

MINUTES
Waukesha Public Library Board
Planning & Policy Committee Meeting
Thursday, March 8, 2018 3:30 P.M.
Library Board Room

DRAFT

Trustees Present: C. Deatrick, C. Lombardi and P. Kasprowicz
Trustees Absent: J. Fowle and A. Riebel
Others Present: Library Director B. Gay, Assistant Director J. Klima and Special Projects Coordinator J. Quinlan

1. Call to Order

The meeting opened at 3:30 p.m.

2. Approval of the minutes for December 14, 2017

Trustee Lombardi moved to approve the minutes for December 14, 2017, Trustee Deatrick seconded, motion carried unanimously.

3. Discussion/recommendation regarding selection of strategic planning consultant

Library Director Gay referred the Planning & Policy Committee to his memo which was included in the Library Board packets recommending that WiLS be awarded the contract for strategic planning services. He explained that the Library received three responses to the request for proposal: Library Strategies, Sarah Keister & Associates and WiLS. Members of the management team (John, Kori and Kerry) were asked to review each proposal and rank them on a 100-point scale. The evaluators unanimously selected WiLS to be awarded the contract. Library Director Gay also noted that nine Bridges libraries and Bridges Library System have utilized WiLS for their strategic planning. WiLS also has a strong statewide presence and is familiar with library techniques and processes being used in Wisconsin. **Trustee Kasprowicz moved to recommend that WiLS be awarded the strategic planning contract for the Library at a cost of \$8,750. Trustee Lombardi seconded.** Trustee Deatrick inquired about the timeline for the project. Director Gay said that WiLS would begin the process in April, with an anticipated completion date in October. **The motion carried with unanimous roll call vote.**

4. Discussion/recommendation regarding Library Policy C-3, Loan Periods and Limits

Library Director Gay pointed out that the Library's proposed changes to the loan limits policy was the lead story in the Waukesha Freeman. The memo which was included in the Library Board packets provided background on why the changes are being recommended. The Library is recommending that the loan limits on the CDs and DVDs be removed, with a total checkout limit of 125 for any combination of items. This is more in line with the other Bridges libraries. Removing the limits may increase circulation for this collection, provide better customer service and reduce overcrowding on the audiovisual shelves. The change eliminates limits on most items in the collection with the exception of the book group kits, toys, laptops, Wi-Fi hotspots and bicycle locks. **Trustee Kasprowicz moved to recommend approval of Policy C-3, Loan Periods and Limits as presented. Trustee Deatrick seconded, motion carried unanimously.**

5. Adjournment

Absent any objections, the meeting adjourned at 3:45 p.m.

J. Quinlan, Recorder