

MINUTES
Waukesha Public Library Board Meeting
Thursday, August 6, 2020 4:45 PM
Virtual Meeting Conducted Via Zoom

Trustees Present: S. Ammerman, M. Baxter, K. Guilfoy, P. Kasproicz, L. Miller, E. Helgestad, C. Lombardi, A. Riebel, C. Deatrick, R. Sura and M. Ryan

Others Present: Library Director B. Gay, Assistant Director J. Klima and Finance & Planning Analyst C. Braun

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 July 9, 2020

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

4. Correspondence

Included in the Board correspondence were two articles referencing COVID-19 challenges for libraries and Summer library programs by Jill Fuller. The first article in the Waukesha Freeman referenced the libraries online program called Beanstack. Beanstack is an app which can be used to track books you've read and participate in challenging activities. Director Gay reported this year's summer programming numbers were down related to the COVID-19 crisis. The next article by Jill Fuller addressed how libraries are finding creative ways to continue services to their communities and are taking precautions to keep patrons and staff safe and healthy. There was correspondence regarding the Bridges Library System's 2020 Trustee Appreciation Virtual Event. It will be held Thursday, October 1, at 7:00 p.m. It will take place on Zoom and there will be a presentation with award-winning author Nickolas Butler. There are packets with the book and other items at the Special Services desk for Trustees to pick up.

5. Bills

a. Approval of the bills August 2020

Library Director Gay reported that expenditures for the month included maintenance costs for air conditioning repairs to Hennes and cumulative bills to Engberg Anderson for the 1st floor redesign and front panels. Trustee Sura questioned why the Finance Committee declined the bids on the front panel repair. Director Gay reported that all the bids came in over budget so, the committee decided to combine the front entry repair in with the 1st floor redesign project.

Trustee Sura moved to approve the August 2020 bills for \$89,312.44 and write offs of \$11,237. Trustee Miller seconded; motion carried with a unanimous roll call vote.

6. Financial Reports

a. Approval of the financial report for August 2020

Library Director Gay reported that library revenue will most likely fall short however, the short fall should be covered by lower expenses, particularly in personnel. Fines & replacement revenue continue to be down, but photocopy revenue is high. The financial spending seems to be right on target at seven months. We started a new system with material purchasing this year and we are spending it more regularly throughout the year. Trustee Sura thought this is a great idea as it avoids a rush to spend at the end of the year. **Trustee Miller moved to**

approve the financial reports for August 2020. Trustee Ammerman seconded; motion carried with a unanimous roll call vote.

7. Old Business

a. Discussion/action regarding feasibility study

Director Gay reported the Feasibility Committee members have all agreed to participate and he thanked them all very much. The committee members are Joan Quinlan, Library Board members; Amy Riebel and Melissa Baxter, Peggy Stoop from First Business, Ty Taylor from Waukesha State Bank, Shelli Marquardt from the Waukesha County Community Foundation, Joan Francoeur, Andrea Bryant and himself. He has sent the contact information over to Library Strategies and he is excited to get this started. The commitment will be three meetings at the max, and there should be no homework between meetings and should be stress free. Director Gay thanked Trustee Lombardi for suggesting names for the committee.

b. Discussion/action regarding first floor redesign.

Director Gay reported managers have been busy meeting with staff and Enberg Anderson representatives to determine the final design of the library. The goal is to determine an accurate budget for our Capital Improvement budget request. Director Gay reviewed the First Floor Renovation document prepared by Engberg Anderson. The plans are very similar to what the Library Board has previously seen. He reviewed the changes. In the entry way/circulation area the book return is pushed back out eight feet to make more room. This is where the self-checks will go. The vending machines are now on the left when you enter. The gates are moved towards the front entrance for more room in the lobby. The new books are now on the right when you enter. There is a single service desk which is L shaped and staff is excited about.

In the Program Room(s)/Tech Commons area there is a demonstration kitchen in the larger community room. The walls in the community room will open and close making either one or two rooms. One thing that still needs to be determined is what to do with the current restrooms that belong to Park & Rec. Ron Grall would like to see them bigger and Director Gay agreed with the understanding that the library does not lose space. Bill Robison thought it may be cheaper adding a new restroom structure to the north or west side of library as breaking down walls can be very expensive. He hopes if this is the case it means more space for the library. In the Tech Commons area, the computers are by the elevator shaft, there is a new meeting room which will probably have a good level of technology software and displays. Children's staff in particular had many creative ideas on using the library kitchen. The stovetop with be conductive which means once a pan is removed the stovetop goes cold.

The Maker Space area has one more room carved out. The spaces can perhaps be used for video recording, audio recording, storage and possibly an office for a staff member or a painting room.

The Carnegie Local History room has a fireplace added. The floor they are recommending is cork. A small fire door has been added. An image of the library from 1904 was suggested to be etched on the glass doors. Trustee Sura wondered if the door would say fire door and wondered if they could use folding glass doors to have more space if needed. It was clarified the floor would be all cork and no carpet. This would help with the sound in the room. There will not be restrooms added as it proved to be cost prohibitive. The Library Board discussed the capacity of the room.

c. Discussion/action regarding front entry repair

Director Gay reported three bids were returned for the front entry repair. They had a budget of \$525K and the lowest bid was for \$751K. The others were \$758K and \$795K. He met with

Katie Jelacic and Bill Robison to discuss the estimates. Robison thought the estimator did not have equivalent projects to compare to and aluminum is expensive now. The project, while not very big, is difficult, meaning companies may have added a difficulty factor into their bid. The panels they recommend were all from one vendor with no competitors who could be less expensive. Bill and Katie don't think we could adjust the current bid and cut it by \$250K so, are recommending we combine it into our 1st floor redesign request for 2021. Bill is looking where we can cut costs. He thought perhaps mounting the panels to reduce the number of additional steel pieces needed for the frame. Looking at more than one resin vendor that qualifies. Looking at using fabric vertical panels instead of resin. The Library Board discussed the life expectancy of fabric vs. resin. Also, using a solid canopy that's more like a traditional roof and less expensive. This would require lighting be put underneath as we'd use the existing frame and not the translucent. The Library Board discussed combining the two projects into one to spread the cost out more and amending the 2021 budget request. Since we are not spending the \$525K budget for the repair this year his will work Kevin Lahner about rolling these funds over to 2021.

d. Discussion/action regarding pandemic response

Director Gay reported services offered by the library remain the same as last month with hold pickups, limited computer use, copying, faxing and a small browsing section in the lobby. The only additional service added was in-service children's programming in the band shell in Cutler Park. They have limited seating to every other row.

A manager reported an employee was hospitalized for symptoms doctors felt resembled COVID as they had seen in other patients. We identified two employees who had been in close contact with that employee and they were sent home to self-quarantine. We decided to close the library on Tuesday. Today they were notified the employee tested negative for COVID and the library will reopen Friday.

There are two concerns that Director Gay has with moving to the next stage of opening. The schools reopening as the library is a place the kids hang out at after school. Staff burnout levels is also a concern. One employee resigned last week partly due to the COVID epidemic. Staff are concerned about knowing how things will change and when things will change. He is trying to find ways to help staff deal with burnout. The Library Board discussed people wanting to browse the collection and staff has been very helpful. Customers can always pickup holds and employees are willing to retrieve items for customers. Books are in the lobby for browsing.

Director Gay provided a document that he uses for tracking weekly averages of confirmed COVID cases in the county. In June all were below 20 cases/day. He will continue to track and once there is under 20 cases/day for a consistent two weeks and school has been going for a couple weeks he would like to move to stage four. Trustee Baxter questioned if they will talk with schools' administrators about communicating to students that the library will only be open on a limited basis. Trustee Reibel and Director Gay will be facilitating a talk with the Principal of Les Paul Middle School next week.

8. New Business

a. Discussion/action regarding library's 2021 Operating budget requests

Director Gay reported that this is surprisingly good news. He was informed to budget employees with a 2.5% salary increase and keep the rest of the budget generally flat. Trustee Ammerman questioned if the library would be responsible for covering COVID related expenses in 2021. Director Gay hopes they will get reimbursed, but he did increase the

maintenance budget a little to cover these expenses. Hopefully, next year we would not be as bad since we now have the plexi-glass and hopefully won't need masks next year. Overall, the budget increased by 2.2% or \$95,000. **Trustee Miller moved to approve the Library's 2021 Operating Budget Request as submitted. Trustee Deatrick seconded; motion carried with a unanimous roll call vote.**

Trustee Kasproicz left at 5:42 p.m.

b. Discussion/action regarding Library Board certification of eligibility for exemption from county library tax-County standard

Director Gay reported this is an annual form we need to fill out saying we meet all the County standards therefore; we are exempt and residents are not double taxed. **Trustee Lombardi moved to approve the Library Board certification of eligibility for exemption from county library tax-County standard. Trustee seconded; motion carried with unanimous roll call vote.**

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. Director's Report

Library Director Gay reported that the July circulation is stabilizing which is based mostly on hold items and almost our entire circulation is on hold items. E-circulation is up 15% compared to last July. WIFI access points are being added to the north side of the building. This will allow WIFI access in Cutler Park. This was funded by an LSTA grant. There is a small image of the Waukesha Reads artwork on page three. Waukesha Reads will be different this year with most of it being held virtually. There is a Zoom meeting planned with the author. Two live events are planned. An event with a survivor of a Japanese Internment Camp and, a walk in Retzer Park with Japanese lanterns displayed.

c. Bridges Library System

Trustee Sura reported that the Bridges Library System discussed the 2021 budget, collections, overdrive, COVID issues, the purchase of masks, reopening and what happens when an employee is ill.

d. Friends of the Library

Trustee Deatrick reported all events for the year have been canceled. They will not have a Zoom Mystery Mingle. They will have to wait until next year to see what type of events they can plan.

e. Communication to the Council

Trustee Miller will report the negative COVID test of the library employee and the library is reopened again with the same limited services.

10. Adjournment

Absent any objections, the meeting adjourned at 5:53 p.m.

Prepared by: C. Braun Approved: