

MINUTES
Waukesha Public Library Board Meeting
Thursday, May 13, 2021 4:45 PM
Virtual Meeting Conducted Via Zoom

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

Trustees Absent: A. Ammerman and K. Guilfooy

Others Present: Library Director B. Gay, Technology Manager J. Klima, Finance Analyst C. Braun, Marketing & Communications Manager K. Hall, Librarians: L. Lowrey, P. Mason and S. Byrnes

Board President Riebel convened the meeting at 4:45 p.m.

1. Public Comments

There were no public comments.

2. Approval of the minutes for April 8, 2021

Trustee Baxter moved to approve the Library Board minutes for April 8, 2021 as presented. Trustee Lombardi seconded; motion carried unanimously.

3. Correspondence

Included in the Board correspondence were several Waukesha Freeman articles. The first article included a picture of library staff handing out Tootsie Rolls to celebrate the Library's 125th anniversary. Tootsie Roll's 125th anniversary is also this year. There was an article discussing the Library's talk on its history featuring Dr. Ellen Langill. About 40 attended the virtual meeting. An article in the Freeman covered the City Council's vote to no longer require masks in City buildings, which excluded the Library. Jill Fuller of the Bridges Library System wrote about the new Bridges app which allows quick access to your library without using a web browser. There were articles about the upcoming Summer Reading Program and about the Common Council approving the bid for the library renovation.

4. Bills

a. Approval of the bills for May 2021 meeting

Library Director Gay reported the bill list included the reimbursement for 3-4 staff members who attended the virtual WAPL conference. There was also quite a bit of building maintenance expenses including the replacement of the HVAC controller with interface which failed after a power outage. Credit can be given to Jim and Matt for working quickly to get this repaired and submitting it to be covered by insurance. **Trustee Miller moved to approve the May 2021 bills for 142,353.04 and write offs of \$1,712. Trustee Sura seconded; motion carried with a unanimous roll call vote.**

5. Financial Reports

a. Approval of the financial report for May 2021 meeting

Library Director Gay reported the fine revenue is lower than projected but it has been going up every month. It is still projected to be lower the projected at year end. Spending is right on target. **Trustee Miller moved to approve the financial reports for May 2021 as presented. Trustee Lombardi seconded; motion carried with a unanimous roll call vote.**

6. Old Business

a. Discussion/action regarding pandemic response and mask resolution

Director Gay shared updated pandemic numbers. He reported the number of daily cases continues to drop in Waukesha County. Almost half of Waukesha residents have received at least the first vaccine for the Coronavirus. The City Common Council lifted the City's mask mandate, effective May 15 for public areas. City Administration plans to stop requiring masks for staff on June 1. The Library was exempted from this action with the Library Board having full latitude to decide whether to require masks. Just under half of other Bridges System libraries still have a Board-approved mask policy. It has been getting more difficult for staff to enforce the masks requirement policy in the library. Director Gay mentioned that included in the Board packets was a draft mask mandate proclamation. The Board continued with further discussion. Trustee Baxter felt she would not feel comfortable not requiring masks since children still cannot get vaccinated and feels we should go a little longer with the mask requirement. Trustee Ryan felt we should be done with masks since the schools are done; it's getting harder to enforce; and people can choose to wear one if they would like. Trustee Lombardi felt other city agencies are not requiring so we should follow them, and it would be hard to enforce. We could have signs indicating masks are appreciated. Trustee Miller was on the fence regarding the mask requirement and would defer to Director Gay on what he feels is best and on staff who are the ones who will need to enforce. Trustee Guilfooy said he is also the fence with the mask requirement. He and his family still wear masks and is concerned about the children. He would encourage staff and public to wear but would hate to have staff take on the burden of enforcing. Trustee Kasprowicz felt the best we can do is ask people to wear but not require. It would be a huge stress on staff. Trustee Sura agreed with having signs that masks are highly recommended, but not required. Director Gay indicated they will continue to monitor numbers and adjust as needed and signs could be placed in the building stating masks are highly recommended. **Trustee Miller, moved to end the mask requirement as per city recommendation for the public on Saturday, May 15, and June 1, for the staff; Trustee Ryan seconded; motion carried by roll call vote 8:1 with Trustee Baxter voting nay.**

b. Discussion/action regarding first-floor renovation contract approval

Director Gay reported Absolute Construction was the lowest bid. He reviewed the bid document the Common Council used for making their decision. It included add or deduct alternatives which included: Alternative 1: To deduct new carpet costs for the entire first floor. We will instead carpet everything because of the low bid, with the exception of the Teen Zone. Alternative 2: To add new internally lit exterior signage. Alternative 3: To add the installation of an aluminum soffit instead of a wood soffit underneath the horizontal panels. Alternative 4: To add improved interior lighting in new media area. Alternative 5: To add colored exterior lighting. A total of \$5.245 million is available for this project, which includes Capital contributions, private contributions, and Park & Recs. contribution. We are roughly \$1.4M under budget. The construction bid does not include architect design fees, FF&E (furniture, fixtures, and equipment) costs, or costs for moving shelves. We do not yet have the breakdown of costs for the Parks portion of the project compared to the Library portion. Trustee Kasprowicz reported the Building Committee had met previous to this meeting and they unanimously voted exactly how the Common Council did and recommended to approve the bid from Absolute Construction for the library renovation at \$3.2M. The Library had received other competitive bids. This was the lowest bid and the City has worked with them in the past on the Fire Station. The Library will need to determine the amount of funds they will need to raise. **Trustee Deatrick moved to approve the bid with Absolute Construction as presented; Trustee Lombardi seconded; motion carried with a unanimous roll call vote.**

c. Discussion/action regarding front panel image

Trustee Kasprovicz reported the Building Committee had met before this meeting and they reviewed four more designs for the front panel. All the Committee members had different thoughts and suggestions. They are going to have staff come up with couple of additional designs options to discuss at the June meeting.

d. Discussion/action regarding shelf moving request for proposal

Director Gay reported City Engineering K. Jelacic created a bid document and Engineering has sent it out to a few moving companies in the area. They are requesting an hourly rate to move the shelves because they currently do not have a timeframe as to what happens when and where. Since the construction bid came in low, they will be replacing the carpet in the non-fiction area as well so those shelves will also need to be moved. The movers will have to work with the Library, Engineering, and Absolute Construction. There is no action required at this time.

e. Discussion/action regarding draft Library Policy F-6, Library Naming rights and commemorations and donor memo of understanding (Ad hoc Development Fund Committee)

Trustee Baxter reported the Ad Hoc Fund Development Committee met Monday. As the library is new to fundraising it doesn't have some policies in place. This new policy details how the Library Board will manage naming opportunities for donors. This policy was reviewed by the City Attorney's office and the Waukesha County Community Foundation. Director Gay noted on page 3., under Agreement 1. Gifts it should say "Donor hereby pledges the following for the use and benefit of the Library the following gift" not, No "pledges to the Friends." Trustee Baxter stated on the last page the signature name should say Library Board President. Trustee Ryan questioned if there was some contradiction on page 2. (10) and page 3. (4). The Library Board agreed and would like page 2. (10) to be deleted.

Trustee Kasprovicz moved to approved policy F-6 Naming Rights and Commemoration with the following changes: delete item 10 on pages 2, on page 3. 1. Gift shall read "Donor hereby pledges the following for the use and benefit of the Library the following gift" and the last page the signing title shall read "Library Board President" Trustee Baxter seconded; motion carried by unanimous voice vote.

f. Discussion/action draft regarding Library Policy F-7, Gift Acceptance (Ad hoc Development Fund Committee)

Trustee Baxter reported this is something that would be ongoing. The Board needs to determine what is an acceptable gift. The Board can always refuse a gift. Page 3 spells out what the Library will accept. Director Gay asked the City Attorney and the Waukesha County Community Foundation to review the policy. The Ad hoc Fund Development Committee recommends adopting the policy. **Trustee Baxter moved to approved Library Policy F-7, Gift Acceptance as presented, Trustee Kasprovicz seconded; motion carried by unanimous voice vote.**

g. Discussion/action regarding Waukesha County Community Foundation capital campaign assistance (Ad hoc Fund Development Committee)

