



City of Waukesha

Meeting Minutes - Final

Library Board

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Thursday, August 10, 2017

4:45 PM

Library Board Room

1. Call to Order

Trustees Absent: K. Guilfooy

Others Present: Former Library Board Trustee A. Reiland, Waukesha Freeman reporter Hannah Weikel, Interim Library Director J. Klima, Technical Services Manager C. Peil, Head of Program Development & Community Engagement K. Hall, Circulation Supervisor T. Lyons, Information Services Manager A. Welch, Children's Services Manager K. Pinkner, Children's Library Associates Jason Penckofer and Michele Gagner, and Special Projects Coordinator J. Quinlan

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

Present 9 - Deatrick, Fowle, Kasprovicz, Lombardi, Ryan, Sura, Riebel, Helgestad, and Ammerman

A. [ID#17-1207](#) Welcome to new Library Board Trustee - Sandra Ammerman

Board President Kasprovicz welcomed new Library Board Trustee Sandra Ammerman to the Library Board. She provided the Board with her credentials. Her background is in accounting. She has lived in Waukesha for 26 years. She and her family are avid Waukesha Public Library users. She has been the Associate Director of ERAs Senior Network, formerly known as Interfaith for twelve years. She served on the Friends Board for five years and is happy to be back working with the Library. Library Board members and staff members introduced themselves.

Trustee Probst announced that this would be her last Library Board meeting. She is relocating to Sheboygan Falls in a few weeks.

2. Public Comments

Since he was unable to attend the April Library Board meeting, former Trustee Andy Reiland came back to say hello to everyone and thank them for their support over the years. Being a member of the Library Board was one of his favorite assignments as an Alderman.

3. Approval of Meeting Minutes

A. [ID#17-1185](#) Approval of the minutes for July 13, 2017

Trustee Helgestad moved to approve the Library Board minutes for July 13, 2017 as presented. Trustee Probst seconded, motion carried unanimously.

4. Correspondence

A. [ID#17-1186](#) Correspondence

The Board packets included Waukesha Freeman articles on the Library Director search, the promotion of the Playaway collection and Launchpads, and updates provided at this meeting on the book sorting system. There was also a Milwaukee Journal Sentinel article on libraries learning about the opioid epidemic and the possibility of libraries administering the overdose antidote, Narcan. Board President Kasprovicz reported that the job announcement for the Library Director position closed on August 6 and that the Dropbox is available for the selection committee to access. The Human Resources Committee meets with Bradbury Miller next Thursday in closed session to narrow the field of candidates.

5. Bills

A. [ID#17-1187](#) Approval of the bills for August 2017

Interim Director Klima reported that this was a standard month for bills; there were no large purchases, mainly books and materials. He said that the Library's electric bill always gives him sticker shock.

Trustee Probst moved to approve the August 2017 bills for \$57,291.59 and write offs of \$4,590.00. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.

Aye: 10 - Deatrick, Fowle, Kasprovicz, Lombardi, Ryan, Probst, Sura, Riebel, Helgestad and Ammerman

6. Financial Reports

A. [ID#17-1188](#) Approval of the financial report for August 2017

Interim Director Klima reported that the Library is on track with spending; fine revenue income is down \$8,000, but printout revenue is up. Expenses are on pace for the year. Trustee Deatrick inquired on when the Library receives revenue payments. Interim Director Klima said that revenue payments are receipted at different times.

(Trustee Probst left at 5:00 p.m.)

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

Aye: 10 - Deatrick, Fowle, Kasprovicz, Lombardi, Ryan, Probst, Sura, Riebel, Helgestad and Ammerman

7. New Business

A. [ID#17-1189](#) Library Board Education - Presentation by Kerry Pinkner, Children's Services Manager

Children's Manager Kerry Pinkner thanked the Board for the opportunity to share what they do in their department. She introduced Library Associates Jason Penckofer and Michele Gagner. In her PowerPoint presentation, she outlined many of the services and programs that Children's Services offers to the community: literacy offerings, including 1,000 Books before Kindergarten, an early literacy station, education for early childcare providers and parents, ABC, 123 Alphabet Square, Appy hour for parents, and storytimes for babies & toddlers; school-age activities, including book discussions, game days, family fun days, chess club, LEGO Club, Pokemon Club, and LEGO Mindstorms robotics; the Children's Department also offers a S.T.E.A.M. Discovery Center and a new Coding Club. In addition to all of this, they do tours and programs for daycares, preschools, and homeschoolers. Children's Manager Pinkner said that the 2017 Summer Reading Club was very successful with 3,516 registering for the program (in the top ten), with over 22,000 hours read. The Children's Department also collaborates with many organizations and provides outreach to underserved areas of the community. They work closely with the City's Park and Recreation Department for programs, including the kickoff for the Summer Reading Club and JanBoree. Each March, the Children's Department hosts an art reception in conjunction with the School District of Waukesha. She mentioned that the School Librarian liaison would provide better resources for students. Ms. Pinkner said that the goal of the Children's Department is to keep parents and kids inspired and engaged. The new 3D Printer, now called 3DPO, was named in a contest. She shared a note from a young customer about why they do what they do....

Library Associate Jason Penckofer demonstrated the new Ozobots, little robots that uses codes to navigate. The kids write the codes on a piece of paper with special colored markers. The codes direct the little robots to maneuver along the lines, reverse, or go in circles. The code also directs the speed of the robot. They currently have 18 Ozobots, which are part of the new coding club. He added that this is a wonderful learning tool. The Board thanked Jason and Kerry for their presentation.

B. [ID#17-1190](#) Discussion/action regarding Policy B-4, Materials for Posting or Distribution

Interim Director Klima said that the change in this policy deletes the reference to the Waukesha Federated Library System and replaces it with Bridges.

Trustee Lombardi moved to approve Policy B-4, Materials for Posting or Distribution as presented. Trustee Riebel seconded, motion carried unanimously.

C. [ID#17-1191](#) Discussion/action regarding Library Policy C-1, Eligibility for Card

Interim Director Klima explained that SRLAAW directed the change in the card expiration from three years to eighteen months to standardize expirations across the state. It is related to out of county payments and provides a more accurate picture of cardholders' taxing districts.

Trustee Sura moved to approve the change in Policy C-1, Eligibility for Card as presented. Trustee Helgestad seconded, motion carried unanimously.

- D. [ID#17-1192](#) Discussion/action regarding Policy C-2, Library Card Procedures
- Interim Director Klima explained that the change to this policy is identical to the previous, with a change in the expiration date of a patron's library card.*
- Trustee Sura moved to approve Policy C-2, Library Card Procedures as presented. Trustee Helgestad seconded, motion carried unanimously.**
- E. [ID#17-1193](#) Discussion/action regarding Library Policy C-6, Fees, Charges and Fines
- Interim Director Klima explained that the change to this policy also refers to a library card's expiration date.*
- Trustee Sura moved to approve the change to Policy C-6, Fees, Charges, and Fines as presented. Trustee Lombardi seconded, motion carried unanimously.**
- F. [ID#17-1194](#) Discussion/action regarding Waukesha County library standards certification
- Interim Director Klima reported the standards certification is being adopted in Waukesha County as part of the exemption from the county library levy. As long as the municipality's tax rate for library services is equal to or above the rate of the county tax and the library meets or exceeds the Waukesha County standards, libraries can exempt themselves from paying the county library tax. The Library meets all of the current standards and must have in place three additional standards by September 2018. This includes completing a strategic plan, which the new Library Director will have an opportunity to formulate.*
- Trustee Sura moved to approve the standards certification as part of the county library levy exemption. Trustee Riebel seconded, motion carried unanimously.**
- G. [ID#17-1195](#) Discussion/action regarding FY2018 operating budget (Finance Committee)
- Board President said that the Finance Committee met prior to the Library Board and unanimously recommended approval of the 2018 operating budget request. The budget includes a 2% cost of living increase for all employees, with an overall increase of 3.19%. Personnel requests include a Children's Librarian who would be a liaison with the School District (salary funded by the School District and the Library paying the benefit package); one ten-hour Page/Shelver in Technical Services; and merging two 20-hour Library Assistant positions into a full-time position. Other notable changes include \$10,000 for Children's materials and a small increase in the Technical Services supply budget. Assistant Director Klima said that the budget is due tomorrow and that he will meet with the City Administrator and the Finance Director next Thursday to review the Library's requests.*
- Trustee Lombardi moved to approve the Library's 2018 operating budget as presented. Trustee Sura seconded, motion carried with a unanimous roll call vote.**
- Aye:** 10 - Deatrick, Fowle, Kasprovicz, Lombardi, Ryan, Probst, Sura, Riebel, Helgestad and Ammerman

8. Reports

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

The Finance Committee met and the Human Resources Committee has a meeting schedule for next Thursday. The Committee will look at the pool of candidates and narrow down the field for first interviews; applicant names will not be published until the final candidates are selected. Board President Kasproicz confirmed that he is the point of contact for any media inquiries. He also mentioned that the Library Board would need to find a replacement due to Laurie Probst's departure. This person is a County appointee from a True Non-resident community. There were no other Committee reports.

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

A. [ID#17-1196](#) Administrative and staff reports for August 10, 2017

Interim Director Klima discussed the partial power outage that affected the Library on July 12. Once the power came back on, the book return worked non-stop day and night without any issues. Both the APL and Bridges meetings covered similar topics, including the Bridges budget, additional funds for Overdrive and the Polaris migration.

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

Trustee Sura said that the System Board is discussed their budget.

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 met on July 17. The Friends are looking into hosting a wine festival fundraiser. They are also considering an arts and crafts fundraiser. Several members of the Friends of Parks and Recreation attended the meeting and asked for guidance on growing their membership. There is a fundraiser at Oscar's on Tuesday, August 8, but a voucher is necessary for the Friends to get credit. The Friends are co-hosting the final Tribute Tuesday concert, which is also the Waukesha Reads kickoff event.

E. Communications to the Common Council

Trustee and Alderman Erik Helgestad will report on the Summer Reading Club numbers.

9. Adjournment

Absent any objections, the meeting adjourned at 5:42 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.