

**MINUTES**  
**Waukesha Public Library Board Meeting**  
**Thursday, February 14, 2019 4:45 PM**  
**Library Board Meeting Room**

Trustees Present: S. Ammerman, M. Baxter, K. Guilfooy, E. Helgestad, C. Lombardi, P. Kasprowicz, A. Riebel, M. Ryan and R. Sura

Trustees Absent: C. Deatrack and J. Fowle

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

**1. Call to order**

President Riebel convened the meeting at 4:46 p.m.

**2. Public Comments**

There were no public comments.

**3. Approval of the minutes for January 10, 2019**

**Trustee Lombardi moved to approve the Library Board minutes for January 10, 2019 as presented. Trustee Sura seconded, motion carried unanimously.**

**4. Correspondence**

Included in the Board packets were photos depicting the annual JanBoree celebration. More than 1,000 people were in attendance for three circus performances at the Library. Also included was an article highlighting the Martin Luther King activities being held at the Library and around the area. The Freeman interviewed CAFÉ System Administrator, Shawn Carlson regarding the popularity and convenience of e-books for patrons versus the cost of this service to libraries.

**5. Bills**

**a. Approval of the bills for February 2019**

Library Director Gay said that there were two sets of bills to approve, a short list for 2018 and also the monthly bill list for February. Any items that were received in 2018 need to be charged to that year. Of note on the 2019 bill list was the maintenance contract for mk Solutions, which includes all parts and labor. There was also a charge for a new deep cleaning floor scrubber. **Trustee Helgestad moved to approve the remaining 2018 bills in the amount of \$3,976.51 and the February 2019 bills for \$80,094.58 and write offs of \$4,717. Trustee Baxter seconded, motion carried with a unanimous roll call vote.**

**6. Financial Reports**

**a. Approval of the financial reports for February 2019**

Library Director Gay reported that the Library was still waiting to complete the final report for 2018. The Library's Finance Analyst has been working with the City Finance Department to straighten out personnel charges for the custodian who worked at the City and the Library; all of these costs were charged to the Library. There is a new, easier to read format for the financial reports. Everything is on track for 2019, though the personnel costs have not been posted. Trustee Kasprowicz questioned the cost associated with the HVAC. Head of Operations Jim LaPaz replied that it is for the controls that links the rooftop system to the computer. It allows the Library better temperature control over the Circulation work area, the front lobby and the community room. **Trustee Kasprowicz moved to approve the 2018**

**financial report, the January 2019 and the 2019 February financial reports. Trustee Baxter seconded, motion carried unanimously.**

## **7. Old Business**

### **a. Update on building facade**

Library Director Gay introduced Tom Joy, Architectural Designer with Engberg Anderson Architects. Mr. Joy explained that the pricing budget sheet was just received and had not been fully vetted by their firm, so the true costs for the front façade options may be a little less. He presented the options as outlined in the handout. The first two options include using a resin material that is meant to last longer than the current corrugated plastic. After inspection, it was determined that the current vertical panels are structurally compromised and will need to be replaced. The existing steel frame will be re-used. Option one is very similar to the look of the existing façade. The sign for Waukesha Public Library could be updated and relocated to the canopy. The second option includes using a colored resin or having a picture or series of pictures imbedded in the resin. These could include historical maps or photos. The third option is an aluminum slatted screen wall. The horizontal canopy could be completed using glass panels or the resin material. Mr. Joy said that it is imperative to have some sort of screen wall to shade the glass windows and keep the interior lobby from heating up. The budget includes two lighting options as well. It was observed that there was not a price listed for option three in the budget. Mr. Joy will provide the Library with that number. Library Director Gay also noted that the budget includes a cost associated with demolishing the horizontal panels, which is already completed.

The costs for the options ranged from \$621,000 to \$760,000, without any LED lighting. Director Gay said that he has not brought the cost estimates to the City Administrator or the Finance Director. There are no funds allocated for this project, however, Finance Director Rich Abbott said that there is \$40,000 in impact fees that the Library could put towards this project. He asked the Board what direction they wanted him to take. Trustee Ammerman asked if there was any imminent danger in not replacing the panels right away. Director Gay responded that there is no immediate danger, but the Library is monitoring the remaining vertical panels for slipping. These panels are also degrading. Extra caution is being taken with the accessible ramp to keep it clear of snow and ice. Trustee Helgestad said that there is no money in the City budget to replace the panels; the Library may need to wait and go through the CIP process during the next budget cycle. Board President Riebel commented that material costs will only increase if the Library waits too long. Trustee Ryan asked if there was some sort of window treatment that could be used to block or filter the sunlight. Mr. Joy replied that there is, but there would be a cost associated with that as well. He added that having the protection on the outside is optimal. Trustee Ryan also asked if the pricing for option three would be comparable to the others. Mr. Joy said that it may be a little higher because of the labor involved in the installation. Library Director Gay cautioned the Board on using images as they may become outdated. It was the consensus of the Board that they preferred option one. Trustee Helgestad asked if this project needed to go through the Planning Commission for approval. Trustee Lombardi did not believe that it was necessary since there are no major changes to the design of the building. Director Gay will set up a meeting with the City Administrator and Finance Director. Trustee Helgestad offered to attend that meeting and suggested inviting Alderman Pieper who is chair of the City Finance Committee. Board President Riebel will also attend. (T. Joy left at 5:15 p.m.)

### **b. Update on Waukesha County Community Foundation – Library accounts**

Library Director Gay reported that he met with Library benefactor Terry Stevens, the Waukesha County Community Foundation President Shelli Marquardt and Library Board member Melissa Baxter to discuss setting up a separate account for Waukesha Reads. The

seed money would be \$30,000 from the Donald J. and Betty Lou Tikalsky Fund that has already been earmarked for Waukesha Reads. Ms. Stevens believed that having a separate library account for Waukesha Reads would bring a higher visibility and raise awareness for the program.

Other discussion centered on creating a Library Foundation within the Waukesha County Community Foundation. The bequest of \$150,000 would be used to create the Waukesha Public Library Fund. The current fund, which holds restricted funds from previous gifts, would be re-named to avoid confusion with the new fund. Trustee Baxter said that the Waukesha County Community Foundation manages all of the investments and will do the fundraising and receipting of donations. **Trustee Kasprovicz moved to approve the creation of a Waukesha Reads -Waukesha Public Library account within the Waukesha County Community Foundation. Trustee Lombardi seconded, motion carried unanimously. Trustee Riebel moved to create a Waukesha Public Library Fund within the Waukesha County Community Foundation for capital or other needs. Trustee Ryan seconded.** There was some discussion on restricted funds and Trustee Baxter cautioned about being careful in how the agreement with the Community Foundation is worded. Trustee Ammerman asked if the Library should accept restricted gifts. Trustee Baxter believed that the Library should look at its gift policy. Board President Riebel thought that perhaps the ad hoc Fund Development Committee could discuss this. **The motion carried unanimously.**

## **8. New Business**

### **a. Update on Martin Luther King Day activities**

Library Director Gay discussed the summary sheet for the Martin Luther King Day activities, which included survey results citing a score of 4.8 out of 5. He said that the attendance and feedback was great from the Civic Theater event. The Equity Diversity and Inclusion Committee is already planning for next year.

### **b. Discussion/action regarding 2018 annual report to state**

Library Director Gay said that the Annual Report to the state is due on March 1. He noted that if the Library Board did not agree that the System provided effective leadership, they can still change that. Director Gay added that the System is doing a great job. **Trustee Helgestad moved to approve the 2018 Annual Report to the state as presented. Trustee Baxter seconded, motion carried unanimously.**

### **c. Discussion/action regarding trust fund report**

Director Gay reported that the Library's Trust Fund Report shows an 8.8% return over a three-year period. **Trustee Baxter moved to approve the Library's 2018 Trust Fund report as presented. Trustee Lombardi seconded, motion carried unanimously.**

### **d. Discussion/action regarding first floor redesign request for proposal**

Library Director Gay discussed the Request for Proposal for the first floor redesign. The proposal calls for architectural services to complete an assessment and pre-design for the first floor including construction costs. The goal is to determine how much funding will be necessary to complete the project. The Library will then go through the CIP process with the City and begin a capital campaign. He indicated that he was open to any suggestions or edits to the document. He has three firms in mind that he will send the RFP to. He also sent a copy to City Engineer Katie Jelacic. Trustee Kasprovicz asked if the document was vetted by the City Attorney. Director Gay said that he did not but he did use City legal terms and language that included an opt out clause if none of the proposals are acceptable. He said that he has done several RFPs over the years, but not on this large of a scale. He could send the proposal to the City Attorney, but then the dates would need to be pushed back. Two things that he wants to change to the current document is allowing submission of electronic copies and

changing the due date from March 11 to Friday, March 8 in order to give the rankers the weekend to review them before going to the Building Committee and the March 14 Library Board meeting. Director Gay pointed out several points from the RFP: The Library anticipates working with the successful Offeror for the later design work; language on the out of scope sections includes the Children's Services, Circulation, the Teen Zone, and Administrative offices; and the ranking formula. He commented that he is open to revising how the evaluation system is weighted. The required cover sheet must be submitted with the proposal. **Trustee Kasprowicz moved to approve the Request for Proposal for architectural services as amended. Trustee Ammerman seconded, motion carried unanimously.**

- e. **Trustee Riebel moved to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The Library Board will conduct the Library Director's evaluation. Trustee Sura seconded, motion carried with a unanimous roll call vote. 5:43 p.m.** (B. Gay, J. Klima, C. Peil, K. Pinkner, J. LaPaz, A. Welch, and J. Quinlan left) (Director Gay returned to closed session at 5:55 p.m.)
- f. **The meeting reconvened in open session at 6:00 p.m.** (J. Klima, A. Welch, and J. Quinlan returned)
- g. **Discussion/action regarding items discussed in closed session**  
**Trustee Kasprowicz moved to approve the Director's evaluation as presented in closed session. Trustee Guilfoxy seconded, motion carried unanimously.** (Trustee Kasprowicz left at 6:01 p.m.)

## 9. Reports

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

The Human Resources Committee met to discuss the annual Library Director evaluation and reported that they approved an unpaid extended leave of absence.

- b. **Director's Report**

Director Gay highlighted several items from administrative reports:

- Update on sorter – The Library has been experiencing significant downtime with the sorter. A maintenance rep was on site for two days; he replaced a number of parts and everything is working smoothly now.  
Trustee Lombardi asked if the cold weather was a factor in the system not working correctly. Director Gay said that the Library needs to start thinking about a long term solution. Trustee Helgestad asked if there was an alternate solution for the public while the system was down. Director Gay reported that the Library had purchased a portable drop for outside that patrons can use.
- AARP tax volunteers will be at the Library every Thursday. The Library is pleased to offer this service to the community.
- Wild Wisconsin Winter webinars were available as continuing education opportunities for staff. These webinars are free.
- The Waukesha Reads/NEA Big Read grant application was submitted.
- Children's will have a Carroll University student volunteer available through April to help children or families requiring Spanish language assistance.  
(A. Welch left at 6:05 p.m.)

**c. Bridges Library System**

Trustee Sura reported that the Bridges Library System Board looked at the PLSR process, elected new officers, reviewed the records retention policy and conducted the Director evaluation.

**d. Friends of the Library**

The Friends meeting was canceled due to inclement weather.

**e. Communication to Common Council**

Trustee Helgestad will provide the Council with a short report.

**10. Adjournment**

Absent any objections, the meeting adjourned at 6:09 p.m.

Prepared by: J. Quinlan

Approved: