



City of Waukesha

Meeting Minutes - Final

Library Board

Grant C. Lynch, Executive Director
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Thursday, October 13, 2016

4:45 PM

Library Board Room

1. Call to Order

Others: Executive Director G. Lynch, Assistant Library Director J. Klima, Head of Program Development & Community Engagement K. Hall, Technical Services Manager C. Peil, Head of Operations J. LaPaz, Information & Adult Services Manager A. Welch, Circulation Supervisor T. Lyons, and Special Projects Coordinator J. Quinlan

Present 9 - Deatrick, Kasproicz, Lombardi, Reiland, Kevin Guilfooy, Ryan, Probst, Sura, and Riebel

Absent 2 - Fowle, and Spelius

A. [ID#16-1553](#) Introduction - Amy Welch, Information & Adult Services Manager

Head of Programming Development & Community Engagement Kori Hall introduced Amy Welch as the new Manager of the Information & Adult Services department. Amy was formerly the Teen Librarian; she has worked at the library since 2009. Amy said that it is her goal for the department is to expand its program offerings. One of her first tasks will be to fill the vacant position that she left behind. The Board welcomed her to the management team.

2. Public Comments

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#16-1545](#) Approval of the minutes for September 8, 2016

Trustee Lombardi moved to approve the Library Board minutes for September 8, 2016 as presented. Trustee Deatrick seconded, motion carried unanimously.

4. Correspondence

A. [ID#16-1546](#) Correspondence

Several Freeman articles on Waukesha Reads, including a guest opinion written by Mayor Shawn Reilly were part of the Board packets. A Freeman article highlighting the closure of the Library the previous week for bed bugs was discussed.

5. Bills

A. [ID#16-1547](#) Approval of the bills for October 2016

Executive Director Lynch reported that expenses for the month included 2016 capital funds of \$11,281 for shelving in the teen zone. The maintenance budget is overspent due to unanticipated costs associated with the power outage. Executive Director Lynch will look at other line items to cover the overage.

. Trustee Probst moved to approve the monthly bills for October 2016 in the amount of \$102,084.68 and write offs in the amount of \$4,364.80. Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Deatrick, Kasproicz, Lombardi, Reiland, Kevin Guilfooy, Ryan, Probst, Sura and Riebel

Absent: 2 - Fowle and Spelius

6. Financial Reports**A. [ID#16-1548](#) Approval of the Financial Report for October 2016**

Executive Director Lynch reported that the financial report looks good with the exception of revenues. Expenditures are on track with 33% unspent for the year. Revenue projections have been reduced for 2017; this will present a more accurate picture of what the library takes in, though it is always a variable. Trustee Deatrick commented that Milwaukee Public Library is currently conducting a fine forgiveness program, which is positive promotion for the library system. Executive Director Lynch agreed that there is a PR value to writing off some fines. He will leave how to handle write offs to the new Circulation Supervisor. The Library Board can also create a policy that would dictate how losses are handled. Circulation Supervisor Lyons explained that decisions regarding fine reduction requests are made on a case by case basis. It is very unusual that all fines would be forgiven. Fine reductions are only offered one time and a note is then placed on the patron record.

Trustee Lombardi moved to approve the October 2016 Financial report as presented. Trustee Deatrick seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Deatrick, Kasproicz, Lombardi, Reiland, Kevin Guilfooy, Ryan, Probst, Sura and Riebel

Absent: 2 - Fowle and Spelius

7. Old Business

A. [LC16-0679](#) Update on FY2017 capital budget and FY2017 operating budget

Executive Director Lynch said that the 2017 CIP budget was approved by the Common Council on October 4. Three major projects for the library totaling \$160,800 have been approved, including \$70,000 for furniture. He explained that several pieces of furniture were removed and destroyed because of the bed bug infestation. He was told that wooden and upholstered furniture are prime breeding grounds for the pests. It will be a challenge to balance the aesthetic look of the library with functional and bug resistant furniture. He spoke with Architect Bill Robison of Engberg Anderson who said that there are solutions out there. The replacement of the meeting room chairs is also a priority for the library. Executive Director Lynch thought perhaps mesh chairs would be a possible option for the meeting room. The last major furniture purchase was in 2005 during the building renovation.

Executive Director Lynch reported that the Finance Committee met on Tuesday night to discuss the library's 2017 operating budget request. It was a very straightforward and simple discussion. He was not asked any questions. He stated that getting additional personnel continues to be a high priority for him.

B. [LC16-0680](#) Discussion/action regarding Policy B-3, Public Displays and Exhibits

Executive Director Lynch reported that at the request of the Library Board, Policy B-3 was taken back to the Public Art Committee to discuss a language change regarding the length of time an exhibit may be on display.

Trustee Probst moved to approve Policy B-3, Public Display and Exhibit Space as amended. Trustee Sura seconded, motion carried unanimously.

8. New Business

A. [ID#16-1550](#) Update on Act 150 legislation

Executive Director Lynch reported that he is on the County Act 150 Committee. Every five years the law is reviewed and any recommendations made by the Committee can affect the taxing structure of true non-resident communities as well as the County standards. The discussion this year is more complicated with the addition of the Jefferson County libraries to the Bridges Library System and whether they are legally obligated to abide by Waukesha County standards. Executive Director Lynch said that he is also looking for capital funding from the County. The County appropriation has risen 2% over four years or 0.5% per year.

B. [ID#16-1551](#) Update on October 6, 2016 library closure

Executive Director Lynch provided additional information on the library closure due to bed bugs being found in the Carnegie Reading Room. He explained that once the problem was discovered about 7:30 p.m. on Wednesday evening, the room was cordoned off to the public. There is no requirement for reporting bed bugs to the Department of Health and Human Services; the bugs are not a health risk, only a nuisance. On Thursday morning, the decision was made to close the facility to the public and staff. Employees who were already at work were sent home, with the exception of key personnel. Executive Director Lynch wanted to make sure that the library was sensitive to the community's need to use library services. A bug sniffing dog was brought in to determine the scope of the problem and to make sure that the issue was indeed bed bugs. At that point, Executive Director Lynch felt it was important to inform the public of what caused the closure. The exterminator sprayed the entire library, even though the dog focused his hits mainly in the Carnegie Reading Room. The exterminator will be back two more times to spray. To be proactive, six month checks will be conducted. The spray lasts one month and is not toxic to humans. There is no way of knowing where the bed bugs came from. The Board discussed whether or not the City should pay for the costs incurred by the library. Executive Director Lynch said that he received very positive comments from Aldermen on the library's quick response to the situation. Board President Kasproicz asked if the library would need to close for the additional sprayings. Executive Director Lynch replied that the next treatments will be done after the library closes for the evening. Executive Director Lynch commented that Milwaukee Public Library has a big problem with bed bugs and they utilize a book cooker. Bedbugs can be killed at temperatures maintained at 120° for one hour or one hour at 1°.

9. 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#16-1552](#) Administrative & Staff reports for October 13, 2016**

Executive Director Lynch asked if there were any questions regarding his report. Trustee Ryan inquired if there will be changes to the way items can be checked out with the RFID conversion. Assistant Manager Klima responded that during the week of October 31, the new security gates will be installed. Once that is completed, all of the library's SelfCheck machines will be converted to accept RFID. During this time, everyone checking out will need to have their items discharged through the front desk. Once the conversion is completed, patrons will no longer have to struggle getting the barcodes to line up with the scanner. Stacks of books can be read all at once, so the checkout process should go much quicker. (P. Kasproicz left at 5:25 p.m. – Trustee Reiland presided over the remainder of the meeting)

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

Trustee Sura reported that she attended the Trustee dinner at the Country Springs Hotel along with Trustees Carol Lombardi and Martha Ryan. The next System Board meeting is Tuesday, October 18.

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

The Friends of the Library will hold their annual meeting and election of officers on November 14. They discussed their plans for the Mystery Mingle and Read-a-thon.

E. Communications to the Common Council

Trustee Reiland will provide a brief report for the Council.

10. Adjournment

Absent any objections, the meeting adjourned at 5:30 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.