

MINUTES
Waukesha Public Library Board Meeting
Thursday, June 10, 2021 5:00 PM
In-Person and Virtual Zoom Meeting

Trustees Present: S. Ammerman, C. Deatrick, K. Guilfooy, P. Kasprowicz, A. Riebel, M. Ryan, and R. Sura

Trustees Absent: M. Baxter, E. Helgestad, C. Lombardi, and L. Miller

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 5:00 p.m.

2. Public Comments

There were no public comments.

3. Approval of the minutes for May 13, 2021 and June 1, 2021

Trustee Ryan pointed out several grammatical errors that needed correction in the May 13, 2021 minutes. Board President Riebel asked that the spelling of her last name be corrected in the May 13 minutes under section 8. A. **Trustee Kasprowicz moved to approve the Library Board minutes for May 13, 2021 as amended and June 1, 2021 as presented. Trustee Ryan seconded; motion carried unanimously.**

4. Correspondence

Included in the Board correspondence were several Waukesha Freeman articles, one which was provided in today's email. Two of the articles referenced the first-floor renovation project, which necessitated that several collections move. Pictures of the Carnegie room and front entry were included in the second article. Jill Fuller, Marketing and Communications Coordinator for the Bridges Library System contributed an article highlighting the importance of how public spaces, like libraries, are 'Palaces for the People', referring to a book written by sociologist Eric Klinenberg, who recently spoke at the WAPL (Wisconsin Association of Public Libraries) Conference.

5. Bills

a. Approval of the bills for June 2021 meeting

Library Director Gay said that the bill list included design fees from Engberg Anderson for furnishing, fixtures and equipment costs which are not included in the construction bills.

Trustee Sura moved to approve June 2021 bills for \$91,700.74 and write offs of \$3,062. Trustee Deatrick seconded; motion carried with a unanimous roll call vote.

6. Financial Reports

a. Approval of the financial report for June 2021 meeting

Library Director Gay reported that there was nothing of note to report on the financials. The Library is beginning the budget process and he noted that there will be some changes made in 2022 to the account lists based on the new organizational structure. **Trustee Kasprowicz moved to approve the financial reports for June 2021 as presented. Trustee Sura 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

was optimistic that this might be the last time that he reports on the pandemic. Hopefully, there will not be a resurgence in the number of new cases. The seven-day average of new cases is under 10 as compared to last November when it was around 700. Gay also reported that the mask requirement for visitors was lifted as of May 15 and masks remain optional for staff as of June 1. The Library has seen an increase in visitors and things seem to be getting back to some normalcy. (K. Hall arrived at 5:15PM)

b. Discussion/action regarding first-floor renovation

Director Gay reported that the new meeting room wall is up, and it is now possible to see how much bigger the space will be. The Carnegie room is torn up, but it is undergoing an asbestos abatement for the mastic under the carpeting. This is the only place where asbestos was discovered. It will take about a week to complete the abatement. After that, the floor will be raised in the space, and the ramp and railings will be removed. Construction will then move to the smaller conference rooms. He gave staff a lot of credit for being flexible. Director Gay also said that many of the art pieces from the Library's collection needed to be moved. Most of the pieces are being stored in the children's program space. The expansion and updating of the outside bathrooms, which is part of the Parks, Recreation and Forestry project, requires a state building permit which has been delayed. This will slow the Parks portion of the project, but it will not have an impact on the Library's renovation timeline. He also noted that with supply chain disruptions, the door panels for the community room are not scheduled for delivery until February.

Trustee Kasproicz reported that the Building Committee reviewed several more image options for the outside panels. It was recommended 2 to 1 to not have an image on the front panels. Director Gay added that the Library's new graphic artist is very talented, but she was also concerned with the image quality of the building picture on the panels. He admitted that the option with the welcome words was his idea and he ended up not liking the "busyness" of the look. Trustee Kasproicz said that the Board could accept or reject the recommendation of the Building Committee and take a separate vote. Director Gay said that there is a deadline looming for making a decision quickly. Trustee Sura commented that she did not really like any of the options and noted that the panels would be lit from behind. Trustee Ammerman said that color lights are included in the package that the Board bid out. She said that the Building Committee discussed that fact that none of the images jumped out at anyone or had sense of timelessness that would last for years. Trustee Deatrick commented that from the beginning, the Library Board leaned towards having no image if the lettering identifying Waukesha Public Library stood out. Trustee Ryan said that she did not dislike the fox with the books, but perhaps the books could be moved to the side. Board President Riebel noted that it was the recommendation of the Building Committee not to have an image fabricated onto the panels. **Board President Riebel moved to accept the recommendation of the Building Committee not to install an image on the front exterior panels. Trustee Sura seconded; motion carried unanimously.**

c. Discussion/action regarding capital campaign

Director Gay reported that he received additional information from Library Strategies that included two capital campaign consulting options for the Library to consider. Since much of the background work has been completed, he believed that going with the hourly rate in option 1 would be best. Since the pandemic restrictions have lifted, the in-person portion of the capital campaign can begin next month.

8. New Business

a. Resolution thanking Trustee Lombardi for her service

Director Gay reported that Trustee Lombardi chose not to continue her tenure on the Library Board, and unfortunately she was unable to attend her last meeting. Board President Riebel

read the resolution thanking Trustee Lombardi for her service. Director Gay will make sure that Trustee Lombardi gets a framed copy of the resolution.

- b. **Board President 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 consider the Human Resources Committee recommendation regarding pay grade changes related to the new organization structure. Trustee Deatrick seconded; motion carried with a unanimous roll call vote.** 5:28PM (Trustee Kasproicz, T. Lyons, C. Peil, J. Klima, K. Hall and L. Lowery left)
- c. **Board President Riebel moved to convene in open session. Trustee Ammerman seconded; motion carried unanimously.** 5:35 PM (T. Lyons, C. Peil, J. Klima, K. Hall and L. Lowery returned) **Board President Riebel moved to accept the recommendation of the Library's Human Resources Committee to approve the new position pay grades with five percent increases for those moving up a grade, retroactive to January 1, 2021. Trustee Sura seconded; motion carried with a unanimous roll call vote.** Board President Riebel also reported that the Library's Human Resources Committee approved a staff request for unpaid leave beyond twenty-one days.

9. Reports

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

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

- b. **Director's Report**

Director Gay highlighted quite a few items from his report. Last year, the Human Resources department conducted a city-wide survey for all departments about job satisfaction. As part of the contract, the company agreed to provide a department with additional training. Managers will attend a training session off site on the "growth mindset" and to discuss the survey results and the organizational restructuring. Manager LaPaz also spent much of his time working on the city-wide committee to help with the Vietnam wall project. The Library offered its first, very successful, live event outside at the Les Paul Performance Center to celebrate Día de los Niños. Pictures were included as part of this report.

With the city moving to more cloud-based services, the Library is taking an opportunity to see what it would cost to move the network equipment in the current server room to a smaller room and renovate the current computer room into office space for the Technology Department. A new collection of Literacy Kits was made available for checkout. There are 37 themed kits, each of which include 2 books, a simple toy, and an activity guide, and are designed to engage young children and their caregivers in one of 5 early literacy skills: talking, singing, reading, writing, and playing. Materials Collection Manager Peil reported that there has been a very positive response to the new collection and that only 5 of the kits remain on the shelf. She said that her department did a nice job with putting the kits together. Librarian Lizzy Lowery worked with former Children's Services Manager Pinkner to select the kit topics and materials. Director Gay reported that the Library is working more closely with the Parks and Recreation Department by collaborating on programming. In addition to Día de los Niños, which hosted 250 people, the Library is kicking off the summer reading program at Buchnerfest, which is also the grand opening of the new pool. (Trustee Ammerman left at 5:52PM)

c. Bridges Library System

Trustee Sura reported that the Bridges Library System Board discussed the mask mandate. They also discussed how to use emergency funds for laptops, tablets, and hotspots. Trustee Sura also reported that the Summer Reading programs are ready to go. The System Directors were disappointed that Hoopla numbers were not available last month. The House on Mango Street was selected as the Waukesha Reads selection for this year. Unfortunately, Waukesha did not receive the NEA Big Read grant this year. The Library is looking at alternate funding sources. Gay also said that with no meeting space to host programs, that the Library is exploring other options for programming. Bridges Library System received a grant for Story Corps, which provides an opportunity for sharing, recording, and preserving stories from our lives. NPR has featured these conversations on their program More information is forthcoming.

d. Friends of the Library

Trustee Deatrick reported that the Friends will meet again on July 6.

e. Communication to the Council

Director Gay will provide a short report for the Council to Trustee Miller.

10. Adjournment

Absent any objections, the meeting adjourned at 5:55 PM.

Prepared by: J. Quinlan Approved: