



City of Waukesha

Meeting Minutes - Final

Library Board

Grant C. Lynch, Executive Director
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Thursday, April 20, 2017

4:45 PM

Library Board Room

1. Call to Order

Others Present: Guest Freeman reporter Lauren Anderson, Interim Library Director J. Klima, Circulation Supervisor T. Lyons, Head of Operations J. LaPaz, Technical services Manager C. Peil, Head of Program Development & Community Engagement K. Hall, Information Services Manager A. Welch, and Special Projects Coordinator J. Quinlan

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

Absent 1 - Deatrick

2. Public Comments

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#17-0610](#) Approval of the minutes for March 9, 2017 and March 16, 2017

Trustee Lombardi moved to approve the Library Board minutes for March 9, 2017 with one small correction. Trustee Probst seconded, motion carried unanimously. Trustee Sura moved to approve the minutes for March 16, 2017 as presented. Trustee Probst seconded, motion carried unanimously.

4. Correspondence

The Board packets included several Waukesha Freeman articles including an incident that happened at the Library back in March, a tribute to former Director Grant Lynch by Andy Reiland, news about the Pewaukee Area Arts Council reception, the Library Board's meeting to decide which executive search firm to hire, and an agricultural documentary discussion at the Library on seeds. Pictures highlighting the Edible Books Festival were also included.

A. [ID#17-0611](#) Correspondence

8. New Business

A. [ID#17-0612](#) Discussion/action regarding allowable costs worksheet for Bridges Library System

Interim Director Klima explained that each year the Library Board is asked to verify the amounts on the Allowable Costs worksheet for the Bridges Library System. These numbers are used by Bridges for budget calculations. The document is due to Bridges by April 30.

Trustee Probst moved to approve the Allowable Costs worksheet as presented. Trustee Sura seconded, motion carried unanimously.

B. [ID#17-0613](#) Update on PLSR (Public Library System Redesign project)

Interim Director Klima explained that the PLSR Committee is looking at restructuring library systems across the state. Letters from the APL Directors and the Jefferson County Board raised several concerns regarding the process undertaken by the PLSR Committee. The current practices work well for the Bridges Library System. At Monday's meeting, discussions centered on larger, more urban areas versus the needs of more rural areas in the north. He is unsure if the intent of PLSR is to reallocate or distribute funding. PLSR is expected to make a presentation at the SRLAAW meeting during WAPL next week. He noted that any changes to the current law need to go through the legislature. He will have an update for the Library Board in May.

C. [ID#17-0614](#) Discussion/action regarding recommendation on executive search firm (Human Resources Committee)

Human Resources Committee Chair Riebel reported that the HR Committee met the previous day and reviewed the five proposals that firms submitted. These proposals were in response to the Library Board's RFP for executive search firm services. The Committee discussed and ranked each one on its own merits based on the criteria outlined in the request for proposal: completeness and quality of response to the RFP; ability to meet requested service needs; demonstrated competence and experience in library executive recruitment; expertise and ability of key personnel; total cost to the Library; and references and satisfaction of other clients. The Library received proposals from: Spano Pratt, John Keister, Springsted Waters, Libraries Thrive Consulting, and Bradbury Miller Associates. Trustee Riebel remarked that Bridges Library System Director Connie Meyer shared her insights with the HR Committee on several of the firms and offered her opinions on the quality and completeness of the submissions.

Trustee Riebel said that after discussing the merits of each firm, the Committee took a formal vote to recommend that the Library Board retain the services of Bradbury Miller Associates with a vote of four to one. The Library previously retained Bradbury Miller. This firm deals strictly with libraries, has a strong network, and their not to exceed cost of \$20,000 included advertising and four site visits.

Trustee Riebel explained that some of the proposals included advertising; others did not. One firm charged an hourly rate; however, the Committee believed there were too many unknowns with that fee schedule, which could drive the cost up. The highest priced firm, though local, dealt only with non-profits and did not have any library experience. Bradbury's quote included background checks for the finalists and they asked for a \$5,000 retainer. Springsted Waters asked for 90% of the total cost prior to an accepted offer. Library Thrives Consulting is new to the recruiting business, but has a strong consulting background. Most of the timelines were reasonable, though Springsted Waters time frame was more ambitious. Trustee Lombardi asked if the same representatives from Bradbury Miller would be available to the Library. Trustee Kasproicz said that the firm has undergone a change and has two of the same principles along with three additional members; all five are library specialists.

Trustee Lombardi questioned who voted against retaining Bradbury Miller. Trustee Sura acknowledged that she did. Trustee Sura explained that selecting a firm with government experience would be helpful. The future library director has to be knowledgeable on many issues facing public libraries, including legislative changes, budgets, and fundraising; these are very different strengths and skill sets needed than just for oversight of the Library's day-to-day operations.

Trustee Riebel moved to accept the Bradbury Miller Associates proposal at a cost not to exceed \$20,000. Trustee Probst seconded. There were no further questions or discussion on the matter. The motion carried with a roll call vote of seven to one, with two abstentions: Trustee Sura voting nay, and Trustees Guilfoy and Spelius abstaining.

Board President Kasproicz noted that in order to move the process forward, the Library Board is authorizing the Library's Human Resources Committee to work on the contract with Bradbury Miller.

Aye: 7 - Fowle, Kasproicz, Lombardi, Ryan, Probst, Riebel and Helgestad

Nay: 1 - Sura

Absent: 1 - Deatrick

Abstain: 2 - Spelius and Kevin Guilfooy

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#17-0615](#) Administrative and Staff reports for April 20, 2017 - Assistant Director John Klima will report.

Interim Director Klima reported that the Library has been investigating repairs to the concrete steps on the west side of the building. It was discovered that the stairs are not part of the footprint of the building; the railing needs repair and is a significant safety issue. The Library has attempted to repair sections, but the patchwork fix has not been effective. The City Engineering Department is looking into options available and is getting estimates to complete the project. The Library has \$25,000 in the CIP budget, but that would not cover the entire cost of the repairs. Head of Operations LaPaz added that no one knew that there were no footings underneath the stairs. Three companies were contacted as City Public Works does not do these types of projects. Trustee Lombardi asked if there was a timeline for the repair work. Head of Operations LaPaz said that he would like to see the railing fixed as soon as possible. The other work cannot begin until the ground thaws.

Interim Director Klima introduced Erik Helgestad, the new Council Representative to the Library Board. Trustee Helgestad said that he serves on the City Plan Commission and Block Grant Committee. He served on the City Finance Committee the previous year.

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

Trustee Sura reported that the Bridges Library System Board discussed the letters to PLSR, the County plan of service, and the County standards, which included minor changes. Interim Director Klima added that this is a four-year plan of service. The Library meets or exceeds all of the standards.

D. Friends of the Library: Trustee Cynthia Deatrick will report on any meeting that has occurred since the date of the last meeting

Upcoming events for the Friends include the Read-a-thon and Mystery Mingle. The annual Volunteer Luncheon was held earlier in the day.

E. Communications to the Common Council

Newly appointed Library Board Trustee Alderman Erik Helgestad will provide a brief report for the Council.

Library Board Trustees and staff members welcomed Alderman Helgestad and introduced themselves.

10. Adjournment

Absent any objections, the meeting adjourned at 5:41 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.