



City of Waukesha

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Meeting Minutes - Final

Library Planning & Policy Committee

Thursday, May 11, 2017

4:15 PM

Library Board Room

1. Call to Order

Interim Library Director J. Klima, Technical Services Manager C. Peil, and Special Projects Coordinator Joan Quinlan

The meeting convened at 4:16 p.m.

Present 5 - Riebel, Lombardi, Deatrick, Fowle, and Kasprowicz

2. Approval of meeting Minutes

- A. [ID#17-0731](#) Approval of the minutes for March 9, 2017

Trustee Lombardi moved to approve the minutes for March 9, 2017. Trustee Deatrick seconded, motion carried unanimously.

3. New Business

- A. [ID#17-0732](#) Discussion/recommendation regarding Library Policy F-3, Volunteer Program

Interim Director Klima explained that the changes to the this policy reflect how the Library utilizes volunteers, identifies who is responsible for the adult and children's volunteers, removes references to the Deputy Library Director and clarifies who has oversight of the program. Trustee Kasprowicz inquired about the required background check. Interim Director Klima replied that all prospective volunteers 18 and over are subject to the required background check. Trustee Kasprowicz also asked about the age restrictions of Grade 8 and above. Interim Director Klima explained that most volunteers at that age are mature enough to be responsible. Trustee Riebel questioned if volunteers are subject to another background check, as the School District requires that a background check be conducted every five years. The Library does not require additional background checks.

Trustee Fowle moved to recommend approval of Policy F-3, Volunteer Program as presented. Trustee Riebel seconded, motion carried unanimously.

B. [ID#17-0733](#) Discussion/recommendation regarding Library Policy F-5, Disposal of Surplus Library Materials

Interim Director Klima explained that Policy F-5 is a new policy that covers the disposal of library materials that have become obsolete or that the Library no longer finds useful. He said that the City Attorney offered his legal opinion that the Library Board has exclusive control over its materials, lands, buildings, money or other property. Former Library Grant Lynch drafted the policy based on the language in the City's policy. The Library added language to include donations as another option of disposal.

Trustee Deatrick moved to recommend approval of Policy F-5, Disposal of Surplus Library Materials as presented. Trustee Lombardi seconded, motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 4:29 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.