



City of Waukesha

Meeting Minutes - Final

Library Board

Grant C. Lynch, Executive Director
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Thursday, November 10, 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, and Special Projects Coordinator J. Quinlan

Present 8 - Deatrick, Kasprowicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Sura, and Riebel

Absent 3 - Fowle, Reiland, and Probst

2. Public Comments

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#16-1639](#) Approval of the minutes for October 13, 2016

Trustee Sura moved to approve the Library Board minutes for October 13, 2016 as presented. Trustee Lombardi seconded, motion carried unanimously.

4. Correspondence

A. [ID#16-1640](#) Correspondence

Several articles highlighting Waukesha Reads events were included in the Board packets. A thank you letter from the U.S. Government Publishing Office was received for the role that the Waukesha Public Library plays as a Federal depository library. Information Services Manager Amy Welch explained that the library underwent an audit. Head of Program Development and Community Engagement Kori Hall added that the audit went well. The Library has instituted several ways to promote this Federal document service to the public and the GPO has recognized this and used the library's ideas at other depository libraries. The obituary for longtime Library Board President and Friends member Edmund Vojtik was also included. The Library Board received an invitation to the Interfaith Art Reception on December 10.

5. Bills

A. [ID#16-1641](#) Approval of the bills for November 2016

Executive Director Lynch reported that as the end of the year approaches, the Library is focusing on spending down the materials budget. All orders are due to the Technical Services Department by December 7 to ensure delivery by the end of the year. It is the goal of Executive Director Lynch to end the year at zero. The current bill list includes \$65,535 to Bibliotheca for RFID tags and materials; \$8,569 for work on the HVAC system; and \$2435 to install a video projector and work on the DVD player.

Trustee Riebel moved to approve the monthly bills for November 2016 in the amount of \$165,211.09 and write offs in the amount of \$3,663.65. Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 8 - Deatrick, Kasproicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Sura and Riebel

Absent: 3 - Fowle, Reiland and Probst

6. Financial Reports**A. [ID#16-1642](#) Approval of the financial report for November 2016**

Executive Director Lynch reported that the revenue is still down for the year, but the FY2017 budget estimate has been adjusted to reflect this. The Library is still in good shape as it looks to end the year. Executive Director Lynch has been in contact with the City Attorney to discuss solutions for write offs that the Library has each month. The law does not allow a patron's referral to a collection agency to have any effect on their credit score. On a positive note, the Library's circulation numbers, which had been declining for the past 10-12 years, have shown an increase of 4-5% this year.

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

Aye: 8 - Deatrick, Kasproicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Sura and Riebel

Absent: 3 - Fowle, Reiland and Probst

7. Old Business**A. [LC16-0732](#) Update on FY2017 operating budget**

Executive Director Lynch reported that there were no issues at the City Finance Committee meeting. The \$70,000 earmarked for furniture was approved; Executive Director Lynch is open to the Building Committee meeting to discuss staff recommendations for furniture. The Library has been looking at mesh chair options for the Community meeting room, similar to ones at the City's Rotary Building.

B. [LC16-0733](#) Update on Act 150 Committee - tax minimum exemptions

Executive Director Lynch reported that the Act 150 Committee meets every five years to discuss and review standards. Meeting these standards is linked to membership in the Bridges Library System. The Waukesha Public Library has exceeded the standards each year. The standards include how much is spent on materials, hours open, FTEs per 1,000, number of internet computers, orientation for Library Board members, continuing education opportunities for the Director and staff, an active service plan, etc. Any changes made by the Committee will be effective in January 2017.

C. [LC16-0734](#) Update on CoW Impact Fees

Executive Director Lynch explained that the Library was included in the collection of City impact fees in 2015. The amount of \$308 per unit is for residential and not commercial properties. After meeting with the City's Community Development Director, City Engineering, and the City's Finance Director he explained that prior to 2015, impact fees were collected when a developer platted land, now fees are only collected when the developer breaks ground. This may affect future fee collection.

8. New Business**A. [ID#16-1643](#) Discussion/action regarding Bridges Library System 2017 Addendum to Member Library & CAFÉ agreements**

Executive Director Lynch explained that the annual addendum for System membership outlines what the Library receives from the System and pays to the System for CAFÉ services and databases.

Trustee Deatrick moved to approve the 2017 Bridges Library System 2017 Addendum to Member Library & CAFÉ agreements. Trustee Sura seconded, motion carried unanimously.

B. [ID#16-1644](#) Discussion/action regarding Bridges Library System 2017 Resource Library Agreement

Executive Director Lynch explained that funding for Resource Libraries under Chapter 43 may be removed as early as 2018. To absorb the shock, the funding that the Library has received has steadily been reduced from \$70,000 to \$20,000 for 2017. It will be easier to absorb a \$20,000 loss in funding compared to \$70,000.

Trustee Lombardi moved to approve the 2017 Resource Library Agreement. Trustee Guilfooy seconded, motion carried unanimously.

C. [ID#16-1645](#) Discussion/action regarding Bridges Library System 2017 Agreement for Consulting Services

Executive Director Lynch explained that this agreement is for Shawn Carlson, an employee of the City whose services are contracted out to CAFÉ and paid for by CAFÉ members. The salary amount includes a 2% cost of living increase for 2017.

Trustee Riebel moved to approve the Bridges Library System 2017 Agreement for Consulting Services. Trustee Deatrick seconded, motion carried unanimously.

- D. [ID#16-1646](#) Discussion/action regarding Bridges Library System 2017 Agreement for CAFE office space
- Executive Director Lynch told the Board that the contract amount for the CAFÉ office rental has not changed in the last ten years. There was discussion on whether this should be revisited or if the Board should continue with the current terms.*
- Trustee Spelius moved to accept the terms of the rental agreement as presented. Trustee Deatrick seconded, motion carried unanimously.**
- E. [ID#16-1647](#) Discussion/action regarding Waukesha County Community Foundation annual distribution
- Executive Director Lynch explained that last year, the Library Board elected to take the annual distribution to be used per the terms of the restricted trusts. The amount of distribution for 2016 is \$1,070.00. The trusts stipulate that the interest must be spent annually.*
- Trustee Kasproicz moved to approve the annual distribution form the Waukesha County Community Foundation. Trustee Lombardi seconded, motion carried unanimously.**
- F. [ID#16-1648](#) Discussion/action regarding human resources Policy B-5, Personnel Transaction Notice (PTN)
- Trustee Riebel explained that the Human Resources Committee reviewed the updates for several HR policies. Changes to Policy B-5 included updates based on the new titles assigned to employees.*
- Trustee Riebel moved to approve Policy B-5, Personnel Transaction Notice (PTN) as presented. Trustee Lombardi seconded, motion carried unanimously.**
- G. [ID#16-1649](#) Discussion/action regarding human resources Policy C-1, Holidays 2017 and 2018
- Trustee Riebel explained that the Holiday policy is updated every two years.*
- Trustee Riebel moved to approve Policy C-1, Holidays 2017-2018 as presented. Trustee Lombardi seconded, motion carried unanimously.**
- H. [ID#16-1650](#) Discussion/action regarding human resources Policy C-2, Vacation Leave
- Trustee Riebel explained that the update to this policy removes the requirement of a waiting period before vacation can be taken.*
- Trustee Riebel moved to approve Policy C-2, Vacation Leave as presented. Trustee Lombardi seconded, motion carried unanimously.**
- I. [ID#16-1651](#) Discussion/action regarding human resources Policy C-6, Overtime Pay & Compensatory Time Off & Out of Classification Pay
- Trustee Riebel explained that title changes on the Addendum page were updated in this policy.*
- Trustee Riebel moved to approve Policy C-6, Overtime Pay, Compensatory Time Off & Out of Classification Pay as presented. Trustee Lombardi seconded, motion carried unanimously.**

- J. [ID#16-1652](#) Discussion/action regarding human resources Policy D-3, Employee Performance & Development Appraisals
- Trustee Riebel explained that it was recommended that this policy be tabled until clarifications could be provided. Executive Director Lynch explained that the policy was updated before the evaluation process was finalized. The policy refers to a form and steps within the salary grades, which are currently not available to supervisors. The entire evaluation process has been pushed back several months and will evolve over the first quarter of 2017. Trustee Lombardi inquired about merit increases. Executive Director Lynch said that he is unsure of how merit increases will work because he doesn't know what funding will be available. If only a finite amount is to be used for merit increases, it would take the objectiveness out of the entire evaluation process.*
- Trustee Deatrick moved to table Policy D-3, Employee Performance & Development Appraisal until further clarification can be provided. Trustee Guilfooy seconded, motion carried unanimously.**
- K. [ID#16-1653](#) Discussion/action regarding human resources Policy G-8, Temporary Assignment of Alternative Productive Work (TAAP)
- Trustee Riebel explained changes to this policy mirror changes made at the City level. This policy refers to alternative productive work offered to employees for work-related injuries.*
- Trustee Riebel moved to approve Policy G-8, Temporary Assignment of Alternative Productive Work (TAAP) as presented. Trustee Lombardi seconded, motion carried unanimously.**

9. Reports

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

The Human Resources Committee met. There were no other Committee reports.

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

A. [ID#16-1654](#) Administrative & Staff Reports for November 10, 2016

Executive Director Lynch reported that the 10th Anniversary of Waukesha Reads was a resounding success in terms of the largest grant received, number of books distributed, programs offered and attendance. Board President Kasproicz inquired about next year's Waukesha Reads. The Committee will be meeting on November 22 to wrap up this year and to discuss the next book selection. The grant is due at the end of January. It was noted that the reading list from the National Endowment for the Arts (NEA) has been changed, many of the previous classic book titles have been removed and new ones added.

Trustee Ryan inquired about the RFID project. Assistant Director Klima said that the transition went very well; most of the collection is tagged and the new gates installed, and the SelfCheck machines and staff stations have been converted. The Waukesha Public Library continues to use scanners to catch barcodes on books from other libraries.

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

Trustee Sura did not attend the last System Board meeting. The next System Board meeting is Tuesday, November 15.

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 there was a small meeting to recruit new members and potential volunteers/Board members for the Friends. They discussed the Mystery Mingle scheduled for April 21 and the Read-a-thon scheduled for April 22. They also talked about a recognition wall for donors, a new technology center, and volunteers to help with the book sale. The next meeting is Monday, November 14.

E. Communications to the Common Council

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

10. Adjournment

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