

**MINUTES**  
**Waukesha Public Library Board Meeting**  
**Thursday, May 14, 2020 4:45 PM**  
**Virtual Meeting Conducted Via Zoom**

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

Trustees Absent: C. Deatruck, L. Miller and M. Ryan

Others Present: Bill Robison, Partner and Tom Joy, Architectural Designer with Engberg Anderson Architects, Library Director B. Gay, Assistant Director J. Klima, Head of Community Engagement and Program Development K. Hall, Circulation Supervisor T. Lyons, Information Services Manager A. Welch, Technical Services Manager C. Peil, Head of Operations J. LaPaz and Special Projects Coordinator J. Quinlan

**1. Call to order**

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

**2. Public Comments**

There were no public comments.

**3. Approval of the minutes for April 9, 2020**

**Trustee Lombardi moved to approve the Library Board minutes for April 9, 2020 as presented. Trustee Sura seconded; motion carried with a unanimous roll call vote.**

**4. Correspondence**

Included in the Board correspondence was a Freeman article on how City Departments filled new roles and assisted with the election in April. Jill Fuller, Marketing & Communications Coordinator for the Bridges Library System did a promotional piece on patrons who, even during the pandemic, are sharing their love and appreciation for their community libraries. Other articles focused on how libraries across the system are offering holds pickup services to patrons, including the Waukesha Public Library. The State of the City address by Mayor Shawn Reilly referenced the Library in his highlights for 2019 noting that the elimination of fines on children's materials was an effort to encourage child literacy in the community. Trustee Helgestad asked how the holds pickup service was going. Director Gay replied that it is going well, but it is also a lot of work; the Library is handling about 150 pickups per day. The Circulation department is doing a great job but have had to adapt the processes to make the service less staff intensive. Trustee Lombardi said that several of her friends had very positive comments about the service.

**5. Bills**

**a. Approval of the bills May 2020**

Library Director Gay reported that a pipe burst above the ceiling in the community meeting room. Matt and Jim did a great job of cleaning up the mess and coordinating the repairs. Other items on the bill list included sneeze guards for all the public service desks. Trustee Helgestad asked if the Library had enough supply of personal protection equipment and hand sanitizer. Director Gay said that for now, there is enough, but not for when the public returns. The Library is working with the City's resource group for purchasing the necessary supplies. Trustee Sura asked if the staff would be using gloves. Director Gay replied that the Library has gloves on hand if the employees want to use them, but he noted that they may give a false sense of security. It is recommended that everyone washes their hands more often. Trustee Ammerman asked if there was funding to pay for the PPE equipment. Director Gay said that the Library is tracking all COVID-19 expenses for FEMA reimbursement. **Trustee**

**Helgestad moved to approve the May 2020 bills for \$60,115.97 and write offs of \$226. Trustee Baxter seconded; motion carried with a unanimous roll call vote.**

## **6. Financial Reports**

### **a. Approval of the financial report for May 2020**

Library Director Gay reported that revenue has dropped precipitously and that expenses are down slightly. He expects that there will be upcoming discussions regarding the City's 2021 budget. He will keep the Library Board apprised on these meetings. The Library received the Community Liaison Librarian payment from the School District of Waukesha. **Trustee Baxter moved to approve the financial reports for May 2020. Trustee Ammerman seconded; motion carried with a unanimous roll call vote.**

## **7. Old Business**

### **a. Discussion/action regarding front façade fabric panel color and repair update**

Bill Robison, Partner with Engberg Anderson reported that their firm has been working with City Engineer Katie Jelacic on the front entrance repairs. Things are going well, but some decisions need to be made before the bids can be released. Tom Joy, Architectural Designer presented the options for the group to review, which includes evaluating long term durability versus costs.

Mr. Joy went through the original 2019 presentation with the options of having vertical fabric panels or 3form panels made from a resin product. Both options allow for multiple color choices and the possibility of using an image to enhance the design. One of examples for the image was of an old, historical map. There are lots of opacity options; the fabric option is very flexible in terms of size, while the resin has some limitations which may steer the decision. Both the fabric and resin can be back-lit. The original letters can be reused and be mounted on the top of the canopy. The horizontal canopy will be made of resin.

When Engberg Anderson looked at the project again, they came up with several alternatives. They are now recommending that the fabric be a single wrap that is welded together across the entire façade, with a smaller wrap below the canopy. This will give the library a clean, smooth look with unlimited color options. If the Library still wanted to use separate fabric panels, it would add 15% to the cost of the project for additional framing. Bill Robison believed that the overall effect of the single wrap would be more powerful. The downside; if any portion of the fabric were to get damaged, the entire wrap would need to be replaced. There are also options available with the resin that are not available with the fabric.

The early estimates for pricing on the fabric are \$70/sf or \$75/sf with a printed image. An additional 15% would be added to the cost if the decision is made to go with sections rather than a single wrap. There is a 10-year warranty and the life expectancy for this product is 20 years. It is recommended that the fabric be washed once a year with soap and water. There are many options for controlling how much sunlight is let through. The manufacturer recommends that the opaqueness be set at 28%. Engberg Anderson is still looking at the structure to determine what additional aluminum support is needed. Currently there are lights that could be used to backlight the fabric; however, they believe that lighting from the front would be ideal. Trustee Helgestad asked how the fabric panels would be reached for cleaning. Bill Robison replied that it is not recommended that a pressure washer be used as it could damage the material. He thought that a cherry picker could be used or scaffolding. The horizontal canopy will be designed for weight, but he would not recommend standing on it. The cost includes the design and engineering with an aluminum clip system to secure the fabric.

For the resin panels there are two vendor options. Each is limited in size to a maximum of 4x10 feet for each panel. They would try to avoid having to add any additional steel support. The cost for the 3form resin is similar to that of the fabric at \$70/sf for 1" thick for the horizontal canopy or 1/2" thick for the vertical panels. The cost would be \$30/sf if no image was used. The manufacturer warranty is 5 years with an undetermined life expectancy; the product is very durable. It is recommended that the surface be cleaned once a year with soap and water. There are lots of options for solar control. The existing lighting could be utilized, or new lighting could be installed in the current locations.

The other resin product brand is Lumicor. The cost is for materials only at \$45-\$55/sf. Again, the size is limited to 4x10 panels. The product is very durable and is warranted by the manufacturer for 1 year. It is a very durable product, with solar control and a variety of color options and finishes. Additional steel supports may be needed for installation.

For the fabric panel, lighting options included the use of flood lights in either white or multicolor to light the fabric from the front. These could be mounted on top of the canopy. For the resin options, the use of linear fixtures that provide up lighting or down lighting in either white or programmable multicolor would be a good option.

Trustee Kasprovicz asked about the timeline for a decision. Bill Robison said that they would like to get the bid out by mid to late June or early July. In order to prepare the bid documents, they will need the Board to decide on which product, either the fabric or resin they would like. The other decisions on the image or color can wait and he would write the bid to include those as separate items. He thought that the colored light option could be used for holidays or other special occasions. He added that he doesn't have a strong recommendation on either; both products have their advantages and disadvantages. Trustee Kasprovicz also asked which product the fabric or the resin better lends itself to having an image printed on it. Bill Robison said that the image would look crispest on the resin as the fabric is an open weave that will leave the image more muted.

Trustee Kasprovicz announced that he is in favor of using the resin for the vertical panels, but he won't argue with the majority if they like the fabric better. Trustee Baxter said that the fabric is more appealing with the public safety aspect. She wondered if there was more of a risk with the resin panels coming off again and causing damage. Bill Robison acknowledged the problems with the previous panels, both with the quality and mounting issues. He believes the new application would be much safer with a channel on the bottom and a pin system to secure the panels. The fabric will have a frame around it and is air permeable; very similar to a sail. The Board continued to discuss the pros and cons of each product, including what type of image and lighting might work. Both Trustee Helgestad and Lombardi supported the resin material as the most sensible choice. Bill Robison said that the final decision on an image could be made later if the Library Board decided they wanted to use the resin material with an image. He believed that an archival image would be best. He also said that he understands that there is a budget and they will work to keep within that budget. Trustee Ammerman said that she likes the resin but said that the Board previously discussed that an image could become outdated, so she would support resin with no image. Board President Riebel agreed that the initial conversation regarding the panel replacement was without an image. Bill Robison said that the map image is historical and less chaotic than the original proposals. Trustee Helgestad said that he liked the map image and felt that it would stand the test of time. Trustee Sura said that she would prefer the clear panel option. Trustee Guilfooy said that he also likes the map image but not the colored lights as the band shell has the colored lights that are programmed by the Parks and Recreation Department. Board President Riebel asked if the Board wanted to take on the responsibility for managing the lights. Trustee Baxter confirmed that the decision needed for today was to determine which

material to use. **Trustee Kasprovicz moved to approve the selection of the resin material for the repair of the front façade. Trustee Lombardi seconded; motion carried with a unanimous roll call vote.** Bill Robison said that Engberg Anderson would return to discuss the cost and final design of the project. (Bill Robison and Tom Joy left the meeting at 5:51 PM)

## **8. New Business**

### **a. Discussion/action regarding Library re-opening**

Director Gay discussed his plans for re-opening the Library with limited services and asked the Library Board to support a decision to move forward cautiously. He reviewed the guidelines from the State Department of Public Instruction, and he added that things are changing daily. The DPI document is based on the Badger Bounce Back plan. The Library has not met the criteria to re-open the library completely, but it is on the right track for moving forward. The City has also set phases based on the County and State guidelines for re-opening; it is not yet in Phase I. The Library is currently offering the holds pickup service. Last night's Wisconsin Supreme Court decision has put the re-opening plans in limbo. The timing for everything is up in the air now. He continues to meet with the City team, but his priority is the safety of the staff and public in the building. The City has three questions for re-opening: is this an essential service; can social distancing be maintained; and are masks and other personal protection equipment available to staff. Director Gay said that he is hopeful to begin offering some access to the collection, some level of computer access and access to printing/copying and faxing. He has a draft plan in place which includes having most of the building off limits to discourage lingering and having regular cleaning of areas where the public goes. The Teen Zone, Children's Services and most of the collection would be cordoned off. The plan also calls for half of the public computers being removed with the stations spaced farther apart; a reservation system will be put in place. Public seating will be removed in the accessible areas of the building. He is hopeful that this plan will encourage self-limiting of patrons' time in the library. A cleaning schedule will be established for the library and equipment, including the self-check machines. Plexiglass barriers have been ordered for all public service desks as well as face masks for the staff. Most of the Bridges libraries are moving at different paces in their re-opening plans. There are still many details to work out before the Library will be able to open its doors. Trustee Baxter agreed with the re-opening plan; that caution should be exercised. Trustee Guilfooy agreed that it would not be prudent to open without the protective equipment in place. Trustee Sura said that clear and consistent communication to the public would be key. Trustee Kasprovicz said that he supports the re-opening plan and working with the City to move forward. It was the consensus of the Board to continue with re-opening the Library in incremental stages to keep both the staff and public safe.

## **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. Report**

Library Director Gay reported that the e-circulation was up, but the numbers do not include the Hoopla service. His report included the process for the holds pickup service in detail, complete with pictures. It has become a very popular service. The Library received another Big Read grant for Waukesha Reads. The Waukesha Reads Committee is looking at a substantially different program lineup given these uncertain times. The Wisconsin Department of Public Instruction used LSTA funding to provide libraries statewide with a program called

Beanstack, an online reading challenge software and app that will be used for the Summer Reading Programs. The plan is to roll it out on June 15.

**c. Bridges Library System**

Trustee Sura reported that the Bridges Library System also met virtually via Zoom. Summer Reading Club activities have been postponed with many of the programs continuing to be virtual.

**d. Friends of the Library**

Director Gay reported that the Friends canceled their July Wine Tasting event and postponed the Mystery Mingle fundraiser to September. The Friends are donating books to anyone who has a Little Free Library. Please contact Kori Hall if you know of anyone who would like books.

**e. Communication to the Council**

Director Gay will provide Trustee Miller with a short report for the Council.

**10. Adjournment**

Absent any objections, the meeting adjourned at 6:17 p.m.

Prepared by: J. Quinlan

Approved: