

**MINUTES**  
**Waukesha Public Library Board Meeting**  
**Thursday, November 8, 2018 4:45 PM**  
**Library Board Meeting Room**

Members Present: Trustees, S. Ammerman, J. Fowle, K. Guilfooy, C. Lombardi, P. Kasprovicz, A. Riebel and M. Ryan

Members Absent: Trustees M. Baxter, C. Deatrick, E. Helgestad and R. Sura

Others Present: Library Director B. Gay, Assistant Director J. Klima, Head of Operations J. LaPaz, Children's Services Manager K. Pinkner, Information Services Manager A. Welch, Technical Services Manager C. Peil, and Special Projects coordinator J. Quinlan

**1. Call to order**

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

**2. Public Comments**

There were no public comments.

**3. Approval of the minutes for October 11, 2018**

**Trustee Kasprovicz moved to approve the Library Board minutes for October 11, 2018 as presented. Trustee Lombardi seconded, motion carried unanimously.**

**4. Correspondence**

A Waukesha Freeman photo of the Waukesha Education Foundation presenting a check to the Waukesha School District included Library Trustee Melissa Baxter. Another photo highlighting Hispanic Heritage Month, reported on author and illustrator Angela Dominguez's visit to the Library. Dominguez came to the Library and visited several schools as part of a grant opportunity. In addition, there were several Waukesha Reads editorials and articles highlighted in the Waukesha Freeman, including an ad on the key note speaker for Waukesha Reads, Philip Chard. The event, held at the Waukesha Civic Theater was well-received with 260 attendees.

**5. Bills**

Library Director Gay pointed out expenses associated with employees who attended the annual Wisconsin Library Association conference in LaCrosse. He reported that staff came back from the conference energized and he hopes that this will translate into some new initiatives at the Library. He said that the \$5,800 cost for the HVAC system separates the controls for the lobby and the meeting room, giving the Library more flexibility in zoned temperature control. Other charges included costs associated with the Waukesha Reads program. **Trustee Kasprovicz moved to approve the November 2018 bills for \$84,503.79 and the monthly write offs of \$3,859.00. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.**

**6. Financial Reports**

Library Director Gay reported that there was not a significant impact on fine revenue from the Food for Fines program in October. There are still three months of personnel costs that will come out of the Library's budget, however spending looks to be on target for the year. **Trustee Ammerman moved to approve the Financial Reports for November 2018 as presented. Trustee Guilfooy seconded, motion carried with a unanimous roll call vote.**

**7. Old Business**

**a. Update on 2019 budget request**

Executive Director Gay reported that the City did not make any changes to the Library's

budget request. The City's budget will be presented for approval at tonight's Common Council meeting.

## **8. New Business**

### **a. Library Board education: Trustee Essential #25 – Liability Issues**

Library Director Gay discussed the basics of Trustee Essential #25 – Liability Issues. He pointed out that there is no personal liability for Library Trustees who perform their duties within the law. He said that the Board should be aware of the four tests of legally defensible policies (included in Trustee Essential #10). Director Gay also discussed the Library Board Reference handout, which is a good overview of a Library Board Trustee's legal duties, responsibilities and best practices. He plans on incorporating this document in the orientation training for trustees.

### **b. Discussion/action regarding 2019 Agreement for Consulting Services with Bridges Library System**

Library Director Gay explained that the consulting contract with Bridges Library System reimburses Waukesha Public Library for the salary and benefits of Waukesha Public Library employee Shawn Carlson. Member libraries pay for these services. The only change to the agreement is an increase in the salary. **Trustee Fowle moved to approve the 2019 agreement for consulting services with Bridges Library System as presented, Trustee Guilfoxy seconded, motion carried unanimously.**

### **c. Discussion/action regarding 2019 Agreement for CAFÉ office space at Waukesha Public Library**

Library Director Gay explained that the agreement with Bridges Library System for CAFÉ office & computer equipment space remains the same as last year. **Trustee Lombardi moved to approve the 2019 agreement for CAFÉ office space at Waukesha Public Library as presented. Trustee Guilfoxy seconded, motion carried unanimously.**

### **d. Discussion/action regarding 2019 Resource Library Services Agreement between Bridges Library System and Waukesha Public Library**

Library Director Gay said that the 2019 Resource Library Services Agreement is identical to the current year. It includes a \$20,000 payment for reference resources for member libraries and for providing reference services to member libraries. He explained that the way Chapter 43 is written, approval of the 2019 agreement will guarantee the same amount in 2020. Director Gay will continue to look at alternative services to offer to member libraries. **Trustee Kasproicz moved to approve the 2019 Resource Library Services Agreement as presented. Trustee Guilfoxy seconded, motion carried unanimously.**

