



City of Waukesha

Meeting Minutes - Final

Library Board

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Thursday, July 13, 2017

4:45 PM

Library Board Room

1. Call to Order

Interim Library Director J. Klima, Technical Services Manager C. Peil, Head of Program Development & Community Engagement K. Hall, Information Services Manager A. Welch, Children's Services Manager K. Pinkner, and Special Projects Coordinator J. Quinlan

Board President Kasprovicz called the meeting to order at 4:46 p.m.

Present 6 - Deatrick, Kasprovicz, Lombardi, Ryan, Sura, and Helgestad

Absent 3 - Fowle, Probst, and Riebel

A. [ID#17-1039](#) Annual meeting and election of officers

Board President Kasprovicz read the slate of officers: Jeff Fowle for Secretary, Amy Riebel for Vice-President and Paul Kasprovicz for President. No other nominations were brought forth. The Library Board approved the slate of officers by consensus.

B. [ID#17-1061](#) Committee assignments

Library Board President Kasprovicz asked the Board Trustees to return their Committee assignment requests to him.

2. Public Comments

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#17-1040](#) Approval of the minutes for June 8, 2017

Trustee Deatrick moved to approve the Library Board minutes for June 8, 2017 with two small corrections. Trustee Lombardi seconded, motion carried unanimously.

4. Correspondence

A. [ID#17-1041](#) Correspondence

The Board packets included a Waukesha Freeman article on the Library's search for its new Director. Board President Kasproicz provided an update from Bradbury Miller: to date, they have received 15 applications; they are contacting 13 nominees to see if those nominated are interested in applying, and they expect to receive 20+ qualified applications. The drop box is not yet available for the Search Committee to access. Bradbury Miller will provide another update in a couple of weeks. The Waukesha Freeman highlighted pictures of the Overdrive Bus visit to the Library. Articles showcasing Monday Night Movies and the very successful Dia de los Niños program were also included. Bridges Library System Marketing Coordinator Jill Fuller wrote a Waukesha Freeman piece on the Summer Reading Program – Build a Better World. Representative Scott Allen sent a note congratulating the Library on receiving another NEA Big Read grant. A Waukesha Freeman article stated that library directors in Waukesha County would be receiving training on administering Narcan in event of an opiate overdose. Interim Director Klima said that the library director's APL meeting would be an informational session only and it would be up to individual libraries if they would like training in administering the Narcan. He added, that based on recommendations from the Waukesha Police and Fire Departments, Waukesha Public Library would not be participating in the training. Board President Kasproicz said that it was his understanding that there can be a number of problems after the drug has been administered. Trustee Helgestad confirmed that on a recent ride-a-long with the Police Department that the incidents are on the rise and the side effects from administering Narcan are real. He noted that this is not just a Waukesha community problem; it is nationwide.

5. Bills**A. [ID#17-1042](#) Approval of the bills for July 2017**

Interim Director Klima reported that the bill list for the month was typical. A payment for \$1,200 to Library Computer Technology was the renewal for data charges for ten hotspots. This includes unlimited data for the ten devices. Because of their popularity, he is looking at ordering additional devices. He commented that the electric bill is higher in the summer months. Additional bills of interest included payment for boardroom guest chairs and a down payment for the public art mobile. A prototype of the mobile was on display for the Board to view.

Trustee Deatrick moved to approve the July 2017 bills for \$83,283.48 and write offs of \$4,653.00. Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 6 - Deatrick, Kasproicz, Lombardi, Ryan, Sura and Helgestad

Absent: 3 - Fowle, Probst and Riebel

6. Financial Reports**A. [ID#17-1043](#) Approval of the financial report for July 2017**

Interim Director Klima reported that the Library is on track with spending and revenue income.

Trustee Sura moved to approve the financial reports for July 2017 as presented. Trustee Helgestad seconded, motion carried with a unanimous roll call vote.

Aye: 6 - Deatrick, Kasproicz, Lombardi, Ryan, Sura and Helgestad

Absent: 3 - Fowle, Probst and Riebel

7. Old Business

8. New Business

A. [ID#17-1044](#) Library Board Education - presentation by Amy Welch, Information Services Manager

As part of the ongoing Library Board education, Information Services Manager Amy Welch gave a brief background of her Waukesha Public Library career. She has worked in several departments since joining the staff in 2005. During her tenure here, she completed her Master's Degree in Library and Information Science. Last September, she transitioned from the Teen Librarian to the Manager of Information Services. She is an avid gamer and an artist and loves horror. Manager Welch outlined her role and responsibilities in a PowerPoint presentation. In addition to training and supervising the work of 12 professional Librarians and support staff, she oversees the departmental budget, collection development, some of the adult programming, the Teen Librarian, tours, the Library's social media accounts, and reference desk. She raved about the talented staff members that work in her department. She also serves as backup reference for the Bridges Library System. She showed some fun pictures of programs and her and her staff during Halloween (her favorite holiday). She distributed the latest edition of the Zine magazine put together by the Teens Anime and Manga Club. The Board thanked Amy for her presentation.

B. [ID#17-1045](#) Report on American Library Association - Interim Director John Klima

In addition to his written report, Interim Director Klima reported on his attendance at the annual American Library Association Conference. He said that he had the opportunity to meet with a number of vendors, including representatives from mk Solutions. He discussed with them the difficulties that the Library has experienced with the book return system. The company has made some personnel changes and there is a new US-based project manager. The company plans to update the procedures in which help desk tickets are resolved to improve response times. mk Solutions recently installed a software update, which has resolved many of the issues the Library was experiencing. Interim Director Klima reported that he also met with the vendor from Playaway. In addition to Playaway devices, the company sells Launchpads, (a 7" tablet loaded with educational games). The Library has been experiencing technical problems with the tablets not retaining their charges. The company is really good about replacing the defective Launchpads. Children's Services Manager Pinkner said that the Launchpads are very popular; Library patrons check them out regularly. The Playaway representative will be here on July 18 to demo the products for the public. Interim Director Klima also reported that he met with representatives from Gale Cengage Learning and they spoke to him about how participating libraries are hosting graduation parties for those completing their Gale courses. He said that Bridges Library System is not able to track how many Waukesha patrons have completed the classes, but Gale is willing to assist libraries with marketing and promotions. He also met with TBS (Today's Business Solutions, Inc.), the Library's computer reservations and print management vendor. They will have a new software update and a new document scanner that will feed documents through flat. Many vendors give away free items and he received a free deck of Magic the Gathering cards from Wizards of the Coast. During the Public Library Association breakfast, he had the opportunity to sit next to the woman who formally ran United for Libraries, a combined advocacy group for Library Trustees & Friends groups. There is a lot of good information on their website. Interim Director Klima said that he also had an opportunity to see former Library Director Grant Lynch and his new boss. He is doing well, working 12 hour days while learning his job.

C. [ID#17-1046](#) Discussion/action regarding resolution - Trustee Elaine Spelius

Board President Kasprovicz commented that the Library Board would like to award former Library Board Trustee Elaine Spelius with a resolution honoring her longtime service to the Board. The Library Board approved the resolution by consensus. Trustee Lombardi asked to have the date added to the resolution.

D. [ID#17-1047](#) Discussion/action regarding public art acquisition - contract with Tom Rauschke

The Public Art Committee worked diligently to obtain private funding to purchase the Sandhill Crane mobile for the Library. The artist left a small model of the artwork for the Library Board to view. It will take a year for the artist to fabricate the hand carved wooden mobile. The contract is for \$10,000, which will be paid in three installments.

Trustee Deatrick moved to approve the public art contract with artist Tom Rauschke for \$10,000. Trustee Lombardi seconded, motion carried unanimously.

E. [ID#17-1048](#) Discussion/action regarding Library's 5-year CIP requests

Interim Director Klima explained that the City asked departments to submit their 5-year CIP requests by Tuesday, July 11. The City has been moving towards the 5-year plan to ensure more consistent funding for ongoing equipment replacement and long-term departmental needs. For example, the Library will submit smaller amounts of capital requests for furniture throughout the five-year program. He said that the Library's technology budget has remained the same over the last five years. The Library is in the process of spending \$70,000 to replace some of the public furniture in the building; this includes soft seating, chairs for the community meeting room, and new lobby benches. Additional sorter bins for the book return system are in the plan for 2019. He explained that the more bins available for sorting, the more efficient the system will work. Replacement shelving is another item that is in the budget beginning in 2018. In particular, the Library would like to replace the AV shelving with something that is more user friendly.

Major capital projects include completing the stair repairs on the west side of the building, ongoing exterior repairs, including roofing, as well as the Carnegie and Library renovations. Interim Director Klima said that there might be a possibility to complete the stair repairs with this year's budget, but he wanted to include the request in the CIP budget. The budget numbers for the renovation of the Library and Carnegie are from 2013 and would need to be updated if those projects get approved for 2020.

F. [ID#17-1049](#) Preliminary discussion regarding FY2017 operating budget

Interim Director Klima reported that the City has requested that City departments submit a conservative operating budget in line with previous years, with no more than a 1-2% increase. New personnel requests are due on Monday. The deadline for the operating budget is August 11. Next week is an informational training session on inputting the budget into the Munis financial system.

G. [ID#17-1050](#) A motion may be made to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility.**1. Discussion/action regarding extension of pay differential for temporary out-of-class assignment**

Trustee Helgestad moved to convene in closed session pursuant to Wisconsin statutes Sec. 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. Trustee Sura seconded, motion carried with a unanimous roll call vote. (5:55 PM J. Klima, K. Hall, K. Pinkner, C. Peil, A. Welch, and J. Quinlan left)

Aye: 6 - Deatrick, Kasproicz, Lombardi, Ryan, Sura and Helgestad

Absent: 3 - Fowle, Probst and Riebel

- H. [ID#17-1051](#) Following closed session a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.
- Trustee Lombardi moved to reconvene in open session pursuant to Wisconsin statutes sec. 19.85(2) for possible additional discussion and/or action concerning any issues discussed in closed session. Trustee Sura seconded, motion carried unanimously. (6:00 PM J. Klima, K. Pinkner, C. Peil, A. Welch, and J. Quinlan returned)
- I. [ID#17-1052](#) Discussion/action regarding matters discussed in closed session.
- Trustee Deatrick moved to approve the extension of the pay differential for the Interim Director until the start date for the new Library Director. Trustee Helgestad seconded, motion carried with a unanimous roll call vote.
- Aye: 6 - Deatrick, Kasproicz, Lombardi, Ryan, Sura and Helgestad
- Absent: 3 - Fowle, Probst and Riebel

9. Reports

A. Library Board Committees: Building, Executive, Finance, Human Resources, Planning and Policy, Public Art, Ad hoc Fund Development

There were no other Committee reports. (Trustee Lombardi left at 6:01 PM)

B. Director's Report: Interim Director John Klima will provide a status update on Library activities and answer any questions

[ID#17-1065](#) Administrative & Staff reports for July 13, 2017

Interim Director Klima highlighted the Summer Reading Club participation, reporting that 3,363 children have registered for the program. This number places 2017 in the top ten for registrations, with 1994 being the highest at 3,669. Three hundred twenty-one teens and 193 adults have registered for those respective reading programs. Patrons can register until August 4. Interim Director Klima reported that he made the decision to close the Library on Wednesday after problems with the transformer left the Library with a partial power outage. There was not enough power to keep the computers at full capacity. There were also issues with the elevator; HVAC system and book return system. Once the book return system was up and running, it ran non-stop without any incident. Interim Director Klima praised Custodian Bruce Hansen who worked all day with vendors and the electrician to get all systems up and running.

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

Interim Director Klima said that the System Board is moving into their budget process. Funding for programs and databases supported by Bridges is being shifted to the libraries. Beginning in 2018, the funding formula will be based on the service population as opposed to the municipal population. The Waukesha County Fair starts next week and Bridges is looking for volunteers to staff their booth.

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 meet on Monday July 17.

E. Communications to the Common Council

Trustee and Alderman Erik Helgestad will provide a short report for the Council.

10. Adjournment

Absent any objections, the meeting adjourned at 6:10 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.