

MINUTES
Waukesha Public Library Board Meeting
Thursday, December 14, 2017 4:45 PM
Library Board Meeting Room

Members Present: Trustees S. Ammerman, C. Deatrick, E. Helgestad, P. Kasproicz, A Riebel, M. Ryan, C. Lombardi, R. Sura, and J. Fowle.

Members Absent: Trustee K. Guilfooy.

Others Present: Library Director B. Gay, Assistant Director J. Klima, Technical Services Manager C. Peil, Head of Operations J. LaPaz, Information Services Manager A. Welch, Circulation Services Supervisor T. Lyons, Head of Program Development & Community Engagement K. Hall, and Financial & Planning Analyst C. Braun.

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 November 9, 2017

Trustee Ryan moved to approve the Library Board minutes for November 9, 2017, Trustee Riebel seconded, motion carried unanimously.

4. Correspondence

The Board packets included Waukesha Freeman articles announcing the new Library Director starts on Wednesday, November 29th and issues with the book sorter.

5. Bills

Director Gay reported that the bill list included \$2500 to refill the postage meter, \$1264.47 to Kone Inc. to repair the elevator after the power outage and a payment to Demco Software for \$945 for our events calendar. **Trustee Sura moved to approve the December 2017 bills for \$74,270.53 and write offs of \$4217, Trustee Lombardi seconded, motion carried with a unanimous roll call vote.**

6. Financial Reports

Director Gay reported that the financial report reflects 17% unspent which is not quite up to date. November and December payrolls need to be posted, money is being set aside for stair replacement, we have staff computers which need to be paid for, additional materials spending and batteries are being replaced for UPS units after the power outage. **Trustee Helgestad moved to approve the Financial Reports for December 2017 as presented, Trustee Sura seconded, motion carried with a unanimous roll call vote.**

7. New Business

a. Discussion/action regarding carryover of year-end funds for strategic planning consultant

Director Gay reported they have 2 similar copies of strategic planning proposals included in their packets. What he is asking is for money to be set aside from 2017 to use in 2018 for strategic planning. The library is obligated by County standards to have a plan in place. He has worked with WILS in the past and has had a good experience. They are not obligated to use WILS. WILS is just a starting point. WILS has indicated they couldn't start until April which really would work well with him since he'd like to get settled in at the library first. The

City is doing strategic planning in January and February and perhaps they could use the same focus group. Trustee Kasproicz indicated the Planning & Policy committee has met and made a unanimous recommendation to carry over \$8500 for strategic planning from 2017 to be used in 2018. Also, that if approved he would recommend there is no subcommittee but rather an Ad Hoc committee so all board members could be included. **Trustee Deatrick moved to carryover \$8500 from 2017 to 2018 for strategic planning with a strategic planning company to be determined at a later date, Trustee Sura seconded, motion carried with unanimous roll call vote.**

8. 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

Director Gay reported he is happy to be here. It has been a smooth transmission as the staff has done a great job of keeping things going. He thanked Assistant Director J. Klima for his hard work. The City has been offering an I Lead Program which is "Designed to develop skills needed for successful leadership at all levels and in all departments of our organization." Head of Building Operations J. Lapaz just completed this program and Circulation Supervisor T. Lyons will start in January. Estimated attendance at this year's Waukesha Reads programs is 14,377. The NEA was so pleased with our program they are having Head of Programming Development & Community Engagement K. Hall speak to on the phone with libraries who are interested in starting programs of their own. The Gingerbread house program in the Children's Department was a huge success. More than 200 houses were made and often the event is full. They also offer a Spanish Gingerbread house program.

c. Bridges Library System

Trustee R. Sura reported they looked at database options and they will be dropping Rosetta Stone. They thanked J. Klima for managing the Library while a new director was hired. They discussed the new Director at Waukesha. There is a new way they pay bills. The lack of a quorum often leads to payments being late so bills are now paid at the Directors discretion but the board still reviews the bills and financials.

d. Friends of the Library

Trustee Deatrick reported that the Friends met and they welcomed new board members. Mary Ellen and herself looked at new investments options. The next meeting is January 15th. They are looking at new fundraising options such as a wine tasting event. They also reviewed the 2018 budget.

e. Communication to Common Council

Trustee and Alderman Erik Helgestad will provide a short report for the Council.

9. Adjournment

Absent any objections, the meeting adjourned at 5:11 p.m.

Prepared by: C. Braun

Approved: