

MINUTES
Waukesha Public Library Board Meeting
Thursday, September 9, 2021 4:45 PM
In-Person and Virtual Zoom Meeting

Trustees Present: M. Baxter, C. Deatrick, B. Forrest, K. Guilfooy, P. Kasproicz, L. Miller, A. Riebel, and M. Ryan

Trustees Absent: S. Ammerman and E. Helgestad

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

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 August 12, 2021

Trustee Miller moved to approve the Library Board minutes for August 12, 2021 as presented. Trustee Deatrick seconded; motion carried unanimously.

4. Correspondence

Included in the Board correspondence were several Waukesha Freeman articles. Bridges Library System received a memory project award; Waukesha Public Library will be participating in this project. A press release on the Waukesha Reads title *The House on Mango Street* by Sandra Cisneros was published. Director Gay added that Community Engagement Manager Kerry Pinkner and Marketing Manager Kori Hall worked hard to put together some great programs for Waukesha Reads. These include handing out copies of the book at the upcoming Retzer Nature Center's Apple Harvest Festival, hosting a cabaret at the Civic Theatre along with the Ballet Folklórico, book discussions and an author visit via Zoom. Having a virtual program versus an in-person event makes it more affordable to have the author speak. Jill Fuller, Marketing & Communications Librarian for the Bridges Library System wrote a piece on the library of things and addressed how libraries are adding unique collections for patrons to check out. The Waukesha Public Library has Milwaukee County Zoo passes and recently added passes for the Waukesha County Historical Museum, Milwaukee Art Museum, and the Betty Brinn Children's Museum. The Library also offers jigsaw puzzles and is hoping to add more appealing items to the collection. There was also an article highlighting the Mukwonago's new Maker Space coordinator, who happens to be a former WPL employee. One of the Library's Memory Café programs was noted in the paper as well.

5. Bills

a. Approval of the bills for September 2021 meeting

Library Director Gay reported that the Library continues to have issues with the roof leaking and additional repairs were completed. The roof replacement is in the Capital Budget requests for 2022 and 2023. **Trustee Deatrick moved to approve September 2021 bills for \$72,110.54 and write offs of \$3,620. Trustee Miller seconded; motion carried with a unanimous roll call vote.**

6. Financial Reports

b. Approval of the financial report for August and September 2021

Library Director Gay reported that the August financial report was corrected, and a copy was included for the Board to review. The Library is on target with its revenue and library

expenses are on track. With the ordering consolidated under the Materials Collection department, ordering has been more consistent throughout the year. Trustee Ryan inquired about the categories on the spreadsheet. Director Gay replied that these will be updated to reflect the new organizational structure. **Trustee Kasprowicz moved to approve the August and September financial statements as presented. Trustee Forrest seconded; motion carried with a unanimous roll call vote.**

7. Old Business

a. Pandemic update

Director Gay continues to track the 7-day average of new cases in Waukesha County. He noted that 53% of City residents have received the vaccine, however, the City numbers lag behind those vaccinated in other communities. With the ongoing renovation/construction, the Library has been somewhat fortunate that fewer people are entering the building. He is monitoring how the Waukesha School District, City and County are reacting to the sharp rise in positive cases.

b. First-floor renovation/construction update

Director Gay reported that there has been a lot of activity with the renovation project. The accessible ramp is currently closed, and a crew is welding the framing system for the replacement panels. An alternate entrance is being used to assist those who need accessibility help. This includes parents and caregivers using strollers. The panels are expected to be installed sometime in October. Gay reported that the fiction shelves have been moved to their new location and the non-fiction collection has been moved back. This was a 3-day process. Next up: carpeting in the old fiction area will be torn up to make room for the new makerspace. Work is also continuing in the Carnegie Room. The cork floor will be the last item installed in that space. Since more space is now available, the computers will be moved out of the Teen Zone. The project is still on time and under budget. Director Gay said that the Library has been working with the sorter company to replace the split belt with one continuous belt. This will make it easier to maintain and the design fits in the space. This is included in the cost of the project.

c. Capital campaign update

Director Gay said that the Capital Campaign committee has plans to meet with the new Capital Campaign Coordinator next week. At the end of September, committee members will go through a training process conducted by Library Strategies. Director Gay said that at their Tuesday meeting, the Friends of the Library are thinking of a large contribution for the project. He was encouraged that they are considering a naming rights opportunity. He asked Architect Bill Robison if there was a creative solution for implementing a name a brick program, but Director Gay said that there really wasn't a good place in the library. Mr. Robison suggested a Plexiglas resin (possibly colored) with donor names to put on the window wall of the lobby. Trustee Baxter asked Library Board members to consider what type of gift or donation that they might be willing to give. She understands that each person's situation and their ability to give is different. She believed that it was important for the Library Board to be committed to the project, especially if they are asking others to donate.

d. 2022 operating budget request update

Director Gay reported that the Library's CIP budget request passed through the City Finance Committee unchanged. He met with City Administrator Kevin Lahner and City Finance Director Bridget Souffrant regarding the Library's 2022 operating budget request. Finance Director Souffrant indicated that she would increase the expected revenue amount in the library fees account line. The only other adjustment was a slight increase to the property and boiler insurance amount. The Library's budget is now part of the City's Administrative budget

request which is slated for approval on November 2. The Library's operating budget includes the addition of a half-time custodian, a substantial materials budget increase, an increase in the program budget, and more funding for staff training. Director Gay confirmed that there will not be an increase in the library's fee structure, just an increase in the line item for expected revenue. He also confirmed that the roof replacement spans two years, but it may be possible to complete the entire roof in 2022 if the current project remains under budget.

8. New Business

a. Resolution thanking Trustee Rose Sura for her service

Library Board President Riebel reported that Trustee Sura has resigned from the Library Board. Board President Riebel read the resolution thanking Trustee Sura for her service to the Library and the community. Riebel noted that with Rose's resignation, there are several committee vacancies to fill, including a seat on the Bridges Library System Board. She is looking for a volunteer for this position. Director Gay said that the Bridges System Board meets on the third Wednesday of the month at the Bridges offices on Grand Avenue during the winter months. Throughout the rest of year, the meetings rotate between Jefferson and Waukesha County libraries. He confirmed that this position is a voting member of the System Board.

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 the merit pay system as related to employee performance. (HR Committee) Trustee Baxter seconded; motion carried with a unanimous roll call vote. (5:15 PM)

(Technology Manager Klima, Public Services Manager Lyons, and Community Engagement Manager Pinkner Left)

c. Trustee Miller moved to reconvene in open session to consider possible action on matters discussed in closed session. Trustee Baxter seconded; motion carried unanimously. (5:20 PM) (Technology Manager Klima, Public Services Manager Lyons, and Community Engagement Manager Pinkner returned).

d. Discussion/action regarding merit pay system

Trustee Kasproicz moved to approve the merit pay system relating to employee performance as outlined by the Library Director. Trustee Forrest seconded; motion carried with a unanimous roll call vote.

e. Discussion/action regarding library human resources policy B-4, Separation Procedure (HR Committee)

Human Resources Committee Chair Guilfooy explained that the updates to the policies reflect changes that bring them in line with the City. The Human Resources Committee is recommending approval of these policies. In Policy B-4, the bumping rights section was deleted, which had been instituted when the union was in place. **Trustee Baxter moved to approve Policy B-4, Separation Procedure as presented. Trustee Deatrick seconded; motion carried unanimously.**

f. Discussion/action regarding library human resources policy B-13, Library Employee Political Activity (HR Committee)

HR Committee Chair Guilfooy explained that this policy outlines those employees whose salary is funded with federal monies cannot run for office and that the Library follows the Federal Hatch Act. **Trustee Guilfooy moved to approve Policy B-13, Library Employee Political Activity as presented. Trustee Kasproicz seconded; motion carried unanimously.**

g. Discussion/action regarding library human resources policy E-1, Personal Protection Equipment (HR Committee)

HR Committee Chair Guilfooy said that this policy has been renamed and that it outlines personal protection equipment that is available to library staff. The Library will also reimburse employees for protective eyewear and footwear on an annual basis. **Trustee Baxter moved to approve Policy E-1, Personal Protective Equipment as presented. Trustee Forrest seconded; motion carried unanimously.**

h. Discussion/action regarding request to forgive fines as part of the Women's Center supply drive

Director Gay explained that the EDI (Equity, Diversity & Inclusion) Committee is planning a collection drive for the Waukesha Women's Center from October to the first week in November. As part of this supply drive, the committee is requesting that during a two-week time frame of October 25 to November 5, fines can be forgiven with a donation. If someone does not owe fines, they can get a coupon for a free book from the Friends book sale. The Friends approved this at their Tuesday meeting. **Trustee Miller moved to approve the fine forgiveness program from October 25-November 5 as requested. Trustee Baxter seconded; motion carried unanimously.**

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 called attention to several items from his report.

- Director Gay reported that he agreed to manage the WLA's annual Library Legislative Day held early in February. The previous director who ran the event became chair of the Library Development & Legislation (LD&L) committee and needed someone to take over this event planning. The event is scheduled for February 8, 2022. Library Legislative Day gives libraries the opportunity to advocate for library issues with legislators and their aides.
- Community Engagement Manager Pinkner provided a nice summary of the Summer Reading programs. More than 2400 children, teens and adults registered for the Summer Library Program between June 1 and August 2. Instead of handing out smaller prizes for each reading level achieved, the Library challenged readers to complete a total of 25,000 hours of reading. With the help of the Friends of the Library, the Library chose to support the Heifer International Organization as an incentive for reaching the reading goal. Also highlighted was the very well-received second Memory Café program featuring Library Associate Kelli Cramer and her husband performing Patsy Cline songs and other campfire favorites.
- The Library's Marketing department designed the save the date and invitations for the City's 125th Gala event scheduled for the evening of November 12.
- The fiber optic cable providing the library with access to the Internet needed to be moved so that the construction company could pour concrete for the renovated Parks & Rec bathrooms. That same morning there was a Polaris update; everything was back online before the Library opened.
- Director Gay handed out Waukesha Reads books and bags for the October 6 Trustee appreciation event.

c. Bridges Library System

Director Gay reiterated that there is an opportunity for a Board member to take on a new role representing Waukesha Public Library with a seat on the Bridges Library System Board. He reported that at their last meeting, the Bridges Library System Board completed their annual audit and extended their strategic plan for one year.

d. Friends of the Library

Trustee Deatrick reported that the Friends sent out post cards to promote their Culver's fundraising efforts. They also discussed how much they would like to contribute towards the capital campaign efforts. Their next meeting is in November.

e. Communication to the Council

Trustee Miller will report that the Library's renovation project is on time and under budget. He will also support the Library through the budget process. Trustee Miller noted that the City is looking into requiring committee members to have a city email address when conducting city business. Trustee Baxter commented that this also protects the individual as personal emails can be discoverable.

10. Adjournment

Absent any objections, the meeting adjourned at 5:49 PM.

Prepared by: J. Quinlan

Approved: