



City of Waukesha

Meeting Minutes - Final

Library Board

Grant C. Lynch, Executive Director
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Thursday, September 8, 2016

4:45 PM

Library Board Room

1. Call to Order

Others Present: Executive Director G. Lynch, Assistant Library Director J. Klima, Technical Services Manager C. Peil, Building & Operations Supervisor J. LaPaz, Circulation Supervisor T. Lyons, and Special Projects Coordinator J. Quinlan

The meeting was called to order at 4:45 p.m. by Board President Kasprovicz

Present 9 - Kasprovicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Probst, Deatrick, Fowle, and Sura

Absent 2 - Riebel, and Reiland

2. Public Comments

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#16-1372](#) Approval of the minutes for August 11, 2016

Trustee Lombardi moved to approve the Library Board minutes for August 11, 2016 as presented. Trustee Probst seconded, motion carried unanimously.

4. Correspondence

There was no correspondence.

5. Bills

A. [ID#16-1373](#) Approval of the bills for September 2016

Executive Director Lynch reported that expenses for the month included printing costs associated with the Welcome Brochure and the fall program brochures. A new television and mounting system were purchased for the Board room with carryover funds from the 1917 technology account. Payments also included \$4,100 for Waukesha Reads speakers for the scholar panel. Revenue continues to trend downward; it is currently \$14,000 less than the same time last year. Executive Director Lynch will continue to investigate ways to increase revenue, such as limiting the amount of write offs.

Trustee Probst moved to approve the monthly bills for September 2016 in the amount of \$61,791.43 and write offs in the amount of \$5,255.78. Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Kasprowicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Probst, Deatricks, Fowle and Sura

Absent: 2 - Riebel and Reiland

6. Financial Reports

A. [ID#16-1374](#) Approval of the financial reports for September 2016

Executive Director Lynch reported that the Library is right on track with the exception of revenue. Personnel costs have not been posted for August and are not reflected in the financial statement.

Trustee Lombardi moved to approve the September financial report as presented. Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Kasprowicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Probst, Deatricks, Fowle and Sura

Absent: 2 - Riebel and Reiland

7. New Business

A. [ID#16-1375](#) Discussion/action regarding FY2017 capital budget

Executive Director Lynch reported that the CIP budget is very straightforward. Major capital projects include \$20,000 for roof repairs and \$25,000 for repairs to the outside stairs on the west side of the building. Equipment replacement for the library includes \$70,000 for furniture replacement and \$45,800 in the 1917 technology budget for a total of \$160,800 in capital requests for 2017. (J. LaPaz and T. Lyons left at 4:58 p.m.) The Carnegie renovation and the interior renovations were shifted to 2020. The City is focusing on other projects in the short term.

B. [ID#16-1376](#) Discussion/action regarding FY2017 operating budget

Executive Director Lynch provided an overview of the operating budget request for FY2017. The budget request includes one part-time librarian for the Children's Department. The Library is also requesting to add 14 hours to the 26 hour librarian position in Technical Services making it a full-time position. The position would then be split between the Technical Services and the Information Services departments. The City built-in a 2% cost of living increase for all employees. Executive Director Lynch said that he is seeking \$5,000 for a consultant to assist with developing the strategic plan. The facility budget contains \$6,000 to cover the cost of maintenance on the automated materials handling system. Trustee Deatrick inquired about the joint building project with the Parks, Recreation and Forestry Department. Executive Director Lynch explained the City Administrator removed the project from the CIP plan altogether. He is planning on speaking with the City Administrator at their scheduled budget review meeting on Monday. There was some concern that the project was not shifted, but eliminated given the donation that was received from Meijer for improvements to the library and the band shell. Signage on the Les Paul Performance Center has already been upgraded. (J. LaPaz & T. Lyons returned at 5:15 p.m.) Executive Director Lynch met with Park Rec staff to discuss options for spending the library portion of the donation. Lighting on the exterior of the library building was one idea that was considered. Executive Director Lynch is hopeful that the project can be restored and shifted to a future year in the CIP budget. He showed the Board a five-year comparison of funds received and the variance between 2016 and 2017. On the revenue side, Executive Director Lynch was pleased to report that the restricted funds held in the Waukesha County Community Foundation provided an increase of 27.5% over four years. The library is receiving impact fees of \$308 for each residential construction; the balance is \$2,156.

Trustee Sura moved to accept the FY2017 CIP budget and the FY2017 operating budget requests to be presented to the City Finance Committee and Common Council. Trustee Deatrick seconded. Trustee Sura asked about the funding for the Resource Library contract. Executive Director Lynch explained that there is a movement to disband resource libraries across the state. He anticipates that this will happen at some point in the future and he has been gradually shifting the funds that we receive out of the revenue budget. Even with the reduction in resource library funds, the bottom line will not impact the library's collection. The motion carried with a unanimous roll call vote.

Aye: 9 - Kasprowicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Probst, Deatrick, Fowle and Sura

Absent: 2 - Riebel and Reiland

8. Reports**A. Library Board Committees: Building, Executive, Finance, Human Resources, Planning and Policy, Public Art, Ad hoc Fund Development**

There were no Committee reports.

B. Director's Report: Director Grant Lynch will provide a status update on Library activities and answer any questions

A. [ID#16-1377](#) Administrative & Staff reports for September 8, 2016

Executive Director Lynch asked if there were any questions regarding his report. Trustee Deatrick inquired about the Director's report on the homeless situation in Waukesha. Executive Director Lynch said that he was happy to meet with the Salvation Army to discuss ways in which the library could collaborate to provide skill-building resources and possibly a meeting space for their group. He also attended the Community Action Coalition meeting; the result is that the library will be listed as a resource for the community. Head of Building Operations LaPaz added that the library has very few problems with Salvation Army residents.

C. Bridges Library System: Trustee Rose Sura will report on the most recent Bridges Board meeting

Trustee Sura reported that Beth Bechtel, the Database Librarian for the Bridges Library System spoke about her role in the organization. The County's Act 150 Committee has begun meeting again. New features in CAFÉ were also discussed.

D. Friends of the Library: Trustee Cynthia Deatrick will report on any meeting that has occurred since the date of the last meeting

Trustee Deatrick reported that the Friends are planning another Mystery Mingle in April 2017 along with a Read-a-thon. Book Lover Calendars are being sold at the Circulation Desk. The Friends are once again supporting Waukesha Reads. She was really impressed with the numbers for the Summer Reading Club and the total number of hours read. The Friends of the Library meet in September.

E. Communications to the Common Council

Executive Director Lynch will provide Trustee Reiland with a brief report for the Council.

9. Adjournment

Trustee Lombardi moved to adjourn. Trustee Deatrick seconded, the meeting adjourned at 6:02 p.m.

NOTICE: A majority of Library Board members or Common Council members may be in attendance.

Library Board Members: Please notify the Library Office by 1:00 PM meeting day, if you are unable to attend this meeting.

NOTICE: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Joan Quinlan, 48 hours prior to the meeting at 262-524-3694.