

MINUTES
Waukesha Public Library Board Meeting
Thursday, March 11, 2021 4:45 PM
Virtual Meeting Conducted Via Zoom

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

Trustees Absent: M. Ryan and R. Sura

Others Present: Library Director B. Gay, Technology Manager J. Klima, Special Projects Coordinator J. Quinlan, Materials Collection Services Manager C. Peil, Public Services Manager T. Lyons, Community Engagement Manager K. Pinkner, and Librarian K. Davis

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 February 11, 2021

Trustee Miller moved to approve the Library Board minutes for February 11, 2021 as presented. Trustee Lombardi seconded; motion carried unanimously.

4. Correspondence

Included in the Board correspondence were several Waukesha Freeman articles. The first reported on Bridges Library System receiving grants through the CARES Act to expand digital services to member libraries. The Waukesha Public Library is using its portion of the funds to work with the City to add access points to enhance Wi-Fi strength outside of the building into the park. The second article highlighted a list of popular youth book titles compiled by the Children's Department staff. Patrons can now enjoy Binge Boxes where a themed set of four to six movie titles can be checked out for two weeks; these are very popular. Jill Fuller, Marketing and Communications Coordinator for the Bridges Library System wrote a piece on the resources that libraries have available to job seekers. An article on the controversial Dr. Seuss books was also included, along with pictures from the Waukesha Library's shelves, though those titles are not the ones in question. The Freeman interviewed Director Gay and several other Library Directors on how libraries adapted during COVID-19 and quickly developed strategies to continue delivering services to the public. The Library also received a thank you letter from the U. S. Census Bureau for facilitating a recruitment event prior to the pandemic.

5. Bills

a. Approval of the bills for March 2021 meeting

Library Director Gay said that the bill list included ongoing elevator and HVAC repairs as well as purchases for library materials. Trustee Deatrick inquired about several items on the financial reports. Director Gay replied that the Bridges Library System sends annual invoices to member libraries at the beginning of the year. He clarified that the out of county payments were based on the previous year and that the County Library Aid is from Waukesha County based on a formula. **Trustee Miller moved to approve March 2021 bills for \$53,093.57 and write offs of \$2,021. Trustee Ammerman seconded; motion carried with a unanimous roll call vote.**

6. Financial Reports

a. Approval of the financial report for March 2021 meeting

Library Director Gay said that it is still early in the year and asked if there were any other

questions regarding the financial statements. **Trustee Deatrick moved to approve the financial reports March 2021. Trustee Helgestad seconded; motion carried with a unanimous roll call vote.**

7. Old Business

a. Discussion/action regarding pandemic response

Director Gay reported that on February 22, the Library opened its collection to browsing, while encouraging limited visits and this has gone well. The next phase beginning on March 15, will add additional computers increasing sessions to 30 minutes, up from 15 minutes previously. The Library will continue making mask announcements throughout the day. As the numbers of COVID cases slowly go down, in early April the Library will look at increasing hours during the week and adding some seating throughout the building. The last thing that will happen will be to open the meeting rooms. Director Gay added that there is still not a lot of foot traffic coming into the building. Trustee Baxter asked if the staff had been vaccinated yet. Director Gay responded that the 1-C guidelines came out today and that library workers were not listed. The City has offered vaccinations to employees who expressed interest in getting one, but he was not sure how they were making the decision on who was eligible.

b. Discussion/action regarding first-floor renovation

Director Gay reported that the management team continues to meet with Engberg Anderson on details of the project so they can finalize the bid documents. The bids will be released in the next couple of days and are due back in late April. The bid selections will go to the Public Works Department and Common Council for approval in early May. The Library Board will review and approve the bids at their May meeting. Director Gay shared updated renderings with the selected color palette for the spaces throughout the first-floor renovation. Some of the paint colors are up in the air, but there is still time to make those decisions. The Library has also identified which pieces of public art will need to be re-located and he is working with the Library's Public Art Committee chair to find storage solutions for some of the larger pieces. Tomorrow, Gay said that there will be a meeting to discuss door locks.

c. Discussion/action regarding 2020 final annual report to state

Director Gay said that the Library Board conditionally approved the annual report last month. The updated annual report includes final programming numbers as the state required different statistics based on virtual and in-person programming. The report has been signed and submitted to the state. **Trustee Baxter moved to approve the updated annual report to the state with the updated numbers. Trustee Lombardi seconded; motion carried unanimously.**

d. Discussion/action regarding 2020 trust fund report

Director Gay reported that the trust fund report looks good considering the economic conditions of this past year. Some funds are held in the City's 843 account, these include the Steele and Trakel funds as well as the memorial and gift funds. Three accounts are held in the Waukesha County Community Foundation. The Library Fund within WCCF will be reduced by the cost of the feasibility study and part of the renovation project design costs. **Trustee Miller moved to approve the 2020 trust fund report as presented. Trustee Lombardi seconded; motion carried unanimously.**

8. New Business

- a. Trustee Riebel moved to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (f) to consider financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except**

where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. **Trustee Miller seconded; motion carried with a unanimous roll call vote. The Library Board will consider an employee request for extended unpaid leave of more than twenty-one (21) days.** (5:15 PM) (Technology Manager Klima, Materials Collection Services Manager Peil, Community Engagement Manager K. Pinkner, and Librarian K. Davis left)

- b. Trustee Ammerman moved to reconvene in open session to consider possible action on matters discussed in closed session. Trustee Deatrick seconded; motion carried unanimously.** (5:19 PM) (Technology Manager Klima, Materials Collection Services Manager Peil, and Community Engagement Manager K. Pinkner returned)
- c. Discussion/action regarding employee request for extended unpaid leave of more than twenty-one (21) days**
Trustee Deatrick moved to approve the employee's request for extended unpaid leave as discussed in closed session. Trustee Baxter seconded; motion carried unanimously.
- d. Discussion/action regarding Library Policy C-6, Fees, Charges and Fines**
Director Gay explained that the Library recently added adult video games to the collection. The policy needs to be updated and the fines for video games will mirror the fines for the DVD and Blu-ray collections. **Trustee Deatrick moved to approve Library Policy C-6, Fees, Charges and Fines as presented. Trustee Miller seconded; motion carried unanimously.**
- e. Discussion/action regarding 2020 carryover requests**
Director Gay explained that the Library is requesting to carryover three funds from the previous year: the combined building design and renovation and the front panel replacement project; the Children's Services grant with the funds being used for programming like the Summer reading Club; and the Technology account for computer and electronic replacements. **Trustee Lombardi moved to approve the 2020 carryover requests as presented. Trustee Ammerman seconded; motion carried unanimously.**
- f. Discussion/action regarding the Community Library Liaison annual report**
Director Gay said that he wanted to highlight the annual report and the efforts of the Community Library Liaison Librarian Michele Gagner. This position is in partnership with the Waukesha School District and her report gives an overview of what she did over the past year. The report is broken down into three sections pre-pandemic, pandemic with no in-person schooling and pandemic with in-person schooling. Michele was very creative in keeping the communication between the Library and the schools open. She was also responsible for securing some grant funding. Director Gay said that the current three-year agreement is up for renewal and discussions have begun with our Board President and the new Superintendent of the Waukesha School District. Gay believes that this is a very beneficial partnership for both organizations. Board President Riebel said that while no final decision has been made, she is optimistic that they can continue this collaboration. She added that this partnership benefits both the students and the community. It was confirmed that the Library pays for the benefit package and that the Waukesha school District pays the salary. Community Engagement Manager K. Pinkner said that she appreciates the Library Director's support with this.

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

Director Gay highlighted several items from his report. The Community Engagement Department has a lot going on as they are settling into their new roles which started on January 1. The Library will be releasing a limited-edition library card to celebrate the Library's 125th Anniversary. A photo of the card was included in his report. Marketing & Communications Manager Kori Hall designed the card and he encouraged Board members to get one of the cards when they become available. Photos of the new Binge Box collection were also included in his report. Two new staff members joined the Library team and started this past Monday. Gay said that he is anxious for the Library to get back to being a library again. Trustee Deatrick asked when she thought the Board could meet in person again. Director Gay said that the Library's Board room is too small to allow for the Board to sit six feet apart. Board President Riebel said that any in person meetings at the School District have seating six feet apart. Trustee Miller said that the Common Council is meeting in person and that there are plexiglass sheets between the seats. A limited number of the public can attend the meetings, but they are seated away from them. Director Gay also noted that he asked that the EDI (equity, diversity, and inclusion) committee re-focus their efforts on internal staff education with the Community Engagement Department looking at their programming through an EDI lens. His report included their first monthly newsletter.

c. Bridges Library System

Director Gay reported that the Bridges Library System Board meets next week. At their February meeting, they approved their annual report and approved contracts for summer library program performers.

d. Friends of the Library

Trustee Deatrick reported that the Friends met on March 2 and discussed fundraising ideas. They asked Director Gay for a wish list for the renovation project. Director Gay added that it was too early in the project to identify particular areas in the library or items that might be needed, and any costs associated with those. He said that the Friends will be involved with the capital campaign during the public phase; the Library will then have time to work with them on how they can contribute. The Friends are paying for costs associated with the 125th celebration, including the limited-edition anniversary library cards.

e. Communication to the Council

There was no report for the Council.

10. Adjournment

Absent any objections, the meeting adjourned at 5:35 PM.

Prepared by: J. Quinlan Approved: