

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

Trustees Present: S. Ammerman, C. Deatrick, J. Fowle, E. Helgestad, C. Lombardi, P. Kasprovicz, A. Riebel, and M. Ryan

Trustees Absent: M. Baxter, K. Guilfooy and R. Sura

Others Present: Library Director B. Gay, Assistant Director J. Klima, Children's Services Manager K. Pinkner, Technical Services Manager C. Peil, Information Services Manager A. Welch, Circulation Supervisor T. Lyons, Head of Operations J. LaPaz, 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 February 14, 2019**

**Trustee Lombardi moved to approve the Library Board minutes for February 14, 2019 as presented. Trustee Helgestad seconded; motion carried unanimously.**

**4. Correspondence**

Included in the Board packets were *Waukesha Freeman* photos from the Library's Valentine's Day party and the LOL comedy improvisational and theater games class. The Library received several positive comments on the events. Two adult programs were listed in the *Waukesha Freeman*: an evening at the Pabst Mansion, which includes a virtual tour of the mansion and the documentary screening of *RGB* at the Library's Doughnuts and Documentaries series. Director Gay also reported that 485 guests were in attendance on Tuesday afternoon/evening for the Youth Art reception.

**5. Bills**

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

Library Director Gay noted that the annual maintenance contract for the MyPC reservation software was included in the bill list for \$4,000. This is the last year of the contract and the Library will investigate if there are any better products on the market that would be more cost effective. The Library's water softener failed after 29 years and Head of Operations Jim LaPaz received three bids to replace the old system; Culligan received the contract with a low bid. There is new lobby furniture on the first floor; the Library is very happy with the selections. Hennes Services replaced two failed fan coils. Director Gay reported that one of Jim's SMART goals is to take a homeless training course and then make sure that all of the staff have an opportunity to go through the training. It is an empathy-driven response training that gives practical tips on dealing with the homeless population. Circulation Supervisor Therese Lyons has completed the training through a workshop that she attended. **Trustee Ammerman moved to approve the March 2019 bills for \$71,943.61 and write offs of \$3,668. Trustee Helgestad seconded; motion carried with a unanimous roll call vote.**

**6. Financial Reports**

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

Library Director Gay reported that the Library is on target with its spending. The personnel budgets have not been updated by the City for the month of February. Trustee Deatrick

asked about the payment from the Waukesha School District. Director Gay replied that the invoice will be due shortly. **Trustee Deatrick moved to approve the February 2019 financial reports. Trustee Lombardi seconded; motion carried unanimously.**

## **7. Old Business**

### **a. Update on building façade**

Library Director Gay reported that he met with City Administrator Kevin Lahner and Finance Director Rich Abbott to discuss the options to repair the front façade. He is scheduled to go before the City Finance Committee on April 9 to present a cost estimate for the repairs. The City Administrator is asking the Library Board to select one of the options to get a target cost to complete the project. On March 25, Alderman Joe Pieper will visit the Library with City Administrator Kevin Lahner, Trustee Helgestad and Board President Riebel to discuss the project. Director Gay distributed a document that laid out the different options and costs.

Director Gay pointed out that the Library could utilize glass again for the horizontal panels but would use extra supports to prevent the stress issues; glass is less expensive than the 3Form resin product. Director Gay said that he would recommend going with the colored vertical panels. Bill Robison of Engberg Anderson recommended that the Library use an historical figure or image. Trustee Ammerman reminded the Board that they had agreed that using images could become dated. They also had discussed that they liked the original design, so picking one of the options that closely matches that would be better. The Library Board debated at length the various options available and the cost difference between the glass and resin. Head of Operations LaPaz commented that he believed that the resin product would be more durable in the long term. Trustee Helgestad said that perhaps the vertical panels could be made electrical ready in case the Library wanted to add lighting in the future. The Library Board agreed that they liked the resin panels despite the higher cost and the clear vertical panels with the printed lettering as long as they were more visible than the current lettering.

Library Director Gay said that the Library is continuing to monitor the vertical panels for any slippage or danger of falling. The accessible ramp has been open to the elements and the staff has had to use more salt to keep it free from snow and ice. **Trustee Kasprovicz moved to approve option #7 at a cost of \$676,197. Trustee Helgestad seconded; motion carried unanimously.**

### **b. Discussion/action regarding first floor renovation – RFP responses (Building Committee)**

Trustee Helgestad reported that the Building Committee met just prior to the Library Board. The Library received three responses to the Request for Proposal for the predesign and funding study for the Library's first floor. All three firms (Engberg Anderson, HGA and FEH Design) all took a similar approach to the project at varying costs. The reviewers unanimously ranked Engberg Anderson first and the Building Committee is recommending that the Library Board select Engberg Anderson for the predesign and funding study of the first floor. **Trustee Kasprovicz moved to accept the recommendation of the Building Committee and award the contract for the predesign and funding study to Engberg Anderson. Trustee Lombardi seconded; motion carried with a unanimous roll call vote.**

Trustee Ryan noted that it might be beneficial if there were more members on the Building Committee.

## **8. New Business**

### **a. Library Board education: Trustee Essential #15-The Library Board and the Public Records Law**

Library Director Gay reviewed the public records law with the Library Board. He said that

public record requests must be responded to as soon as practicable. An important exception for libraries is the statutory prohibition on release of records that identify an individual who uses a publicly funded library. Privacy is a keystone of libraries. The law does allow the release of records to collection agencies, but only names and contact information and how much the individual owes may be released. Trustee Lombardi asked if the notice of public records was displayed in the Library as stated in the document. Director Gay said that he would make sure that the Library was in compliance with this requirement. Trustee Helgestad said that Board members must also be aware that e-mail can be public records, and to be careful to maintain them.

**b. Discussion/action regarding Library Director compensation**

Board President Riebel said that at the last meeting the Library Board approved the evaluation for the Library Director, but now they need to make a formal motion to approve the recommended 2% increase. **Trustee Lombardi moved to approve a 2% increase for the Library Director retroactive to January 1, 2019. Trustee Deatrick seconded; motion carried with a unanimous roll call vote.**

**c. Update on strategic plan initiatives**

Library Director Gay provided the Library Board with the first quarterly update on the strategic plan initiatives. The document he distributed included all of the goals and first year activities. The Library Board will review the update and discuss at the April Library Board meeting.

**9. Reports**

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

The Building Committee met.

**b. Director's Report**

Director Gay highlighted several items from administrative reports:

- He attended a legislative session at the Library with State Senator Kapenga and State Representative Neylon.
- He met with the City's new HR Director.
- He visited Fond du Lac Public Library and toured their innovative Makerspace.
- John is in the process of updating the software on the display monitors. The change will give the staff the ability to make updates remotely from their computers.
- The Cliffs Notes collection has been withdrawn and BluRay DVDs will be added to the collection
- Three new employees joined the Circulation Department.
- The Library is participating in a "Show Your Library Card" campaign with downtown businesses. Anyone showing the business their library card will receive a discount from the merchant.

**c. Bridges Library System**

There was no report.

**d. Friends of the Library**

The Friends February meeting was canceled due to inclement weather and are scheduled to meet on Monday, March 18.

**e. Communication to Common Council**

Trustee Helgestad will provide the Council with a short report.

## **10. Adjournment**

Absent any objections, the meeting adjourned at 5:45 p.m.

Prepared by: J. Quinlan

Approved: