



City of Waukesha

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Meeting Minutes - Final

Library Board

Grant C. Lynch, Executive Director
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Thursday, February 9, 2017

4:45 PM

Library Board Room

1. Call to Order

Members Absent: Trustees K. Guilfooy, A. Reiland, and R. Sura

Others Present: Executive Director G. Lynch, Assistant Library Director J. Klima, Circulation Supervisor T. Lyons, Children's Services Manager K. Pinkner, Head of Operations J. LaPaz, and Special Projects Coordinator J. Quinlan

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

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

Absent 2 - Kevin Guilfooy, and Sura

2. Public Comments

There were no public comments.

3. Approval of Meeting Minutes

[ID#17-0191](#) Approval of the minutes for January 12, 2017

Trustee Spelius moved to approve the Library Board minutes for January 12, 2017 as presented. Trustee Lombardi seconded, motion carried unanimously.

4. Correspondence

[ID#17-0192](#) Correspondence

A Waukesha Freeman photo highlighting the 'Open Wide, What's Inside' program at the library was part of in the Board packets. A follow-up article on the library's sorting system's functionality was also discussed.

5. Bills

[ID#17-0193](#) Approval of the February bills

The monthly bills for February consisted of contractual invoices for cleaning the lime deposits in the chiller, the annual payment to Bridges for CAFÉ services, and fire alarm repairs.

Trustee Deatrick moved to approve the February 2017 bills in the amount of \$106,098.83 and write offs of \$4,892.00. Trustee Spelius seconded, motion carried with a unanimous roll call vote.

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

Absent: 2 - Kevin Guilfooy and Sura

6. Financial Reports

[ID#17-0194](#) Approval of the monthly financial report

Executive Director Lynch reported that the financials for year to date look good. He said that the Library received a restitution payment in the amount of \$1,400 for stolen goods dating back to 2006. It is still early in the year, so departments will continue to spend down their budgets.

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

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

Absent: 2 - Kevin Guilfooy and Sura

7. Old Business

8. New Business

[ID#17-0195](#) Discussion/action regarding annual report to Department of Public Instruction

Executive Director Lynch told the Library Board that there were a couple of corrections made to the annual report to the State after copies had been distributed to the Board. After reviewing, the Library Board authorized Board President Kasprovicz to sign the report so it can be submitted by the deadline.

[ID#17-0196](#) Discussion/action regarding trust fund report

Executive Director Lynch reported that the wrong trust fund report was included in the Board materials. An updated report was made available. He explained that the 843 funds held by the City and the Waukesha County Community Foundation funds were merged into one report. In the future, the reports will be separated to make them easier to understand. The total amount held in the trust accounts totals \$96,833.51. The funds held by the Waukesha County Community Foundation are restricted and only the interest can be spent on specific genres. It was explained that the Vojtik fund is spent down each year for the purchase of hardcover books as stipulated by the grant.

[ID#17-0197](#) Discussion/action regarding contract with artist William Lemke

Executive Director Lynch said that the Public Art Committee met to review artists' presentations in response to the RFP for public art. The Committee recommended the approval of purchasing a framed photograph titled "Maple Tree in Fog" by artist William Lemke. The Committee still needs to determine where the art piece will be located.

Trustee Kasprovicz moved to approve the contract between the Library and artist William Lemke and to approve the purchase of "Maple Tree in Fog" at a cost of \$650.00. Trustee Deatrick seconded, motion carried unanimously.

[ID#17-0198](#) Discussion/action regarding 2016 statistics and numbers

Executive Director Lynch presented a report on key library statistics for 2016. He said that he is proud of the staff and team for the successes of the last 5 years. He highlighted increases in funding (both operational and capital), programming numbers, Waukesha Reads attendance, Summer Reading Club participation, annual circulation, and technology use, such as OverDrive. Security incidents have decreased over last 5 years (62%). Other statistics of note: Gale Course usage surpassed the Systems' initial goal by over 283% since 2015. 1000 Books Before Kindergarten and a 345% increase in sign-ups since 2014. The e-Newsletter has a 49.2% open rate. This is great exposure for the Library. Outreach circulation totaled 21,892 for the year with 2,358 visits. Volunteers contributed 840 hours in 2016, resulting in \$10,000 in savings. He will use these statistics in the Library's strategic planning. Executive Director Lynch said that he would like to focus on increasing County funding for the library, which has realized nominal gains over the past five years. He also noted that Waukesha Reads would take a huge hit if the National Endowment for the Arts was eliminated as proposed by the President Trump's agenda.

[ID#17-0199](#) Discussion/action regarding Library Foundation

Executive Director Lynch reported that he met with David Wolfson, Executive Director of Milbank, Tweed, Hadley, and McCloy to discuss forming a Library Foundation. Mr. Wolfson recommended that the Library Board evaluate what type of foundation that they want, decide what their objective is and how much control they want. A foundation can be a separate entity from the Library Board or have 3-4 Board members as part of the foundation board. The objective would be to raise money to supplement the Library's capital projects. Executive Director Lynch noted that Mary Ellen Michaelson of the Friends group has had some experience with filing paperwork for forming a foundation. He plans on building the foundation into the strategic plan. He would anticipate that it would take 9 months to a year to get everything in order. Trustee Lombardi inquired about any State statutes governing foundations. Executive Director Lynch replied that Wisconsin Chapter 181 covers nonstock corporations. Trustee Ryan said that Milwaukee and Madison Public Libraries have foundations. Executive Director Lynch said that Madison has an endowment, which is a little different from a foundation. Once the foundation is in place, any monies raised would be the Library's to be used for wherever the greatest need was.

9. Reports

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

The Public Art 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

[ID#17-0200](#)

Executive Director Lynch reported that a staff sub-committee met to discuss the furniture needs of the library. Critical areas will be looked at first; colors and patterns will remain cohesive. The orange lobby bench and the benches in the entryway will be replaced first. The meeting room chairs are another priority. After that, the Carnegie room furniture will need to be assessed.

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 met on January 23. The group is looking to invest some of their assets to grow their funds. A small sub-committee will begin investigating options. Culver's fundraisers continue to be popular and successful. The planning is ongoing for the Read-a-thon (April 22) and the Mystery Mingle (April 28). It was noted that the date of the Mystery Mingle event was changed at the request of Candace and Steve Decker. The Friends are looking for volunteers to help. There is a Sweetheart Dance in Children's scheduled for February 14 from 9:30-10.

E. Communications to the Common Council

Executive Director Lynch will provide Trustee Reiland with a brief report for the Council. It was noted that Trustee Reiland is not running for re-election this year, so the Board will get a new Council representative in April.

10. Adjournment

Absent any objections, the meeting adjourned at 5:32 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.