

MINUTES
Waukesha Public Library Board Meeting
Thursday, June 11, 2020 4:45 PM
Virtual Meeting Conducted Via Zoom

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

Trustees Absent: C. Deatrack and M. Ryan

Others Present: Library Director B. Gay, Assistant Director J. Klima, 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 May 14, 2020

Trustee Helgestad moved to approve the Library Board minutes for May 14, 2020 as presented. Trustee Sura seconded; motion carried with a unanimous roll call vote.

4. Correspondence

Included in the Board correspondence was a marketing piece by Jill Fuller, Marketing & Communications Coordinator for the Bridges Library System promoting the *Consumer Reports* database, which can be accessed from home with a library card. Two other *Freeman* articles focused on the reopening of the Bridges Library System libraries with limited services. Twenty of the twenty-four libraries have already reopened or are planning to reopen soon. Waukesha Public Library opened to the public a little later to ensure that all safety precautions were implemented. The included Children's Summer Reading Club brochure offers a robust number of summer programs, which will be held primarily online.

5. Bills

a. Approval of the bills June 2020

Library Director Gay reported that most of the expenses for the month were pandemic related, including keyboard covers, face masks, hand sanitizers and Plexiglass. The Library also contracted with the cleaning service for additional hours. He noted that the Plexiglass makes staff feel more comfortable. Trustee Guilfooy asked if these expenses are being tracked. Director Gay responded that the Library is submitting any COVID-19 expenses to the City for FEMA reimbursement or other grant opportunities. Trustee Helgestad inquired if the Plexiglass could be used in other areas, for example, when the first-floor redesign is completed. Director Gay said that most of the guards can be moved to other locations. **Trustee Miller moved to approve the June 2020 bills for \$82,655.45 and write offs of \$204. Trustee Baxter seconded; motion carried with a unanimous roll call vote.**

6. Financial Reports

a. Approval of the financial report for June 2020

Library Director Gay reported that there hasn't been a lot of spending activity and revenue is down. The City finished closing its books on 2019 today. The personnel costs have not been posted for April or May. There a few staff vacancies that haven't been filled, but in general, the Library is right where it should be. Trustee Ammerman asked if it was typical for 50% of the Technology budget to be spent at this time in the budget cycle. Director Gay said that many of the maintenance contracts for software and hardware are paid early in the year.

Trustee Sura asked if, during these uncertain times, the City would be helping with the Library's budget. Director Gay replied that he has not heard if there will be any adjustments made to the Library's 2020 operating budget, but he is anticipating a soft hiring freeze for next year. He noted that the revenue from the Library is a small amount in comparison to the expenses. **Trustee Lombardi moved to approve the financial reports for June 2020. Trustee Sura seconded; motion carried with a unanimous roll call vote.**

7. Old Business

a. Discussion/action regarding front façade repair update

Director Gay reported that he spoke with Engberg Anderson's Bill Robison earlier in the week. Bill has been working with City Engineer Katie Jelacic on preparing the bid documents for the front façade repair and he is hoping to release them either June 26 or July 11 with the City's bidding cycle. Their engineers are still determining weight loads and attachments and the best way to repaint the steel frames with an acrylic, hard shell finish. The base bid will include the resin panels for both the horizontal and vertical slots and will include clear lighting. Color lights will be an add on.

Director Gay expressed his thoughts on the image for the front façade. He said that he usually likes maps and history, but he would like to see a more welcoming image, forward thinking, inspirational and library related. He mentioned that Cindy Braun likened the image to that of a tattoo: it has a meaning; it represents something about us and what we value. Gay said that he was inspired by the artwork in the lobby and he thought that an artist could do a rendering, perhaps hands holding a book, an image that you would look at and say: "there's the library". He is open to ideas and if the Board wants the image of the map, he certainly would be okay with that as well.

Trustee Sura commented that the library building is hidden in a residential area and is not really visible from afar, though she did like the hands holding a book concept. Trustee Baxter agreed with Director Gay that libraries are no longer about the past. Trustee Riebel said that libraries should be progressive. Trustee Sura asked if there would be a competition for the design. Director Gay said that there would not be enough time to hold a competition before the manufacturing process started. Trustee Baxter expressed concern that if the Board chooses to have an image, replacing a damaged panel would be very specific. She wondered about the cost and practicality along with the long-term care. She would prefer to keep the front plain. Trustee Helgestad said that he still finds the map image appealing and he is okay with colored or clear lights. He said there could be a challenge in finding an image that looks good in the natural light as well as lit up. Director Gay replied that Bill Robison is recommending using black or gray scale for the image with the possibility of colored lights. Trustee Miller asked if the lights would be LED. Director Gay said that they would be. Trustee Guilfooy commented that he likes the old-fashioned look; though he wondered what the image would look like in ten years, perhaps dated. Trustee Lombardi said that she doesn't want any artistic configuration; just put the panels up and hope that they stay up. Director Gay said that he will bring some renderings to the board and get some more information on the replacement costs for the panels.

