

**MINUTES**  
**Waukesha Public Library Board Meeting**  
**Thursday, April 12, 2018 4:45 PM**  
**Library Board Meeting Room**

Members Present: Trustees S. Ammerman, C. Deatrick, J. Fowle K. Guilfoy, P. Kasprowicz, A. Riebel, M. Ryan and R. Sura

Members Absent: Trustees M. Baxter, E. Helgestad and C. Lombardi

Others Present: Library Director B. Gay, Assistant Director J. Klima, Head of Operations J. LaPaz, Information Services Manager A. Welch and Special Projects Coordinator J. Quinlan

**1. Call to order**

Board President Kasprowicz convened the meeting at 4:46 p.m.

**2. Public Comments**

There were no public comments.

**3. Approval of the minutes for March 8, 2018**

**Trustee Deatrick moved to approve the Library Board minutes for March 8, 2018.**

**Trustee Sura seconded, motion carried unanimously.**

**4. Correspondence**

The Board packets included a news announcement regarding the agreement between the Library and the Waukesha School District for the shared Community Library Liaison position. Director Gay said that there were 44 applicants and that interviews for the position will begin the following week. A Waukesha Freeman article highlighting language collections and services offered by system libraries (contributed by Bridges Library System Marketing Coordinator Jill Fuller) was also included.

**5. Bills**

Library Director Gay pointed out that the monthly bill list included reimbursements for professional organizational memberships. The Library's goal is to increase staff attendance at professional conferences. A number of employees will be attending the Wisconsin Association of Public Libraries conference being held at the Country Springs Hotel. Replacement chairs for the public area on the first floor have been ordered. A payment request for one half of the payment is in this month's bills, with the remainder to be paid after delivery. The Library worked with CDI (Corporate Design Interiors), a local company in Waukesha. He commented that these are very high-quality chairs, some with laptop arms and they have a 300lb. weight limit. Twenty-seven of the more damaged chairs were removed today. He thanked Jim, Kori, and Amy for their assistance with selecting the new furniture. The bill list also included a payment request for MyPC conversion, the reservation software package that the Library uses to track logins at the public computers. **Trustee Sura moved to approve the April 2018 bills for \$143,525.76 and write offs of \$3,074.00. Trustee Riebel seconded, motion carried with a unanimous roll call vote.**

**6. Financial Reports**

Library Director Gay reported that the personnel costs have been added by the City, so the current financial reports reflect that. The City is currently closing out the 2017 financials. Spending for the year is on target. **Trustee Fowle moved to approve the Financial Reports for April 2018 as presented. Trustee Deatrick seconded, motion carried with a unanimous roll call vote.**

## **7. New Business**

### **a. Discussion/action regarding Bridges Library System allowable costs**

Library Director Gay explained that the County uses this worksheet to determine how much money the library is allocated from non-library communities and how much the Library pays to the Bridges Library System for various services. The document is due to the Bridges Library System by May 1. **Trustee Sura moved to approve the allowable costs worksheet as presented. Trustee Guilfoxy seconded, motion carried unanimously.**

### **b. Discussion/action regarding updated library retention schedule**

Library Director Gay explained that the Department of Public Instruction updated the Library Retention Schedule last summer. The retention schedule outlines how long libraries are required to keep records (either paper or electronic) and what to do with them when they are no longer needed. The approval form must be submitted to the State. **Trustee Sura moved to approve the revised retention schedule as presented. Trustee Riebel seconded, motion carried unanimously.**

### **c. Discussion/action regarding Library Director evaluation process (Human Resources)**

Human Resources Committee Chair Riebel reported that the HR Committee met to review the Library Director's job description and the process for evaluating the Library Director. The Committee looked at sample review documents as well as the Library Director's goals for the year. The Committee gave the Library Director feedback on adding some key responsibilities to his job description and asked him to reword a few of his goals. The Committee will meet again on May 17 to review the job description and goals.

### **d. Discussion/action regarding Trustee Essential 11: Planning for the Library's Future**

Library Director Gay said that reviewing the Trustee Essential 11: Planning for the Library's Future was particularly appropriate since the Library will be beginning its own strategic planning process soon. On April 23, the Library will have its initial meeting with the consultants. He emphasized that as they move forward with planning that they should keep in mind the community needs and then apply the library's resources to fill those needs, for example, what is it that Waukesha wants and how can the library be a part of that. There are also new State standards for libraries; this is a good way to gather information on how the Library measures up to other libraries throughout the state.

## **8. Reports**

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

The Human Resources Committee met. There were no other Committee reports.

### **b. Director's Report**

Highlighting portions of his written report, Library Director Gay extended an invitation to the Library Board for the Wisconsin Association of Public Libraries reception being held at the Library on the evening of May 3. Bridges Library System is providing a shuttle to and from the conference site. The Friends of the Library have generously agreed to fund the event. Raised Grain Brewery will serve beer samples and Sam Llanas, formerly of the BoDeans will provide the entertainment for the night.

Director Gay also reported:

- Technology: Due to declining use, the number of public computers on the first floor has been reduced. This move also provides the public with built in power-supplied tables for use with laptops and mobile devices. The current year includes a plan to replace half of the Library's laptop computers. The Library will also investigate purchasing an inventory wand capable of trapping holds and finding books that are in the wrong place or out of order.
- Technical Services Manager Carolyn Peil recently attended an Introduction to Project Management workshop. He has encouraged all of the managers to attend the free workshops offered through the Bridges Library System. The Library offered several of the Public Library Association webinars to WPL staff and other Bridges libraries.
- Upcoming events for the Library include the Volunteer Luncheon on April 26 and the Friends' annual Mystery Mingle fundraiser on April 27. The Wisconsin Association of Public Libraries conference is May 3.
- With financial assistance from the Friends, the north wall of the community room was painted with a projection screen paint. The orientation of the room was reversed so that patrons can enter a program from the back of the room. The public's response has been positive.
- The Reference Department has been shifting the media collection and relocating the book club kits under the hold shelves. Information Services Manager Amy Welch has been researching the cost of replacing the current reference desk. She will get a quote to include in the 2019 CIP requests.
- The Children's Department's student art reception drew over 400 people. Children's Manager Kerry Pinkner and two Reference Librarians attended the Public Library Association Conference in Philadelphia. There will be a mini presentation for the Library Board at next month's meeting.
- Weather permitting, the completion of the stair project still includes asphalt work, the installation of the railings and landscaping.

**c. Bridges Library System**

Trustee Sura reported that the Bridges Library System will hold a strategic planning retreat on April 19. She said that new routers were installed at Waukesha. Assistant Director Klima explained that the Waukesha Schools installed Wi-Fi routers in the library so students can access the school network.

**d. Friends of the Library**

Trustee Deatrick reported that the Friends are sponsoring the WAPL Conference reception. The group has ramped up their fundraising efforts. They are also looking for new Board members.

**e. Communication to Common Council**

No report. Board President Kasproicz reminded the Board that all e-mails are public records. The next meeting has been moved to Thursday, May 17 at 4:45 p.m.

**9. Adjournment**

Absent any objections, the meeting adjourned at 5:27 p.m.

Prepared by: J. Quinlan

Approved: