



City of Waukesha

Meeting Minutes - Final

Library Board

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

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

Thursday, June 8, 2017

4:45 PM

Library Board Room

1. Call to Order

Others Present: Bradbury Miller Associates: Dan Bradbury, Jobeth Bradbury, and Karen Miller; Fox 6 news Investigative Reporter Bryan Polcyn and photographer Adam Hansen; Interim Library Director J. Klima, Head of Operations J. LaPaz, Technical Services Manager C. Peil, Head of Program Development & Community Engagement K. Hall, Information Services Manager A. Welch, Children's Services Manager K. Pinkner, Circulation Supervisor T. Lyons, and Special Projects Coordinator J. Quinlan

Board President Kasprovicz called the meeting to order at 4:45 p.m.

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

Absent 1 - Sura

2. Public Comments

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#17-0926](#) Approval of the minutes for May 11, 2017

Trustee Lombardi moved to approve the Library Board minutes for May 11, 2017 as presented. Trustee Spelius seconded, motion carried unanimously.

4. Correspondence

A. [ID#17-0928](#) Correspondence

The Board packets included a Waukesha Freeman article highlighting the Library's Donuts & Documentaries film featuring Leonardo da Vinci. The Freeman reported on an author visit from Michael Kula who came to the Library to speak about his recent novel, The Good Doctor. The Freeman also reported on the Library's book return and sorting function. The Library received positive comments on the Children's Launchpads and on help received from Reference Librarian Carley. A thank you note from the YMCA and a Save the Date for the annual Trustee Dinner on September 27 were also included in the Board packets.

5. Bills

A. [ID#17-0930](#) Approval of the bills for June 2017

Interim Director Klima reported that the bill list for the month included payment to Bibliotheca for the service contract for the RFID staff stations and security gates; the contract includes software updates and hardware coverage. Payment of \$5,000 to Bradbury Miller Associates for a retainer fee and \$5,633 for HVAC repairs in addition to book and other material purchases rounded out the bills. Trustee Kasprovicz inquired about the Demco bill for \$2,365. Technical Services Manager Peil replied that strong box cases protect DVDs and CDs so they can be placed into the book return.

Trustee Spelius moved to approve the June 2017 bills for \$94,972.45 and write offs of \$3,488.00. Trustee Probst seconded, motion carried with a unanimous roll call vote.

Aye: 10 - Deatrack, Fowle, Kasprovicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Probst, Riebel and Helgestad

Absent: 1 - Sura

6. Financial Reports**A. [ID#17-0931](#) Approval of the financial report for June 2017**

Interim Director Klima reported that the Library is on track with revenue income from fines, lost and damaged items, and printouts. The Library shifted \$20,000 from the personnel account to cover consulting costs associated with the director search. The Library continues to monitor the building maintenance budget, which has 23% remaining for the year.

Trustee Probst moved to approve the financial reports for June 2017 as presented. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.

Aye: 10 - Deatrack, Fowle, Kasprovicz, Lombardi, Spelius, Kevin Guilfooy, Ryan, Probst, Riebel and Helgestad

Absent: 1 - Sura

8. New Business

A. [ID#17-0932](#) Library Board Education - presentation/department tour by Carolyn Peil, Technical Services Manager

Interim Director Klima told the group that the Technical Services Department is the heart of the Library and it is a piece that you don't normally get to see, the place where orders are received, cataloged and processed. Technical Services Manager Peil welcomed everyone and explained the acquisition process of placing orders and receiving shipments. Acquisitions sorts the materials and places them onto shelves. Three catalogers then take batches to catalog and assign a call # and Dewey decimal # to, sort and flag them for holds as well as new, high-interest items. Library Assistants RFID tag, barcode and enter everything into the computer, including 4,600 periodicals. Page/Shelvers finish the process, repackaging all audiovisual items and placing book jackets and labels on books before the items are put into circulation. In addition to new items added to the collection, staff purge more than 20,000 items each year. Technical Services Manager Peil showed the group the disc repair machine. She explained that the disc repair machine is used each day to clean more than 1,300 discs every year. This extends the life of the discs and saves on replacement costs. The Library Board thanked Ms. Peil for her presentation.

B. [ID#17-0933](#) Discussion/action regarding Library Director recruitment (Human Resources Committee)

Human Resources Committee Chair Riebel reported that the HR Committee met with the consultants from Bradbury Miller Associates just prior to the Library Board meeting. The Committee came to an agreement on the timeline. They also discussed key attributes for the new director, the marketing plan and announcement.

C. [ID#17-0934](#) Introductions - Bradbury Miller Associates

Dan and Jobeth Bradbury and Karen Miller introduced themselves to the Library Board. Mr. Bradbury said that they are happy to be working with Waukesha Public Library on their director search.

Mr. Bradbury said that during the Human Resources Committee meeting, they condensed the timeline and Bradbury Miller will send out a revised schedule to the Library Board. He reminded the Library Board members to complete the online survey and said that they would be taking nominations or suggestions for people they believe would be a good fit for the library director position.

D. [ID#17-0935](#) Structure for the Library Director search and roles of principals and Human Resources Committee

Jobeth Bradbury remarked that it was great to be back in Waukesha. Their firm will have four onsite visits during the search process. They have met with the management team and have scheduled meetings with staff and the Friends of the Library group. The Human Resources Committee will meet next week to approve the job ad. The ad closes on August 6. Applicants will be asked to submit a cover letter and resume, along with a questionnaire. Bradbury Miller will make all of these documents available to the Human Resources Committee for their review. On August 17, the Human Resources Committee will meet to winnow the list of candidates and on August 28-29, interviews with the semi-finalists will be conducted via Skype. Final candidates will interview on September 14-15. Bradbury Miller anticipates that there will be at least 25 qualified applicants. Their firm conducts thorough background checks. If the process goes well, the new library director should be on board the first part of November. Jobeth Bradbury said that they expect 60-70% of the candidates to be regional even with a national search. There will be an opportunity for the Human Resources Committee and full Board to provide feedback during the process. They will compile notes on the sessions with the staff and the Friends group and give a summary report to the Library Board. They will also provide an update to the Human Resources Committee every two weeks. She thanked the Board very much for the opportunity. (Dan & Jobeth Bradbury and Karen Miller left at 5:15 p.m.)

E. [ID#17-0936](#) Tentative timeline/schedule

F. [ID#17-0937](#) Identification of key attributes/qualifications desired in new Library Director

G. [ID#17-0938](#) Library Director job description

H. [ID#17-0939](#) Marketing plan/job advertisement/announcement

I. [ID#17-0940](#) Purpose and general feedback from staff and other stakeholder meetings

J. [ID#17-0941](#) Confidentiality of applications

K. [ID#17-0942](#) Any additional items regarding recruitment process

Trustee Guilfooy moved to approve the recommendations of the Human Resources Committee including the revised timeline, process and structure. Trustee Probst seconded, motion carried unanimously.

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#17-0943](#) Administrative and Staff reports - Interim Director John Klima will provide an update on Library activities and answer any questions

Interim Director Klima highlighted a portion of his report regarding the Community Librarian Liaison position. He explained that the person in this position would be a Library/City employee and that the Library would share this position with the School District of Waukesha. He said that he believed that this is a worthwhile venture and he has spoken with the City Administrator regarding funding for this position. The School District is waiting on the state budget before moving forward with this three-year commitment. The current proposal calls for the City to pay for the salary and the Library to pay for the benefit package. Interim Director Klima believes that this is a valuable position that will continue the cooperation between the two entities. The person in this position will also promote and share resources between the Library and the schools District. It will also be a great way to promote library programs throughout the schools.

There is a contest in Children's Services to name the new 3D printer. Children in 7th grade and younger can submit their designs online before they are printed. It is connected to an iMac computer, which gives the Library another options for patrons who like to use Apple products. Children's Manager Pinkner said that the naming contest is fun way to get kids involved. They can submit one print request each week per the policy. Items are generally small like game pieces, key chains, etc.

Head of Program Development and Community Engagement Hall was pleased to announce that the Library has received a \$16,000 NEA (National Endowment for the Arts) grant for Waukesha Reads. They are in the process of planning some exciting programs centered on the book True Grit by Charles Portis. The Library has received NEA funding for 9 years. The Library also received funds from the Friends of the Library and a grant from the Waukesha Rotary Club. A grant is pending from the We Energies Foundation.

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

Interim Director Klima said that the System Board discussed the implications of the federal budget, in particular IMLS (Institute of Museum and Library Services) funding. The budget as written would remove LSTA (Library Services and Technology Act) grants; the System uses LSTA grants to fund small programs and initiatives. WISCAT (Wisconsin's resource sharing platform) funding, which includes interlibrary loan would go away.

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 the Friends approved funding for Teen Zone furniture up to \$15,000. The previous Culver's fundraiser netted \$268.00. The Friends raised \$3,000 from the Mystery Mingle fundraiser. Other news: The Friends have updated their by-laws; the Spelling Bee is tonight; the Friends are looking for volunteers for Buchnerfest on June 10; and Waukesha Reads Dinner and a Movie is Sunday, October 29.

E. Communications to the Common Council

Trustee and Alderman Erik Helgestad will report on the director search for the Council.

Trustee Elaine Spelius announced her resignation from the Library Board. She said that it had been a privilege to serve and an honor to be a part of the Library Board. She thanked Trustee Lombardi for appointing her. Ms. Spelius wished the Library continued success.

10. Adjournment

Absent any objections, the meeting adjourned at 5:30 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.