b. Discussion/action regarding feasibility study update

Director Gay reported that he has spoken with Stu Wilson from Library Strategies regarding moving ahead with the Library's feasibility study. Given the current situation, Mr. Wilson is cautiously optimistic that the Library can continue working on the process. Director Gay has been winnowing down a list of steering committee members to no more than ten people. Trustee Baxter has agreed to be a part of this process and he would like one additional Board member as well. Members would meet for 1 to 1.5 hours with the study to be completed

within two months. The memo of understanding with Library Strategies is under review and the cost will be adjusted accordingly. Trustee Baxter suggested that the Library could reframe the case for funding around the current equity issues; an important conversation.

c. COVID-19 Library Response

Director Gay brought the Board up to date on what the Library has done to prepare for the reopening of the library this week. Of the building's 78,000 square feet, the Library is making about 5,500 square feet available to the public. The second floor Children's services and the first-floor collection along with the Teen Zone are off limits. Holds pickup service, computers by appointment and printing, copying and faxing will be services that are available to the patrons. Per the Department of Public Instruction and FEMA guidelines, Director Gay calculated that there could be a maximum (including staff) of 40 people in the allocated space. A manager is in the lobby to answer patron questions and direct them to what they need. There has been some staff apprehension on welcoming back patrons into the building. A training document was developed for staff to help them through this transition. The document outlined the safety precautions that the Library has taken and the expectations for staff. Gay said that he believed that the Library carefully developed a well thought out plan. So far, the traffic into the building has been light, no more than ten people at a time, but he anticipates this to pick up based on the experience at other Bridges libraries. The Library will continue to watch the trends with the virus and Gay said that he would not be too hasty in moving to the next phase. He added that the Library would adapt services to be more efficient but continue all safety precautions. Trustee Guilfoxy asked if it would be easy to transition back to curbside pickup if necessary. Director Gay replied that the procedures are in place to provide the service.

8. New Business

a. Discussion/action regarding library's 2021 budget request

Director Gay reported that the timeline for the budget process was just released. The CIP (Capital Improvement Program) budget requests are due on July 3. The Board meeting falls after that date and amendments can be made to the request after they have been submitted. Operating requests are due August 4 and the Library will follow the City's direction on how to proceed. There have been reports of some communities that are cutting their 2020 budgets by as much as 10%. Running the library with such a substantial reduction in funding would be very challenging.

b. Discussion/action regarding officer nominating committee

Board President Riebel said that the idea of having a nominating committee for officers was brought to her attention last year. She asked for three members to volunteer to put together a slate of officers to bring to the July meeting. Trustees Sura, Guilfoxy and Riebel volunteered their time. **Trustee Lombardi moved to approve the nominating committee for officers consisting of Trustees Sura, Guilfoxy and Riebel as presented. Trustee Helgestad seconded; motion carried with a unanimous roll call vote.**

c. Board education opportunity – Trustee Training week

Director Gay let the Board members know that the schedule has come out for Trustee Training week in August. There are two good sessions that he hopes to take part in: *Recruiting Friends and Trustees Under 40* and *Equity, Diversity and Inclusion*. Hopefully, the Board Room will be open by then, otherwise Trustees can view sessions from home after they register.

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 23%, but the numbers do not include the Hoopla service. Traditional circulation was down; the 16,000 circulated items are attributed to the holds pickup service. There were 3,856 vehicles that went through the curbside to get their holds. The service was particularly tough on the Circulation staff and he gave them a lot of credit for their dedicated work. The Children's department is promoting special care packages on social media. The staff pull about 40 books around a theme (animals, construction, etc.) and patrons can request these online. It has become a very popular service and has been well-received. Board President Riebel said that it was a brilliant idea and she shared it with her Mom who sits on a Library Board in Minnesota. The Library has acquired a new piece of artwork: "River" by Jean Stamsta, a handmade paper triptych, was installed on the north elevator wall. The artwork is on "long term loan" from the Stamsta Trust. It is a very striking piece that he hopes everyone will enjoy.

c. Bridges Library System

Trustee Sura reported that the Bridges Library System also met virtually via Zoom and discussed curbside pickups, continuing education programs, and how slow the HOOPLA trial is going. The decision on when libraries open is based on which municipality they are located in.

d. Friends of the Library

Director Gay reported that the Friends have not met since the last Library Board meeting.

e. Communication to the Council

Trustee Miller will report on the Library's budget preparation and that it is open to public.

10. Adjournment

Absent any objections, the meeting adjourned at 5:30 p.m.

Prepared by: J. Quinlan

Approved: