



City of Waukesha

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Meeting Minutes - Final

Library Planning & Policy Committee

Grant C. Lynch, Executive Director
glynch@waukesha.lib.wi.us

Thursday, March 9, 2017

4:15 PM

Library Board Room

1. Call to Order

Others Present: Executive Director G. Lynch, Assistant Director John Klima, and Special Projects Coordinator Joan Quinlan

Present 4 - Lombardi, Deatrick, Fowle, and Kasprovicz

Absent 1 - Riebel

2. Approval of meeting Minutes

A. [ID#17-0318](#) Approval of the minutes for January 12, 2017

Trustee Deatrick moved to approve the minutes for January 12, 2017. Trustee Lombardi seconded, motion carried unanimously.

3. New Business

A. [ID#17-0319](#) Discussion/recommendation regarding Library Policy A-4B, Use of Children's 3D Printer

Executive Director Lynch explained that this is a new policy to cover procedures on the Children's 3D Printer that the public will be allowed to use. Trustee Kasprovicz asked if there would be a time limit on the use of the printer. Assistant Director Klima said that the software gives an estimate of how long a project will take, but that there will be an hour maximum enforced. Trustee Lombardi inquired on what constitutes a patron's legal activity that the library will not share. Assistant Director Klima said that the Library would treat the use of the 3D printer like any other library use. The Library will protect patrons' privacy and not share information about that use.

Trustee Fowle moved to recommend approval of Policy A-4B as presented. Trustee Deatrick seconded, motion carried unanimously.

B. [ID#17-0320](#) Discussion/recommendation regarding Library Policy F-1, Cooperation with other Libraries and/or Agencies

The change to this policy reflects the name change of the system from Waukesha County Federated Library System to Bridges Library System.

Trustee Lombardi moved to recommend approval of Policy F-1, Cooperation with other Libraries and or Agencies as presented. Trustee Fowle seconded, motion carried unanimously.

C. [ID#17-0321](#) Discussion/recommendation regarding Library Policy F-2, System Participation

The changes to this policy also reflect the name change to the system from the Waukesha County Federated Library System to the Bridges Library System.

Trustee Deatrick moved to recommend approval of Policy F-2, System Participation as presented. Trustee Fowle seconded, motion carried unanimously.

[ID#17-0334](#) Discussion/recommendation regarding legal opinion on surplus materials from CoW Legal

Executive Director Lynch explained that the City has a surplus goods and materials policy and he asked the City Attorney for his opinion on the Library's control over its own surplus goods and materials. The document from the City Attorney cites Statute 43 and states that the Library Board has exclusive control over the land, building, and property. He has drafted a policy for the Library Board to review at the April Board meeting. This new policy will allow the Library to sell, donate or discard material that is no longer used in the library.

Kasprowicz moved that the Library branch off from the City policy and move forward with its own formal policy covering surplus property and materials. Trustee Lombardi seconded, motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 4:26 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.