



City of Waukesha

Meeting Minutes - Final

Library Board

Grant C. Lynch, Executive Director
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Thursday, January 12, 2017

4:45 PM

Library Board Room

1. Call to Order

Others Present: Assistant Library Director J. Klima, Technical Services Manager C. Peil, Children's Services Manager K. Pinkner, Head of Operations J. LaPaz, Information & Adult Services Manager A. Welch, and Special Projects Coordinator J. Quinlan

The meeting was called to order at 4:45 p.m. by Board President Kasprovicz. He informed Board members that Executive Director Lynch would not be in attendance.

Present 8 - Deatrick, Kasprovicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Probst, and Riebel

Absent 3 - Fowle, Reiland, and Sura

2. Public Comments

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#17-0070](#) Approval of the minutes for December 8, 2016

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

4. Correspondence

A. [ID#17-0071](#) Correspondence

A Waukesha Freeman photo depicting Lego Club fun at the library was included in the Board packets.

5. Bills

A. [ID#17-0072](#) Approval of the bills for 2016

There were two sets of bills to approve: year-end 2016 and January 2017.

Trustee Probst moved to approve the 2016 year-end bills in the amount of \$106,896.60. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.

Aye: 8 - Deatrick, Kasprovicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Probst and Riebel

Absent: 3 - Fowle, Reiland and Sura

B. [ID#17-0074](#) Approval of the Bills for Janauary 2017

Trustee Spelius moved to approve the monthly bills for January 2017 in the amount of \$15,552.40. Trustee Probst seconded, motion carried with a unanimous roll call vote.

Aye: 8 - Deatrick, Kasprowicz, Lombardi, Spelius, Kevin Guilfoy, Ryan, Probst and Riebel

Absent: 3 - Fowle, Reiland and Sura

6. Financial Reports**A.** [ID#17-0073](#) Approval of the Financial Report for 2016

Assistant Director Klima reported that the library was under 1/10 of one percent spent for FY2016. 2016 bills will continue to come in, but he commented that it is good any time you can end a budget year with less than 1% spent. He noted the decrease in revenue funds contrasted with an increase in circulation, which is up 3.4% for the year.

Trustee Probst moved to approve the year-end 2016 financial report as presented. Trustee Deatrick seconded, motion carried with a unanimous roll call vote.

Aye: 8 - Deatrick, Kasprowicz, Lombardi, Spelius, Kevin Guilfoy, Ryan, Probst and Riebel

Absent: 3 - Fowle, Reiland and Sura

B. [ID#17-0075](#) Approval of the Finacial Report for 2017

2017 financials show a minimum percentage spent.

Trustee Kasprowicz moved to approve the 2017 financial report as presented. Trustee Spelius seconded, motion carried with a unanimous roll call vote.

Aye: 8 - Deatrick, Kasprowicz, Lombardi, Spelius, Kevin Guilfoy, Ryan, Probst and Riebel

Absent: 3 - Fowle, Reiland and Sura

7. Old Business**8. New Business****A.** [ID#17-0076](#) Discussion/action regarding Library Policy A-9, Privacy of Records & Library Use (Planning & Policy Committee)

Board President Kasprowicz explained that the Planning & Policy Committee met to review Policy A-9, Privacy of Library Records & Library Use and unanimously recommend approving the policy as presented. Updates to the policy reflect changes in State Statute 43.

Trustee Spelius moved to approve Library Policy A-9, Privacy of Records & Library Use as presented. Trustee Guilfoy seconded, motion carried unanimously.

- B.** [ID#17-0077](#) Discussion/action regarding Library Policy A-9, Privacy of Records & Library Use - Public Notice (Planning & Policy Committee)
- Board President Kasprovicz explained that the public notice is a corresponding document for Policy A-9 and was revised to mirror the updates made to the policy.*
- Trustee Spelius moved to approve the public notice of Policy A-9, Privacy of Records & Library Use. Trustee Guilfoxy seconded, motion carried unanimously.**
- C.** [ID#17-0078](#) Discussion/action regarding Library Policy A-9B, Filming & Photography (Planning & Policy Committee)
- Board President Kasprovicz explained that Policy A-9B is a new policy that was reviewed by the City Attorney's office. Assistant Director Klima added that the library originally wanted to simplify the process by posting a sign indicating customers were entering a public space and may be photographed, however, the City Attorney advised against that. The Planning & Policy Committee made one change to the language in the policy: that any consent granted for filming & photography in the library may be revoked at any time 'by the Library Director or his/her designee'.*
- Trustee Probst moved to approve the Policy A-9B, Filming & Photography as amended. Trustee Guilfoxy seconded, motion carried unanimously.**
- D.** [ID#17-0079](#) Discussion/action regarding photographic release form (Planning & Policy Committee)
- Assistant Director Klima told the Board that the release form for the filming & photography policy was drafted by City Attorney Brian Running for the City's Park and Recreation department. It was amended by the Planning & Policy Committee to include children and wards so only one form needs to be used for each family. Children's Manager Pinkner questioned the language in the last paragraph referencing the 'event listed below' as there is no place for an event to be listed. After discussion, it was agreed that that language would be removed from the release form.*
- Trustee Kasprovicz moved to approve the policy with the amended language. Trustee Lombardi seconded, motion carried unanimously.**
- E.** [ID#17-0080](#) Discussion/action regarding space needs/furniture replacement
- Assistant Director Klima reported that a small staff committee has been formed to look at the furniture needs and how space is used throughout the library. He said that recently a group came in and there was no space available for them to meet because the study and meeting rooms were full. The committee will look at replacing the meeting room chairs, damaged furniture and some of the 40-year old furniture.*
- F.** [ID#17-0081](#) Discussion/action regarding Library Foundation
- Board President Kasprovicz reported that Executive Director Lynch met with a consultant regarding forming a Library Foundation. It is a long process and Executive Director Lynch will have an update later.*

9. Reports

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

The Planning & Policy 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#17-0082](#) Administrative and Staff Reports for January 12, 2017

Assistant Director Klima reported December was a slow month. There are 5,159 items waiting to be cataloged and processed. The Technical Services Department has new workstations. Head of Operations LaPaz updated the Board on the HVAC system. He said that it will cost \$1,500 for a new chemical system and \$7,000 to clean the lime deposits out of the chiller. Trustee Lombardi complemented the staff on their monthly reports. Trustee Ryan commented that she likes the new SelfCheck machines.

Trustee Lombardi wanted the Board to be aware about a phone call she received from the Waukesha Freeman regarding the sorting system. As a member of the Library Board, she deferred the question to the Board President. Board President Kasprovicz said that unless the Library Board has acted on an issue, he would refer all questions to the Library Director or staff.

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

There was no report.

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 Friends had a volunteer meeting on December 9 to discuss the Read-a-thon and Mystery Mingle. Waukesha Reads had great attendance at their events. The next meeting is scheduled for Monday, January 16.

E. Communications to the Common Council

No report.

10. Adjournment

Absent any objections, the meeting adjourned at 5:21 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.