

MINUTES
Waukesha Public Library Board Meeting
Thursday, January 14, 2021 4:45 PM
Virtual Meeting Conducted Via Zoom

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

Trustees Absent: E. Helgestad and R. Sura

Others Present: Library Director B. Gay, Special Projects Coordinator J. Quinlan, Materials Collection Services Manager C. Peil, Public Services Manager T. Lyons and Librarian C. Rymkus

1. Call to order

Board President Riebel convened the meeting at 5:04 p.m.

2. Public Comments

There were no public comments.

3. Approval of the minutes for December 10, 2020

Trustee Miller moved to approve the Library Board minutes for December 10, 2020 with one small grammatical change. Trustee Kasprowicz seconded; motion carried unanimously.

4. Correspondence

Included in the Board correspondence were four Waukesha Freeman articles. The first reported on the planned internet outage at the library due to the City's cutover to the new City Hall building. The Library will be part of the City's 125th anniversary celebration, offering special events during the month of April. The Library will mark Martin Luther King, Jr. Day with a look at "Health Disparities and Race in the Time of COVID-19." The presentation will be given by Dr. Damon Tweedy at 6:30 p.m. on Monday, Jan. 18 on the Library's YouTube channel. Jill Fuller, Marketing and Communications Coordinator for the Bridges Library System reflected on this past year and how libraries have stepped up to continue serving their communities.

5. Bills

a. Approval of the bills for January 2021

Library Director Gay reported that the bill list for January included the purchase of an air purification product. This UV light system is designed to remove viruses that pass through the air in the HVAC system. The product was recommended by Hennes Services and has also been installed in area hospitals. **Trustee Lombardi moved to approve the January 2021 bills for \$67,948.09 and write offs of \$1,578. Trustee Baxter seconded; motion carried with a unanimous roll call vote.**

6. Financial Reports

a. Approval of the financial report for January 2021

Library Director Gay reported that he will have a fuller picture of the 2020 financials in February. The end of year personnel costs have yet to be added to the financial system. Revenue is about \$56,000 under what was budgeted. This loss was expected since circulation was about half of a typical year, so it makes sense that fine income followed suit. He anticipates that the shortage in revenue will balance out with lower expenditures. Trustee Ryan commented that it looks like the Library is over in endowment funds. Director Gay responded that the budgeted number is an estimate and the Library is never sure what gifts will be received. **Trustee Deatrick moved to approve the financial reports for**

January 2021. Trustee Ammerman seconded; motion carried with a unanimous roll call vote.

7. Old Business

a. Discussion/action regarding feasibility study update

Director Gay provided the Board with the preliminary feasibility report from Library Strategies. The final report will be completed in the next couple of weeks. He highlighted a couple of the challenges facing the library in their fundraising efforts: the library does not have a history of fundraising or the infrastructure built for it and the timing with the COVID pandemic is not ideal and most stakeholders could not commit to financial support at this time. It may make more sense to wait before starting a capital campaign. On the positive side, there is a lot of community support for the Library and they believed that a campaign would be successful if the Library waits. People were more supportive of a reasonably priced renovation project versus a construction project. He is looking forward to receiving the final recommendations. Trustee Baxter asked if there was any benchmark or indicator for when the campaign could begin. Director Gay responded that Mr. Wilson may have been thinking that when perspective donors are comfortable with face to face interviews or meetings (not virtual) that would be when the process can begin. Trustee Deatrick said that timing will be critical, and the Library will need to do its homework before moving forward. Trustee Baxter said that the preliminary report was good news and that the Library can build its donor base with this campaign. Board President Riebel asked what the next steps would be. Director Gay replied that the Ad hoc Fund development Committee will meet to discuss a naming rights policy. He has a copy of the Parks and Recreation Department's policy. Once the full report is received, he will look at the consultant's recommendations so a structure can be put in place on how to manage the campaign. He will also speak with the City Administrator to keep him informed of where the Library is in the process. Trustee Ammerman asked if the construction timeline would be impacted by delaying the capital campaign; does the Library need to secure any gifts before construction begins. Director Gay said that the Library was given the okay from the City Administrator to move forward with the project without raising the Library's portion ahead of construction. He will confirm this and ensure that everyone is on the same page.

b. Discussion/action regarding first-floor renovation

Director Gay said that he included the minutes of the last first-floor renovation meeting to give the Board an idea of the level of detail that is covered at these meetings. Tuesday, the team met for a second time to discuss mechanicals, electrical and plumbing. All these decisions will be included in the construction bid contracts. The planning stage is moving forward nicely. He will continue to keep the Board updated.

c. Discussion/action regarding pandemic response

Director Gay reported that his attachment regarding the pandemic was already out of date. Since it was sent out, there has been a seven-day average of just over 200 cases. It is also an encouraging sign that the seven-day percentage of positive cases has gone down. He would like the cases to be consistently below 50 per day before considering making changes to the Library's services or service hours. He is not comfortable with offering in person programming. Trustee Kasproicz asked if library staff would be part of the phase 1B vaccine rollout. Director Gay said that they are not currently, but because of working closely with the public, he feels that they should be in the same group as teachers. He is looking into contacting the state to encourage them to consider putting library employees in phase 1B for receiving the vaccine.

8. New Business

a. **Discussion/action regarding the following job descriptions: Custodian, Information Technology Technician II, Librarian I, Library Assistant, Library Associate, Page/Shelver (HR Committee)**

Board President Riebel reported that the Library's Human Resources Committee met to review changes to some of the library's job descriptions. The Committee is recommending approval of all job descriptions as presented. Director Gay explained that the Library is in the process of reviewing and updating all library job descriptions to align with the new organizational structure. The job descriptions include a uniform statement outlining expectations for employees to ensure the success of all services that we provide to our patrons. The changes also reflect the reporting structure for many of these positions and include the addition of listening skills. Based on the Library's strategic plan, a part-time Library Associate position was shifted to the Marketing & Communications unit and one part-time Library Associate position and one Page/Shelver position were moved to the Technology unit. Trustee Deatrick asked if the staff had given any feedback on the changes. Director Gay responded, not directly, but the Library is in the initial stage of the changes. He would like to give the process time to work and he is confident in the staff's ability to get through the changes and do a good job. Trustee Deatrick asked if the Board could get a copy of the new organizational chart. **Trustee Kasprowicz moved to approve the job descriptions as presented by the Human Resources Committee. Trustee Deatrick seconded; motion carried unanimously.**

b. **Trustee Riebel moved to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (c) to consider employment, promotion, compensation, or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The Library Board will discuss any recommendations from the Library's Human Resources Committee regarding the performance evaluation responses for Library Director's annual evaluation, including the Library Director's 2021 SMART goals. Trustee Baxter seconded; motion carried with a unanimous roll call vote.** (5:34 PM) (Library Director Gay, Special Projects Coordinator Quinlan, Materials Collection Services Manager Peil, Public Services Manager Lyons and Librarian Rymkus left)

c. **Trustee Miller moved to reconvene in open session to consider possible action on matters discussed in closed session. Trustee Kasprowicz seconded; motion carried unanimously.** (5:57 PM) (Library Director Gay, Special Projects Coordinator Quinlan, Public Services Manager Lyons and Librarian Rymkus returned). **No action was taken.** The group discussed the Library Director's goals and suggested that he make the timelines for his goals more reasonable.

9. Reports

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

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

b. **Director's Report**

Director Gay reported that the Library's part-time Library Associate in Marketing resigned; the Library is going through the hiring process. The new organizational structure took effect at the beginning of January and Head of Operations Jim Lapaz is coordinating the office moves, much like a jigsaw puzzle. Upcoming JanBoree activities include:

- **Storywalk®** A family-oriented, outdoor Storywalk® featuring The Three Billy Goats Gruff will be in the lobby January 18 - 23.

- The program consists of a series of 30 pages from the famous book facing outward on the lobby glass.
- **Children's Take and Make Kits** "Once Upon a Time" kits for children will be available at the reference desk on the 18th.
 - This awesome kit includes:
 - Materials to make your own magic wand
 - A foldable fairy tale storyteller
 - "My Very Own Fairy Tale" sheet

Director Gay said that staff are doing a great job of settling into their new roles even as everyone has been stretched with the pandemic. Trustee Deatruck asked about the annual gingerbread kits. Director Gay responded that non-edible gingerbread house kits were delivered to the Hebron House, The Women's Center, The Hope Center, the School District of Waukesha Bilingual Family/Community Liaison and Catholic Charities. Each kit contained supplies to create a paper gingerbread house, create-your-own wooden ornament, and a candy cane.

c. Bridges Library System

Director Gay reported that the Bridges Library System Board approved funding for memory care programs and the annual selection of databases offered to member libraries. They also conducted the System Director's evaluation.

d. Friends of the Library

Trustee Deatruck reported that the Friends met on January 5. They discussed sponsorship opportunities for the library renovation. It was reported that the Waukesha Reads programs and events went well, even though most were held virtually. Since the Library is looking at designing a new logo, the Friends are interested in working with the Library to have a new logo designed that would complement the Library's logo. A fundraising letter was sent out to library Friends members and supporters; the group was pleased with the effort. At their next meeting, Director Gay will provide the Friends with some ideas on how they can support the renovation project.

e. Communication to the Council

There was no report for the Council. Trustee Miller mentioned that February 4 will be the Council's first in person meeting in the new City Hall.

10. Adjournment

Absent any objections, the meeting adjourned at 6:08 p.m.

Prepared by: J. Quinlan Approved: