

MINUTES
WAUKESHA PUBLIC LIBRARY BOARD
Building Committee Meeting
Thursday, March 31, 2016 5:15 PM
Library Board Room

Members Present: Trustees C. Deatrick, M. Ryan, L. Probst, and A. Reiland

Members Absent: Trustee E. Spelius

Others Present: Guest Matt Masterson, Waukesha Freeman reporter, Executive Director G. Lynch, Deputy Library Director K. Kennedy, Assistant Library Director J. Klima, Circulation Supervisor N. McGuire, and Administrative Assistant J. Quinlan

The meeting was called to order at 5:15 p.m. by Trustee Reiland. At the next meeting a new Chair will be elected.

1. Approval of the minutes for April 30, 2014

Trustee Deatrick moved to approve the minutes for April 30, 2014 as presented. Trustee Ryan seconded, motion carried unanimously.

2. Update and discussion on the AMH/sorting system with tour

Executive Director Lynch informed the Building Committee members that he had fulfilled an open records request from the Waukesha Freeman for all e-mail records relating to mk Solutions and the automated sorting system. He reported that he conducted an analysis on the system for the last couple of months that indicates how it has been working. Initially, the system was registering errors every 300 items which required staff intervention. The sorting system is now averaging 6,000-8,000 items before an error occurs. The CEO of the company was at the library recently and determined that several problems needed immediate attention. Sensitivity errors that caused the machine to shut itself down have been fixed and the company will continue to make adjustments to the system. Executive Director Lynch admitted that had the RFID project been completed before the installation of the sorting system, many of the issues that the library has experienced could have been avoided. He is pleased with the progress, but remains cautious. Given the initial obstacles, his objective is to continue working with the company to secure an extended warranty on the sorting system. The customer experience is vastly improved over when the system was first installed. Several engineers from the vendor will be onsite next week to further tweak to the system.

The RFID tagging process of over 300,000 items will begin soon and Executive Director Lynch anticipates that the project will be completed by the end of summer. Assistant Director Klima explained how RFID will work with the sorting process. There are many libraries that do not have RFID and those items will be sorted into an exception bin.

Executive Director Lynch reiterated that the data is clear and the errors that are popping up are much more manageable; most customers do not even know that an error has occurred. He is pleased with the company's response and will continue to work with them moving forward.

3. Discussion/action regarding future capital projects

Executive Director Lynch said that he met with the City's Parks, Recreation & Forestry Manager and the City Engineering Department to talk about a possible collaborative building project that would be beneficial to both the Library and the Parks, Recreation & Forestry Department. Now that the historic Les Paul band shell has been renovated and because the library's community meeting room could not be expanded to the north, Executive Director Lynch would like to see the meeting room expanded to the west along with the bathrooms. The kitchen area would be reconfigured to include a concession stand that is accessible from the outside. This plan would be mutually beneficial to the library as well as the Parks, Recreation & Forestry Department. The next step is to have Engberg Anderson complete a preliminary design study at a cost of \$8,800. The cost would be split with the Parks, Recreation & Forestry Department. He asked the Committee to recommend approval to move forward with the design plans and to split the fee equally with the Parks, Recreation & Forestry Department. He urged them not to wait so that the project can be presented during the budget process. He noted that the Library has money in a non-taxpayer funded account to be used for its share of the cost. He is hopeful that this inter-departmental cooperation will demonstrate the importance of the project to the City Council. There is no set timeline; once the agreement is signed, the preliminary work can begin. **Trustee A. Reiland moved to recommend to the Library Board at their April 14 meeting that the library pursue a joint venture with the Parks, Recreation & Forestry Department to have Engberg Anderson complete the preliminary architectural design study at a cost of \$8,800, splitting the cost with the Parks, Recreation & Forestry Department (with the City Attorney's approval). Trustee Probst seconded, motion carried unanimously.**

This proposed project does not mean that the Carnegie renovation is off the table. That project is still on the City's capital improvement planning schedule.

(The Committee toured the Circulation Department to see how the automated materials handling system works. The Committee then continued their tour in the Community Meeting room.)

4. Adjournment

After touring the community room, the meeting adjourned at 6:07 p.m.

J. Quinlan, Recorder