### **e. Discussion/action 2019 Addendum to Bridges Library System Member Library & CAFÉ Agreements**

Library Director Gay explained that the addendum to the member agreement includes the amount of funding that the System provides to Waukesha Public Library as well as the amount of money that the Library pays to Bridges for databases, movie licenses, digital magazines, e-books, Gale Courses, and the Advantage program. There is a \$4,979 credit for an Innovation & Improvement grant that goes towards the \$15,000 database costs. **Trustee Lombardi moved to approve the 2019 Addendum to Bridges Library System Member Library & CAFÉ Agreement as presented. Trustee Kasproicz seconded, motion carried unanimously.**

### **f. Discussion/action regarding Waukesha County Community Foundation – 2018 distribution**

Library Director Gay reported that the annual distribution from the Library restricted trust

accounts in the Waukesha County Community Foundation is \$2,690. Historically, the Library has requested the disbursement of funds to purchase books designated by each of the trusts. **Trustee Kasprovicz moved to approve the disbursement of \$2,690 from the Library's restricted trust account within the Waukesha County Community Foundation. Trustee Lombardi seconded, the motion carried unanimously.**

**g. Discussion/action regarding Library's Strategic Plan 2019-2023**

Library Director Gay said that staff and the strategic plan committee members have been working over the last several months on developing a new strategic plan for the Library. Utilizing the community survey, staff input, community conversations and with the guidance of WILS, he believes that the final document is a good tool for the Library moving forward. He reviewed the plan overview sheet, outlining the new mission and vision statements as well as the five broad goals and eight new service values for the organization. In the main document, there are concrete goals set for 2019 into 2020. After that, the Library will re-evaluate where it is and adjust the strategic plan to develop its yearly activities. As one of the committee members, Trustee Kasprovicz commented that this is a well written document and he liked the approach that the facilitators took. Director Gay said that he asked the management team to develop at least one 2019 SMART goal tied to the strategic plan. Trustee Riebel said that she would share the document with the School District. She also asked if Director Gay had any concerns regarding the future plans. He replied that his responsibilities are some of the bigger pieces of the plan, like making the first floor experience better for patrons. Trustee Kasprovicz asked if it will be necessary to complete another space needs study. Director Gay said that at this point he was not sure. The 2019-2023 strategic plan will be shared with all library staff on December 7 at the annual staff education day. **Trustee Lombardi moved to adopt the Library's Strategic Plan 2019-2023 as presented. Trustee Ammerman seconded, motion carried unanimously.** Trustee Riebel thanked everyone for their work on the strategic plan.

**9. 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 reminded Board members that the Library is hosting a Public Art Reception at 11:00 a.m. on Saturday, November 10.

Director Gay highlighted several items from administrative reports:

- The Wisconsin Library Association Conference was well attended. The sessions were useful and he intends to continue encouraging staff attendance at these conferences.
- The Waukesha Reads Food for Fines initiative netted 1,100 lbs. of food for the Waukesha Food Pantry. \$4,002 in fines were waived.
- All of the Waukesha Reads events were very successful. Director Gay credited staff, committees and partners for their efforts.
- 930 children & adults were able to take part in the Angela Dominguez author visit.
- Board game challenge is a new initiative in the children's department. It is a creative solution to get kids talking and to improve the atmosphere in the department.
- All of the horizontal glass panels around the front entrance have been removed due to safety concerns. While the Library was waiting for the engineering report, another panel cracked and the decision was made to remove them all. Finding a cost effective durable solution will be a challenge. A meeting with City Engineer Katie Jelacic is scheduled for Monday morning. With the removal of the panels, the accessible ramp is

exposed to the elements and will need monitoring in the winter months. The vertical panels are also failing and the Library is looking for a safe, attractive solution. Engberg Anderson has been sent the CAD drawings and will develop some ideas for the Library. Trustee Kasprowicz asked if the cost for removal and replacement would be covered under the CIP fund. Director Gay said that he spoke with Kevin regarding this issue and will also speak to City Attorney Brian Running. Trustee Kasprowicz referenced the 2005 renovation and the mandatory mold remediation that was paid for with City funds.

**c. Bridges Library System**

Library Director Gay said that the Bridges Library System Board approved their budget and the contracts with member libraries.

**d. Friends of the Library**

Library Director Gay said that the Friends hosted 25 guests for the Wine Tasting. This inaugural event included silent and live auctions. It was a fun evening for all.

**e. Communication to Common Council**

Director Gay will notify Trustee Helgestad that the Library's Strategic Plan was adopted.

**10. Adjournment**

Absent any objections, the meeting adjourned at 5:40 p.m.

Prepared by: J. Quinlan

Approved: