

**MINUTES**  
**Waukesha Public Library Board Meeting**  
**Thursday, May 11, 2017 4:45 PM**  
**Library Board Meeting Room**

Members Present: Trustees C. Deatrick, J. Fowle, K. Guilfoy, P. Kasproicz, C. Lombardi, A. Riebel, M. Ryan, E. Spelius

Members Absent: Trustees E. Helgestad, L. Probst, and R. Sura

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

**1. Call to order**

Board President Kasproicz called the meeting to order at 4:45 p.m.

**2. Public Comments**

There were no public comments.

**3. Approval of the minutes for April 13, 2017 and April 20, 2017**

**Trustee Lombardi moved to approve the Library Board minutes for April 13, 2017 as presented. Trustee Spelius seconded, motion carried unanimously. Trustee Spelius moved to approve the minutes for April 20, 2017 as presented. Trustee Guilfoy seconded, motion carried unanimously.**

**4. Correspondence**

The Board packets included an opinion piece in the Waukesha Freeman by Jill Fuller of Bridges Library System on why we need libraries. The Library received a positive comment on the help received from Reference Librarians Carley and Kelly. Three thank you notes were also included in the Board packets.

**5. Bills**

Interim Director Klima reported that the bill list for the month included costs for the design and printing of the summer brochures, flushing of the chiller and exchangers of sediment, Circulation workroom furniture, and lots of library books and materials. **Trustee Deatrick moved to approve the May 2017 bills in the amount of \$85,379.00 and write offs of \$5,462.00. Trustee Riebel seconded, motion carried with a unanimous roll call vote.**

**6. Financial Reports**

Interim Director Klima reported that the Library is on target to make \$180,000 in revenue from fines, lost and damaged items, and printouts. He added that April is a big month for printouts due to the tax season. Interim Director Klima also reported that two thirds of the Building maintenance budget has been spent. **Trustee Deatrick moved to approve the financial reports for May 2017 as presented. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.**

**7. Old Business**

**a. Update on PLSR (Public Library System Redesign Project)**

Interim Director Klima reported that the PLSR (Public Library System Redesign Project) Committee presented at the SRLAAW (System and Resource Library Administrators' Association of Wisconsin) meeting at the WAPL (Wisconsin Alliance of Public Libraries)

Conference in April. PLSR's goal is to develop a plan for implementation of new models of library service, though replacement models have yet to be developed. Department of Public Instruction Superintendent Tony Evers is directing the effort to provide equity in library services or consistent, excellent service for all. The PLSR Committee is working to determine the most effective ways to deliver the best services to Wisconsin public library patrons. There is concern among library systems that have a good working model and that any changes will get rid of what is working. The PLSR Committee will send a survey to library systems in the state asking them what is working and what is not working in their systems. There will be meetings throughout the year. A final report is due in May of 2018.

## **8. New Business**

### **a. Library Board Education – presentation by Jim LaPaz, head of Operations**

Head of Operations Jim LaPaz gave a PowerPoint presentation on his role at the Library. As Head of Operations, he is responsible for the oversight of the maintenance department, building security and overall building appearance and compliance issues. He is the Library's liaison with the Waukesha Police Department and has done security outreach for the City's Park and Recreation Department. He manages 2.5 custodians and all physical aspects related to the building, including the cleaning service, working with vendors, and contracts for equipment. As head of security, he oversees the security firm employees. The Library has 36 cameras with two DVRs. There is also an OptiCop camera mounted on the roof overlooking Cutler Park, but the Library does not have access to the camera. While there were 110 incidents last year, the Library is statically safe as nearly a half a million visitors come to the Library every year. Mr. LaPaz is a reserve police officer and he has completed disaster drills and ride along opportunities with the Police Department. He also shared some memories of events during his tenure at the Library. The Board thanked Jim for his time.

### **b. Discussion/action regarding Library Policy F-3, Volunteer Program**

Board President Kasproicz explained that the Planning & Policy Committee reviewed Policy F-3, Volunteer Program and they are recommending that the Library Board adopt the changes made to the policy. **Trustee Riebel moved to approve Policy F-3, Volunteer Program as presented. Trustee Lombardi seconded, motion carried unanimously.**

### **c. Discussion/action regarding Library Policy F-5, Disposal of Surplus Library Materials**

Interim Director Klima explained that Policy F-5 is a new policy that covers the disposal of library materials that have become obsolete or that the Library no longer finds useful. He said that the City Attorney offered his legal opinion that the Library Board has exclusive control over its materials, lands, buildings, money or other property. Former Library Grant Lynch drafted the policy based on the language in the City's policy. The Library added language to include donations as another option of disposal. **Trustee Deatrick moved to approve Policy F-5, Disposal of Surplus Library Materials as presented. Trustee Guilfooy seconded, motion carried unanimously.**

### **d. Discussion/action regarding Waukesha County Service Plan for libraries and library standards**

Interim Director Klima explained that the document to approve standards is different from the usual action taken by the Board. As endorsed in the five-year Waukesha County Service Plan for Libraries, new standards are being recommended, as they have not been updated in 20 years. If the standards are approved, paperwork will be sent in August (due by September 30) to certify the Library's compliance for the 2018 budget year in order to exempt itself from the County tax. The Library currently meets or exceeds all of the standards. **Trustee**

**Deatrick moved to endorse the new standards as set by the Waukesha County Service Plan. Trustee Spelius seconded, motion carried unanimously.**

**e. Resolution thanking Alderman Andy Reiland for his service**

Board President Kasprowicz declared that Andy Reiland served the community and Library Board for six years and he will be missed. The Board approved the resolution by consensus.

**9. 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**

Interim Director Klima reported that the Library submitted a request for funding to the We Energies Foundation for Waukesha Reads support. The popular Edible Books Festival was well attended. The Friends Mystery Mingle hosted 80 guests, which is a fun event; Interim Director Klima encouraged people to attend future mingles. The Friends do a lot for the Library and this is a great way to support the Friends and have a good time. He also attended the annual Volunteer Luncheon, an event to thank the wonderful Library volunteers for all that they do. Head of Programming Development and Community Engagement Hall said that about 35 volunteers attended the luncheon followed by a program in the planetarium at Retzer Nature Center.

Board President Kasprowicz reported that the contract with Bradbury Miller Associates is at the City Attorney's office for review. After the contract is finalized, they will set a date for their first site visit to develop a plan and schedule along with the job posting.

**c. Bridges Library System**

There was no report. The System Board meets next Tuesday.

**d. Friends of the Library**

The Friends of the Library meet on Monday, May 15.

**e. Communication to Common Council**

Interim Director Klima will provide Trustee Alderman Erik Helgestad with a brief report for the Council.

**10. Adjournment**

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

Prepared by: J. Quinlan

Approved: