



City of Waukesha

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
262/524-3677

Meeting Minutes - Final

Library Board

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

Thursday, March 16, 2017

5:00 PM

Library Board Room

Special Library Board meeting

1. Call to Order

Others Present: Trustee Andy Reiland, Assistant Director J. Klima, Children's Services Manager K. Pinkner, Circulation Supervisor T. Lyons, Manager, Technical Services C. Peil, and Special Projects Coordinator Joan Quinlan

The meeting was opened at 5:01 p.m. by Board President P. Kasprovicz.

Present 10 - Deatrick, Fowle, Kasprovicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Probst, Sura, and Riebel

2. Public Comments

There were no public comments.

3. New Business

- A.** [ID#17-0406](#) Discussion/action regarding recommendation to add the Board President as a member of the Human Resources Committee (Human Resources Committee)

Board President Kasprovicz said that at the HR Committee meeting and on the advice of John DeBaucher of the Department of Public Instruction, they discussed adding a fifth member to the Human Resources Committee. Trustee Riebel said that it would be important to have another member who has had the experience of going through the process and in the case of any tie votes on the Committee. There was discussion on whether another Board member could become part of the Committee. Trustee Deatrick asked if Connie Meyer from Bridges could be included to tap into her skillset. Trustee Sura said that Connie did offer her services to the Library Board in whatever capacity that they needed. Trustee Spelius said that other libraries have had success without hiring a search firm. (Trustee Probst arrived at 5:05 p.m.) It was noted that the HR Committee meetings are open to all interested Library Board members. Trustee Riebel said that it is important to have someone to guide the process and assist the committee with their work. Trustee Fowle asked if this would be a permanent addition to the Committee. Board President Kasprovicz said that it should be 5, as you don't want the Committee to be a majority of the Library Board.

(Trustee Reiland arrived at 5:08 p.m.)

Trustee Lombardi moved to add the role of Board President as a member of the Human Resources Committee. Trustee Probst seconded, motion carried unanimously.

B. [ID#17-0407](#) Discussion/action regarding recommendation regarding development of an RFP for executive search firm (Human Resources Committee)

Human Resources Committee Chair A. Riebel reported that the HR Committee discussed the role of the Committee, the time frame, the process and believe that it is in the best interest of the Library to hire an executive search firm to guide the Library Board through the process. The estimated cost would be \$18,000-\$20,000. The Committee discussed the cost and possible funding sources, including the cost savings from having the Director's position open for a number of months. Bridges Library System Director Connie Meyer provided the documents in the packets. Ms. Meyer provided valuable information to the Committee for their consideration. The RFP will be vetted by Ms. Meyer and the City attorney before being published. City Administrator Kevin Lahner also attended the HR Committee meeting and supported the recommendation to use a search firm. Trustee Deatrick expressed concern for the taxpayers that the money was not budgeted for this and would the Library Board would have to go through this process in another 5 years. It was noted that there are non-taxpayer funds available along with some cost savings from having the position vacant. Trustee Riebel said that the decision to recommend a search firm was based on a number of factors, including the time commitment for such an intense process and utilizing a firm with experience to guide the Library Board in the hiring process. Trustee Reiland said that, as an Alderman, it was a struggle for him to spend money on executive search firms, but he recognizes the need to get an expert to weed through the applications and bring in qualified applicants. Trustee Riebel said that it is very important; the Board does not want to hire the wrong person. Trustee Spelius said that other libraries have been successful without using a head hunter. Trustee Probst added that Waukesha is unique because of its size; it is a larger undertaking than smaller libraries.

Trustee Guilfooy moved that a request for proposal for an executive search firm be developed. Trustee Probst seconded, motion carried unanimously.

C. [ID#17-0408](#) Discussion/action regarding Library Board responsibilities in hiring process

The Human Resources Committee will oversee the majority of the hiring process, but the Library Board as a whole has responsibilities in this process. Documents included in the packets will assist the Library Board in what their responsibilities are. Once the RFP is completed, it will be sent to Bridges Library System Director Connie Meyer and then the City Attorney for his review.

D. [ID#17-0409](#) Discussion/action regarding next steps/timeline

The Library Board discussed the timeline of the RFP process and determined that in order to keep the process moving forward, they would have to move the April Board meeting to April 20. The April 13 meeting will be for only paying bills.

The Committee should be able to recommend a search firm at that time. Trustee Lombardi questioned requirement for the number of years' experience listed in the Library Director's job description. It lists 10 years, but the DPI document lists 5 years. Trustee Deatrick said that the 10 years of experience would be based on the size of the community. It was noted that Director Lynch did not have 10 years of experience, but the Library Board made an exception based on his skillset.

Trustee Sura moved that the regular Library Board meeting be moved to April 20. Trustee Reiland seconded, motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 5:35 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.