Director Gay reported this was discussed Monday in the Ad hoc Fund Development Committee. This is just an update on what he has been working on for the capital campaign with Library Strategies and the Waukesha County Community Foundation. We have three funds with the WCCF: The Historic Bequest Fund, Waukesha Reads Fund, and the Waukesha Public Library Fund. This last fund is the one we will use for our capital campaign funding source. It has a current balance of around \$160,000. The WCCF will manage all gifts for us. They will send thank you notes, pledge reminders, and tax notices. We must choose between

two fund types. There is the regular fund which is made up of stocks and bonds and you would likely see the funds go up and down. There is a little more risk with this type of fund. There is an annual 1% fee. The second is the project funds which is invested in the money market. This is generally safer than the regular fund. The project fund has an initial 2% fee and no annual fee. We currently are invested in the regular fund. The Ad hoc Development Committee thought the project fund would be the better way to go since we would be spending the money quickly and would not have much to lose and the initial 2% would make sense instead of an annual fee. There is an online portal to follow gifts and growth. Director Gay will be working closely with Shelli Marquardt from the WCCF. She has provided him with a list of potential donors. The Library Board clarified there would be a 2% charge on all gifts made. They also discussed how they would rather play it safe with donated money and thought the project fund would be the best choice.

h. Discussion/action regarding Library Strategies capital campaign assistance (Ad hoc Development Fund Committee)

Director Gay reported Library Strategies did our feasibility study and he has talked with the City's Finance Department, and we can just award them the contract since we have a prior award with them, so we do not need a new RFP done. What they will do for us includes reviewing gift amounts, training the campaign committee on how and who to ask for money, review promotional materials, and help run meetings if needed. They suggested a midsummer start. He will need to confirm pricing with them, and the Library Board confirmed he can continue with tentative talks with Library Strategies until a contract is worked out.

i. Discussion/action regarding Capital Campaign Chair job description (Ad hoc Fund Development Committee)

The Honorary Campaign Chair would be different from the Campaign Chair. The Honorary Chair would most likely be a significant donor who is well known in the community. They basically would be a cheerleader and not run the day-to-day operation. They would help open doors to other potential donors. The Campaign Chair would run the meetings and day to day operations.

7. New Business

Discussion/action regarding County Library Standards

Director Gay explained this is an annual document we must submit. It basically says we meet certain standard levels which allows us to receive County Funding. In previous years, we passed the Library Service Effort Ratio (LSER) calculation but, due to COVID we did not this year. We must confirm we pass the standards checklist this year. We have met all standards and just need to submit this form to Bridges. A committee is being formed to review the County standards. **Trustee Baxter moved to approve the 2021 Waukesha County Library Standards Certificate Trustee Sura seconded; motion carried unanimously.**

Discussion/action regarding Community Library Liaison contract extension with the School District of Waukesha

Trustee Riebel stepped away from the meeting and will abstain from voting as she works for the Waukesha School District. Director Gay explained this has been an extremely successful agreement with the school district and is very happy the new Superintendent has agreed to continue it. The new contract is the same as the previous contract with the exception that the maximum salary the school district will reimburse is capped at \$55,000. The library pays the benefits portion for this position. **Trustee Kasprovicz moved to approve the 2021-2021 Agreement for Community Library Liaison with the Waukesha School District, Trustee Lombardi seconded; motion carried with unanimous roll call vote.**

8. Reports

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

Trustee Reibel said the Building Committee and Ad hoc Fund Development Committees had met this week and all information was discuss already in this meeting.

b. Director's Report

Director Gay highlighted several items from his report. It was interesting to see the E-Circulation has went down from April 2020 to April 2021. He will continue to monitor how the Federal recovery act funds will be spent. We may be able to use some of this money to pay for new self-checks as they are pandemic related since they limit interaction with staff. The new exterior manual materials return station has been install which we will use when the automated return station goes down. This will be helpful during construction as the belt will need to be shortened. There is a nice My Favorite Library Memory postcard included. The Library upgraded its network switch which will free up tons of space in the Administration computer room area since the size of computer equipment has gone down since they were first added. This will free up space which we will use as staff space.

c. Bridges Library System

There was no report.

d. Friends of the Library

Director Gay reported they reviewed finances, donated and old copier, looking for ways to raise funds and planning a fall membership drive.

e. Communication to the Council

Trustee Miller will report how thankful they are for the Common Council supporting the library renovation and encourage them to stop in and see the progress.

9. Adjournment

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

Prepared by: C. Braun Approved: