

**MINUTES**  
**Waukesha Public Library Board Meeting**  
**Thursday, October 8, 2020 4:45 PM**  
**Virtual Meeting Conducted Via Zoom**

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

Trustees Absent: L. Miller

Others Present: Library Director B. Gay, Assistant Director J. Klima, Special Projects Coordinator J. Quinlan, Children's Manager K. Pinkner, Information Services Manager A. Welch, Technical Services Manager C. Peil, Circulation Supervisor T. Lyons and Librarians C. Rymkus and S. Byrnes

**1. Call to order**

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

**2. Public Comments**

There were no public comments.

**3. Approval of the minutes for September 10, 2020**

**Trustee Lombardi moved to approve the Library Board minutes for September 10, 2020 as presented. Trustee Sura seconded; motion carried with a unanimous roll call vote.**

**4. Correspondence**

Included in the Board correspondence were four Freeman articles. The first two promoted library card sign up month which is a campaign initiated by the Bridges Library System to encourage people to get a library card. There are also billboards around Waukesha promoting the campaign. The other two articles were editorials in support of Waukesha Reads; the first by Director Gay and the second a well-written piece by Mayor Reilly.

**5. Bills**

**a. Approval of the bills for October 2020**

Library Director Gay reported that expenditures for the month included several Waukesha Reads invoices, including for the kickoff event at Retzer Nature Center. During the kickoff event, a professor from Carroll University narrated creepy stories on Japanese folklore. Several hundred attended the event which included an evening nature walk along lantern-lit trails. This was one of the only events that was being offered in person for the annual reading program. **Trustee Helgestad moved to approve the October 2020 bills for \$47,180.57 and write offs of \$4,384. Trustee Sura seconded; motion carried with a unanimous roll call vote.**

**6. Financial Reports**

**a. Approval of the financial report for October 2020**

Library Director Gay reported that there was nothing of note to report on the financials. The library is down in revenue, which is to be expected, but the expenditures are also down. He anticipates that he will have an estimate on where the library stands on closing out the year at the November Board meeting. Ordering and receiving library materials has been a challenge as well. **Trustee Deatrick moved to approve the financial reports for October 2020. Trustee Baxter seconded; motion carried with a unanimous roll call vote.**

## 7. Old Business

### a. **Discussion/action regarding front entry repair/renovation (Building Committee)**

Trustee Kasprovicz reported that the Building Committee met to discuss four recommended changes to the construction bid documents from Library Director Gay as outlined in his memo. He said that Bill Robison gave a good presentation outlining the rationale for the changes, which will result in a project savings of \$49,000. The Building Committee unanimously accepted and is recommending that the Library Board approve the changes to the bid documents. The first recommended option reduces the need for additional steel supports by making the vertical panels all the same size. The previous panels were of different sizes to match the lines of the windows. Trustee Ammerman commented that the size of the panels would not affect the aesthetics and that this long-term approach made sense. This option would lower the cost of the project by \$32,000. The second option for the horizontal panels incorporates a solid canopy instead of using the resin material. There would be downlighting to better illuminate the steps and ramp. This option would lower the cost of the project by \$64,000. The Committee is also recommending adding in two alternate bids: adding an image to the front panels and adding in a colored lighting option. Together, these two options would increase the budget by \$47,000. All the changes still fit within the parameters of the CIP budget request. Trustee Lombardi commented that she is not in favor of colored lights. Trustee Kasprovicz said that the Library Board has until spring before needing to make a final decision on the alternate bids. Trustee Helgestad added that the canopy lighting will illuminate the Waukesha Public Library lettering better. Director Gay agreed that while the canopy will lose the transparency, the additional lights will have a more dramatic effect. **Trustee Helgestad moved to approve the recommendations to revise the construction bid contracts as discussed. Trustee Ammerman seconded; motion carried with a unanimous roll call vote.**

### b. **Discussion/action regarding pandemic response**

Director Gay reviewed his memo to the Board regarding the rising trends of the COVID-19 virus within the City of Waukesha and Waukesha County. The Waukesha County dashboard seven-day average is at 119 daily cases and the seven-day average of positive tests is at 11%. He appreciates that the Library Board has given him a great deal of flexibility in making decisions moving forward. If this trend continues its upward spiral, he cautioned that the Library may need to return to curbside services. He added that the goal is to keep the staff and public safe. He is also looking at the possibility of reducing hours, limiting computer usage and only allowing for holds pickup, browsing the AV and New Book collections. Trustee Helgestad asked if these decisions are based on staffing vacancy issues. Director Gay said that currently there have not been any cases of COVID-19 among the staff. Trustee Baxter said that it makes sense to monitor and that she continues to have confidence that the Director will adjust library operation services as necessary. Trustee Helgestad inquired about curbside service in the winter. Director Gay replied that they have evaluated the system that was previously used and said they would approach the service a bit differently by reserving parking spots in the parking lot where patrons can remain in their cars. Their holds would be taken to their cars. The staff are all working hard during this challenging time to assist the public. Trustee Ammerman said that she appreciated the balance to stay open and safe and that the Board appreciates the efforts of the staff.

### c. **Discussion/action regarding feasibility study**

Director Gay reported that the first feasibility study committee met this past Monday. Stu Wilson from Library Strategies facilitated the meeting and walked the group through the steps in the process. The committee will look at making the case for the first-floor renovation project and come up with a message for donors. They were asked to develop and submit a

list of 25-30 potential major donors. Library Strategies will reach out to these people to conduct interviews to gauge the community's willingness to support the library building project. Trustee Baxter commented that the committee members discussed how to formulate the message based on this focus area: what the library means to the community and to families. The committee will meet again on October 20. Trustee Riebel said that the Carnegie room renovation, maker space and demonstration kitchen resonated with the group.

**d. Discussion/action regarding Library's 2021 budget request**

Director Gay reported that the Library's 2021 CIP budget request was approved. The Library will carry over the funds included in the 2020 CIP budget. The front entry repair will be merged with the first-floor renovation project. Per the new City Finance Director, the Library's 2021 operating budget request hasn't changed. All City departments were instructed to develop a cost to continue budget. The Library's budget includes an overall increase of 2%. In 2022, things may look a lot different.

**8. New Business**

**a. Discussion/action regarding merit pay overview**

Director Gay explained that the City has moved to a merit pay system based on performance. Library staff have received the memo outlining how the process will work and that they will be meeting with their supervisors to discuss their performance. He said that most employees fall within the 'meets expectations' category (3), there are a couple that fall into the 'exceeds expectations' category (4) and a very few that 'consistently meet expectations' (5). The Library's personnel budget includes a 2.25% increase that will be divided based on the recommendations of the supervisors. About 80% of the staff will receive 2.20%, anyone in category four will receive 2.75% and those in category 5 will receive 3.25%. Staff falling in the first two categories would not receive any increase and coaching will help these employees identify areas on where they need to improve. He understands that this change may cause some anxiety among staff, but that meeting expectations does not equate to a letter grade of 'C' or average. The Library has a great staff.

**b. Discussion/action regarding library human resources Policy B-5, Personnel Transaction Notice (HR Committee)**

Library Board President Riebel reported that Policy B-5 is being eliminated because it references a form and is not policy. Trustee Baxter commented that all the policy changes align with the City's. **Trustee Lombardi moved to abolish library human resources Policy B-5, Personnel Transaction Notice as recommended. Trustee Baxter seconded; motion carried unanimously.**

**c. Discussion/action regarding library human resources Policy B-10, Employment of Relatives (HR Committee)**

Library Board President Riebel explained that the City Attorney has rewritten this policy. The policy retains the mandate that no person shall be employed in the Library where a relative of that person is in the supervisory chain above that employee. There is only one person on staff who was employed prior to the clarification in the policy and they can continue their employment unless there is a change in their status. The Library Director and Library Board still have authority administering the policy. **Trustee Sura moved to approve library human resources Policy B-10, Employment of Relatives (Nepotism) as presented. Trustee Deatrick seconded; motion carried unanimously.**

**d. Discussion/action regarding library human resources Policy B-16, Library Staffing Resolution (HR Committee)**

Library Board President Riebel noted that this policy is also being abolished by the City as it relates to a form, but that the Library will continue to track staffing levels. **Trustee Riebel**

**moved to abolish library human resources Policy B-16, Library Staffing Resolution as recommended. Trustee Sura seconded; motion carried unanimously.**

**e. Discussion/action regarding library human resources Policy C-1, Holidays 2021-2022 (HR Committee)**

Library Board President Riebel said that the policy on holidays covers the next two years.

**Trustee Deatrick moved to approve library human resources Policy C-1, Holidays 2021-2022 as presented. Trustee Ryan seconded; motion carried unanimously.**

**f. Discussion/action regarding library human resources Policy C-3, Leaves of Absence (HR Committee)**

Library Director Gay said that there were a few pandemic-related changes made to the policy. Leave is now allowed during the first 90 (ninety) days of employment and there is an exception to when funeral leave can be used if there are extenuating circumstances.

**Trustee Deatrick moved to approve library human resources Policy C-3, Leaves of Absence as presented. Trustee Lombardi seconded; motion carried unanimously.**

**g. Discussion/action regarding library human resources Policy G-3, Corrective and Disciplinary Action (HR Committee)**

Library Board President Riebel stated that this is a new policy modeled after the City's policy. It includes steps to follow when corrective or disciplinary action is warranted and allows for the Library's Human Resources Committee and Board to be involved in the process. **Trustee Ryan moved to approve library human resources Policy G-3, Corrective and Disciplinary Action as presented. Trustee Helgestad seconded; motion carried unanimously.**

**h. Discussion/action regarding 2021 Agreement for Consulting Services with Bridges Library System**

Director Gay reported that the agreement for consulting services with the Bridges Library System includes a 2.25% salary increase for the Library's contractual employee. **Trustee Deatrick moved to approve the 2021 Agreement for Consulting Services with Bridges Library System as presented. Trustee Ammerman seconded; motion carried unanimously.**

**i. Discussion/action regarding 2021 Agreement for CAFÉ office space at Waukesha Public Library**

Director Gay said that there are no changes in the CAFÉ office space agreement. **Trustee Lombardi moved to approve the 2021 Agreement for CAFÉ office space at Waukesha Public Library as presented. Trustee Baxter seconded; motion carried unanimously.**

**j. Discussion/action regarding 2021 Resource Library Services agreement between Bridges Library System and Waukesha Public Library**

Director Gay stated that there are no changes from the previous year. He spoke with Bridges Library System Director Karol Kennedy and agreed on a timeline for any possible future changes. He is happy to listen to other ideas on the services that Waukesha Public Library can provide to the member libraries. **Trustee Sura moved to approve the 2021 Resource Library Services Agreement as presented. Trustee Helgestad seconded; motion carried unanimously.**

**9. Reports**

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

The Building Committee and Human Resources Committee met. There were no other committee reports.

**b. Director's Report**

Director Gay reported that September's circulation was down 44% compared with last year, but it is better than previous months. E-circulation continues to go up, though these numbers do not include Hoopla. New library card applications are also down from last year. He also reported that the NEA Big Read was well underway with some new offerings. Sam Mihara, who spent three years in an internment camp during World War II was recently on YouTube where he shared his experiences and spoke on mass imprisonment in America. He added that Kori Hall, Head of Programming and Community Engagement has really made lemonade out of lemons in putting together the programming for Waukesha Reads. Director Gay reported that the Library's Outreach Associate retired and that it will be difficult to replace her. The Children's Department started a pen pal writing program to local senior communities. It has been a fun and positive intergenerational collaboration.

**c. Bridges Library System**

Trustee Sura reported that the annual Trustee recognition event was held virtually on Wednesday, October 1. Nikolas Butler, the author of *Little Faith* gave a very interesting talk about his book and his love of libraries. She reported that Hoopla use has increased along with Flipster and Ancestry Library. Bridges has contracted with HelpNow to provide homework help in and out of the library for all grade levels. Director Gay added that HelpNow offers a live tutor to assist students and that Bridges is paying for it through the end of 2021. Trustee Kasprovicz asked if this is being promoted on the Library's website. Director Gay said that it is on the Library's website and is being promoted in the Children's department, on social media as well as through Bridges.

**d. Friends of the Library**

Trustee Deatrick reported that the Friends are still struggling on how to proceed with fundraising efforts in the next year. They continue to work on developing ideas to move forward.

**e. Communication to the Council**

Director Gay will share a few items with Trustee Miller to report to the Common Council.

**10. Adjournment**

Absent any objections, the meeting adjourned at 5:38 p.m.

Prepared by: J. Quinlan Approved: