

MINUTES
Waukesha Public Library Board Meeting
Thursday, April 8, 2021 4:45 PM
Virtual Meeting Conducted Via Zoom

Trustees Present: S. Ammerman, M. Baxter, C. Deatrick, E. Helgestad, K. Guilfoy, P. Kasproicz,
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, Marketing & Communications Manager K. Hall, and Librarian L. Lowrey

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 March 11, 2021

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

4. Correspondence

Included in the Board correspondence were several Waukesha Freeman articles. The first two reports focused on Bridges Library System programs. Innovative students from Divine Redeemer Lutheran High School in Oconomowoc worked with the Oconomowoc Public Library to bring activities to otherwise unused spaces there. Because of this collaboration, the library added a desk cycle for patrons to use while reading. WPL has discussed adding this type of exercise equipment to its collection for checkout. Jill Fuller, Marketing and Communications Coordinator for the Bridges Library System wrote a piece on popular online events for all ages that libraries are offering throughout the system. In another article, the Waukesha Public Library was highlighted for celebrating its 125th Anniversary during the month of April. Activities during the month include historical programming and connecting to the past maker kits. The Library shares its anniversary year with the City and as part of the fun, the Library is handing out Tootsie Rolls during National Library Week as that company is also celebrating 125 years. The Library received a nice email from a customer thankful for the care packages that the Community Engagement staff in Children's put together. These kits are a collection of books that are bundled together and made available to patrons to check out. This has been a well-received service and is a convenient option for busy parents.

5. Bills

a. Approval of the bills for April 2021 meeting

Library Director Gay said that the bill list included the purchase of an Adobe software suite to support the new marketing department at the library. The annual license for the Simple Scan scanning software for the public computers was also on the list as well as payments to Elite Protection for the library's contracted security services. **Trustee Deatrick moved to approve April 2021 bills for \$94,911.66 and write offs of \$2,214. Trustee Miller seconded; motion carried with a unanimous roll call vote.**

6. Financial Reports

a. Approval of the financial report for April 2021 meeting

Library Director Gay said that there was nothing unusual with the financial reports to date;

the Library is on track with its spending, and he noted that it has been a slow start to the year. Trustee Baxter questioned the totals on the anticipated endowment funds. The total should be \$13,300, not \$24,000. **Trustee Kasprovicz moved to approve the financial reports for April 2021 as amended. Trustee Baxter seconded; motion carried with a unanimous roll call vote.**

7. Old Business

a. Discussion/action regarding pandemic response

Director Gay provided the Board with an update on the pandemic numbers in Waukesha. He reported that 39% of eligible people have received at least their first dose of the vaccine, but he said that the new variants of the virus have added an uncertainty to his reopening plans. The number of cases and percentages for the seven-day averages has been slowly increasing. His original plans were to resume evening hours Monday through Thursday on April 5. After speaking with the management team, he believed that it would be prudent to postpone this plan until April 19. He said that it is time to have a more normal operating schedule where patrons can expect full services from the Library. Director Gay added that the City still has its mask mandate for city buildings in place, but the Mayor and the City Administrator indicated that the mandate would not last forever. He anticipates that the Library will receive some public pressure regarding mask wearing. He asked the Library Board for their opinions. Trustee Deatrick asked if the Library would prohibit people from entering who either cannot or refuse to get vaccinated. Director Gay responded that the Library does not ask if staff have gotten their vaccination, so it would not be an option to question patrons. Trustee Baxter commented that the Library is different from other city departments as we serve families and children. She feels very strongly about keeping the mask requirement in place and advocated for caution in balancing out everyone's rights to use the library. Since children cannot get vaccinated yet, she would not feel comfortable bringing her children to the library if masks were not required. Trustee Guilfoxy agreed with her comments and said that as a parent, he would like to see the Library's mask mandate continue. Board President Riebel said that the Waukesha School District is continuing its mask requirement at least through the end of summer, including school-sponsored activities held at city park facilities. Trustee Miller asked if the current city policy was being enforced at the library. Director Gay said that yes, it has been, but said that if the city lifted the requirement that he would like the Library Board's support on whether to continue its mask mandate. The Board discussed that it would be advisable for Director Gay to continue the mask mandate, using his discretion until the Library Board meets again. They decided that the Library Board could then approve a resolution that can be reviewed monthly.

b. Discussion/action regarding first-floor renovation

Director Gay reported that on March 31 the Library hosted a pre-bid meeting for contractors and sub-contractors. This meeting gave interested companies a chance to look through the library and prepare questions about the bid. City Project Engineer Katie Jelacic ran the meeting and had expected 10-20 contractors for the walkthrough, but she counted 55. This bodes well for a competitive bidding process for the Library's renovation project. Bids are due on April 16, with City Council approval scheduled for their meeting on May 5. The Library Board will then approve the contracts at their May 13 meeting. Once a contractor is approved, the Library can begin working with them on the timeline to limit any service disruptions for the public. Director Gay said that he reminded staff that this is a perfect time to practice flexibility. Construction will most likely begin in June and continue through February of 2022. He added that the staff parking lot will be used for construction vehicles and that the Library is looking at alternative parking options for staff.

8. New Business

a. Discussion/action regarding Bridges Library System allowable costs

Director Gay explained that the Bridges Library System uses this annual spreadsheet to prepare for their next budget cycle. **Trustee Deatrick moved to approve the Bridges Library System allowable costs document as presented. Trustee Baxter seconded; motion carried unanimously.**

b. Board Education-Capital Campaigns and the Board's role

Director Gay explained that as the Library moves into its capital campaign phase, he wanted to review a short part of a trustee training week presentation that was prepared by Library Strategies, the company that just completed the Library's feasibility study. During the presentation, it was noted that one of the most important tasks would be to select a campaign chair and/or co-chairs that are highly respected in the community, are willing to give their time, are well-connected with potential donors, are able to donate themselves and are able to ask donors to give. After the presentation, Director Gay believes that co-chairs would be more advantageous, and he asked the Board to submit suggestions to him for the campaign co-chairs and committee members. He noted that the actual capital campaign committee should have 8-10 members. Also included in the Board's packet was a handout on 4 ways that every Library Board member can help with a capital campaign. The Ad hoc Fund Development Committee is meeting next Monday to discuss the naming rights policy.

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. As part of the American Recovery Plan Act (ARPA), the library community in Wisconsin will be eligible for \$3.27 million, administered through the state's Department of Public Instruction. The DPI is still deciding how to best use the funding; both library system directors and resource library directors are involved in these discussions. Director Gay added that a new impact fee study for the city was recently completed. There were some changes made and the rate for the Library from new development will go down slightly as the Library is not changing the footprint of the building. This will not affect the current project but would mean lower fees available for future library renovation or construction projects. Director Gay also noted that community members can take a stroll back in time to check out a display of historical photos which are showcased on the community art space wall for everyone's viewing pleasure.

c. Bridges Library System

There was no report.

d. Friends of the Library

Trustee Deatrick reported that the Friends will meet again on May 4.

e. Communication to the Council

Trustee Miller will report on the renovation project and timeline.

10. Adjournment

Absent any objections, the meeting adjourned at 5:37 PM.

Prepared by: J. Quinlan Approved: