

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

Members Present: Trustees M. Baxter, S. Ammerman, J. Fowle, K. Guilfoy, E. Helgestad, C. Lombardi, A. Riebel, M. Ryan and R. Sura

Members Absent: Trustee C. Deatrick and P. Kasprowicz

Others Present: Library Director B. Gay, Assistant Director J. Klima, Children's Services Manager K. Pinkner, Information Services Manager A. Welch, Program Development & Community Engagement Manager K. Hall, and Special Projects Coordinator J. Quinlan

**1. Call to order**

Vice-President Riebel convened the meeting at 4:45 p.m.

**2. Annual meeting and election of officers**

Trustee Riebel read the proposed slate of officers: Amy Riebel for President, Paul Kasprowicz for Vice-President, and Jeff Fowle for Secretary. She asked if there were any other nominations.

**Trustee Lombardi moved that the nominations be closed and the ballot for the slate of officers be approved. Trustee Sura seconded, motion carried unanimously.**

**3. Committee assignments**

A description of Library Board committees and was included in the packets. Board President Riebel asked that Board members return their requests for committee assignments to her before the next meeting. Due to other commitments, Trustee Sura asked if anyone else might be interested in serving as the liaison to the Bridges Library System Board.

**4. Public Comments**

There were no public comments.

**5. Approval of the minutes for June 14, 2018**

**Trustee Lombardi moved to approve the Library Board minutes for June 14, 2018.**

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

**6. Correspondence**

The Library received a positive customer comment praising the library staff.

**7. Bills**

Library Director Gay pointed out payments to Faronics, the company that supplies the Library's anti-virus and deep freeze protection. He explained that the cost is lower for a three-year plan, but part of the payment is being pushed out to future years. Other expenses for the month included conference and training, Summer Reading Club, Waukesha Reads and a Facebook ad to promote the strategic plan survey. To date over 1,100 surveys have been completed. **Trustee Sura moved to approve the July 2018 bills for \$59,406.12 and write offs of \$3,632.00. Trustee Helgestad seconded, motion carried with a unanimous roll call vote.**

**8. Financial Reports**

Library Director Gay reported that the financial statements are right on target with personnel costs updated. Through various vacancies, the Library estimates that it will have an excess of about \$20,000 in the personnel budget at end of the year. He noted that he anticipates that revenue will be short for the year and the food for fines forgiveness promotion in October may

also have an impact on revenue. **Trustee Guilfoxy moved to approve the Financial Reports for July 2018 as presented. Trustee Baxter seconded, motion carried with a unanimous roll call vote.**

## **9. Old Business**

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

Human Resources Committee Chair Riebel explained that the Committee met to review the updated Library Director's draft evaluation tool and are recommending adoption of the form with a couple of small changes. She thanked the Committee for their hard work over the last couple of months. She explained that an online evaluation form would be released in early January and is to be completed before the January Library Board meeting. A formal review in closed session with the full Board will be scheduled in February. Trustee Baxter commented that this format is not set in stone and may be revised. A copy of the summary evaluation will be shared with the City Administrator. **Trustee Lombardi moved to approve the Library Director evaluation tool as presented. Trustee Guilfoxy seconded, motion carried unanimously.**

### **b. Update on PLSR (Public Library System Redesign) project**

Library Director Gay apprised the Board on updates with the Public Library System Redesign project. He explained that the PLSR steering committee is looking for input on how to proceed based on two recommended models. He encouraged the Library Board to go to the PLSR website to gather as much information as possible before completing the online survey. The survey closes on July 20. Director Gay distributed documents on the principles of the Public Library System Redesign structure, information on the two different models and a print copy of the survey questions. Director Gay explained that with Model W, the number of library systems across the state would remain the same, but the Milwaukee County Federated Library System and the Bridges Library System would lose the most funding. This change addresses the inequity in funding with smaller, rural systems across the state. The same funding formula has been in place since 1972. Model Y would reduce the number of library systems to between 6-8 (down from 16). Southeast Wisconsin would have the largest system. One of the key issues is how to efficiently deliver library materials between systems. Resource Libraries may also be eliminated and contracts for services between libraries would be implemented. How libraries are reacting to these models varies on what library system they are in. Trustee Sura asked what the impact would be on Waukesha Public Library. Director Gay said that WPL currently receives \$20,000 in resource library funding; \$14,000 is directed to answering OverDrive questions and \$6,000 to reference collections. Trustee Baxter asked what the timeline is for the project. Director Gay said that the steering committee would be working through August to come up with a recommendation to the Superintendent of Public Instruction in September. Director Gay will participate in the summit on July 30-31 to discuss the two different models and how to move forward with a recommendation to the Superintendent Evers. Trustee Sura asked how the survey would help the process. Director Gay replied that the survey results would be compiled and made available to the summit participants where they would be looking at issues outlined in the surveys. The survey is available until July 20 at [www.plsr.info](http://www.plsr.info).

## **10. New Business**

### **a. Discussion/action regarding Library's 5-year CIP requests**

Library Director Gay explained the Library's 5-year CIP request was due to the City on July 10. The requests will be prioritized and the Library may be asked to hold or remove items to

accommodate the large capital expenditures on the City Hall project. He explained that the 2019 requests include roof/exterior maintenance; library technology (the computer replacement budget); a glass wall for the Special Projects Coordinator's work space (given the Human Resources work that requires privacy); ongoing public furniture replacement; shelving replacement; public service desk replacements; and reupholstering children's furniture. He noted that he removed \$30,000 in funding requests for the sorter bins as he does not see how it would work with the space constraints and does not see how more bins would improve efficiency in the department. The Carnegie Room renovation in 2020 would give the library an optional second meeting space. Interior renovations have been pushed back to 2021 and was part of the Engberg Anderson plan. Both of these projects may depend on outside funding. **Trustee Sura moved to approve the Library's 5-year CIP requests as presented, Trustee Fowle seconded, motion carried unanimously.**

**b. Library Board education: Discussion regarding Trustee Essential #24: Library Friends and Library Foundations**

As part of the continuing Library Board education, Library Director Gay went over Trustee Essential #24: Library Friends and Library Foundations. He pointed out that one of the suggestions is for the Library Board to welcome and invite the Friends group to the Library Board meetings, especially when discussing items that may be of interest to the Friends. Director Gay also stated that the primary distinction between the Friends of the Library group and a library foundation is that a foundation will typically have a single purpose of raising private funds for the support of the library, often including building projects. Friends organizations also raise funds, but support the library through volunteer and advocacy work. Director Gay also noted that any financial support from a library foundation or friends group should never reduce or replace the community's commitment to public funding. Trustee Ammerman asked what the plan for a library foundation was. Director Gay replied that he wasn't sure if the Library would start its own foundation or use one of the community foundations. There will be more discussions on a foundation moving forward after the strategic plan is finalized. Trustee Lombardi wondered if there was anyone on the Friends Board who spoke Spanish as this would be another way to make connections in the community. The Library Board then decided on which Trustee Essentials that they want to review for the rest of the year.

**c. Trustee Training Week: August 13-17**

Director Gay announced that the annual Trustee Training week is August 13-17. Trustees may sign up for any of the sessions that interests them. If anyone wishes to view the sessions at the Library, the Library can also make them available over the lunch hour in the Board room during that week. The sessions are recorded and may be viewed at a later date. This is a nice way to offer continuing education for Library Trustees.

**11. 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**

Director Gay highlighted the several items from administrative reports:

- The Library has received over 1,100 responses (three in Spanish) from the strategic plan survey, which runs through Saturday. Two of the three community conversations are completed; the final one is scheduled for July 19. The consulting firm will compile

the results of the survey, the community conversations and the SWOT analysis, along with demographics into a report for the committee to review.

- The Library has not received any directives on the 2019 operating budget yet, but they are expected tomorrow.
- The Library is working with Bridges on adding three additional services to its contract, including Spanish translation, maker kits, and circulation staff training. The Library would receive additional compensation for these services. The APL group meets tomorrow to discuss these proposals.
- The Library has put together an equity, diversity and inclusion committee; they are working with Kenosha and Racine libraries to garner ideas, both of which have programs in place.
- Several staff areas have received new furniture to replace outdated and inefficient work spaces.
- The 2018 Waukesha Reads painting was unveiled to the Library Board. Brochures are in the process of being edited before publication and will be available in September.
- Teen, Children and Adult Summer Reading programs are doing really well this year.

**c. Bridges Library System**

Trustee Sura reported that the Bridges Library System met and discussed the different models for the Public Library System Redesign project and their strategic plan.

**d. Friends of the Library**

The Friends of the Library meet on Monday, July 16.

**e. Communication to Common Council**

Trustee Helgestad said that he is on the City Finance Committee so the budget will be the priority.

**12. Adjournment**

Absent any objections, the meeting adjourned at 5:46 p.m.

Prepared by: J. Quinlan

Approved: