. Finally, Executive Director Lynch highlighted the many partners the Library works with each year.

h. 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 Spelius seconded, motion carried with a unanimous roll call vote.

(Alderman Erik Heglstad, Assistant Director J. Klima, Head of Program Development & Community Engagement K. Hall, Head of Operations J. LaPaz, Circulation Supervisor T. Lyons, Manager, Technical Services C. Peil, Manager, Information Services A. Welch, and Special Projects Coordinator Joan Quinlan left at 5:15 p.m.)

i. Trustee Sura moved to reconvene in open session pursuant to Wisconsin statutes sec. 19.85(2) for possible additional discussion and/or action concerning any issues discussed in closed session. Trustee Deatrick seconded, motion carried unanimously.

(Alderman Erik Heglstad, Assistant Director J. Klima, Head of Program Development & Community Engagement K. Hall, Head of Operations J. LaPaz, Circulation Supervisor T. Lyons, Manager, Technical Services C. Peil, Manager, Information Services A. Welch, and Special Projects Coordinator Joan Quinlan returned at 5:35 p.m.)

j. Discussion/action regarding items discussed in closed session

Trustee Kasprovicz moved to approve appointing Assistant Library Director John Klima as Interim Library Director from April 1-August 1 at the entry level of grade 7. He added that Mr. Klima will be required to obtain Grade 1 Library certification at his own expense. Trustee Deatrick seconded, motion carried with a unanimous roll call vote.

9. Reports

a. Library Board Committees

The Planning & Policy Committee met. Trustee Sura reported that the Public Art

Committee met to discuss artists and funding. The Committee is looking to the Library and the Friends group to provide some of the funds needed and possibly will look at private donors for the rest. The cost for the three pieces of artwork that they are considering is over \$17,000. Executive Director Lynch said that the Committee is willing to explore philanthropic avenues first. Trustee Lombardi asked how much space is still available that has been identified for public art. Executive Director Lynch replied that there are opportunities for non-wall space. Trustee Sura said that one of the proposed pieces would go above the revolving door and that there are still unique spaces available. Trustee Deatrick asked about the art that is being stored in the Board room. It was explained that an art and book sale will be taking place on Saturday, March 18 from 9-4 p.m.

b. Director's Report

There were no additional comments regarding the Executive Library Director's written report.

c. Bridges Library System

Executive Director Lynch said that he highlighted the statistics from the annual report to the community at the Bridges System Board meeting.

d. Friends of the Library

The Friends of the Library meet on Monday, March 20.

e. Communications to Common Council

Trustee Reiland will put together a brief report on behalf of the Board.

10. Adjournment

Absent any objections, the meeting adjourned at 5:45 p.m.

J. Quinlan, Recorder