



City of Waukesha

Meeting Minutes - Final

Library Board

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Thursday, October 12, 2017

4:45 PM

Library Board Room

1. Call to Order

Others Present: Trustee K. Guilfooy, Alderman Dean Lemke, Interim Library Director J. Klima, Technical Services Manager C. Peil, Head of Program Development & Community Engagement K. Hall, Head of Operations J. LaPaz, 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 4:45 p.m.

Present 7 - Fowle, Kasprovicz, Lombardi, Ryan, Sura, Helgestad, and Ammerman

Absent 2 - Deatrick, and Riebel

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#17-1513](#) Approval of the minutes for September 14, 2017

Trustee Lombardi moved to approve the Library Board minutes for September 14, 2017. Trustee Helgestad seconded, motion carried unanimously.

4. Correspondence

A. [ID#17-1514](#) Correspondence for October 12, 2017 meeting

The Board packets included a couple of articles announcing the new Library Director, numerous articles on Waukesha Reads events, and banned book week.

5. Bills

A. [ID#17-1515](#) Approval of the bills for October 2017

Interim Director Klima reported that there was nothing out of the ordinary in regards to the monthly bills. The bill list included an invoice for the final payment of \$15,000.00 to Bradbury Miller Associates, payment of \$21,000 from the CIP budget for the community room chairs and payment of \$2,500 to Harper Collins for the final payment to Mike Earp, the Waukesha Reads keynote speaker. Board President Kasproicz questioned the \$6,000 payment for roof repairs. Head of Operations Jim LaPaz explained that the budgeted amount was \$20,000, but the bid came in much lower.

Trustee Helgestad moved to approve the October 2017 bills for \$99,356.80 and write offs of \$3,243.00. Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 7 - Fowle, Kasproicz, Lombardi, Ryan, Sura, Helgestad and Ammerman

Absent: 2 - Deatrick and Riebel

6. Financial Reports**A. [ID#17-1516](#) Approval of the financial reports for October 2017**

Interim Director Klima reported that the financial reports look really good. A meeting to discuss the remaining funds in the collection budget is scheduled for Tuesday next week. At this point in the year, the Library has spent 70-75% of its budget. Fine revenue is anticipated to come in short of the 2017 projections. (K. Hall left at 5:05 p.m.) Board President Kasproicz inquired if funds would be set aside for the concrete work. Interim Director Klima replied that \$25,000 was originally budgeted in CIP and that approximately \$30,000 would be needed to complete the repairs. The work is not slated to begin until this coming spring.

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

Aye: 7 - Fowle, Kasproicz, Lombardi, Ryan, Sura, Helgestad and Ammerman

Absent: 2 - Deatrick and Riebel

7. Old Business

A. [LC17-0578](#) Update on FY2018 CIP budget and FY2018 operating budget

Interim Director Klima reported that the City's 2018 CIP budget was approved. The Library portion of the CIP budget includes \$10,000 for roof repairs, \$25,000 for furniture, \$25,000 for shelving and \$45,000 for the Library's technology budget. Interim Director Klima said that during the review process, the Library's operating budget request was within the constraints set by the City and that the City Finance Committee had some clarifying questions regarding the Library's operating budget. The City Finance Committee will be reviewing the City's operating budget at their next meeting on November 1. The budget is slated to be adopted on November 7. Both the City Administrator and City Finance Director clarified that the City Council does not have any say in how the Library funds are spent; per Chapter 43, the Library Board has this control. Trustee Helgestad commented that Interim Director Klima did a good job in presenting the Library's budget. He noted that there were some questions on the Waukesha School Librarian liaison. Interim Director Klima said that there is not a definitive start date for this position as the School District has not finalized their budget, but he anticipates that it would not be until after the first of the year. This would be a three year commitment between the Waukesha School District and the Library.

8. New Business

A. [ID#17-1518](#) Library Board Education - presentation by Kori Hall, head of Program Development & Community Engagement

Head of Program Development & Community Development Kori Hall shared with the Library Board her background; she earned a degree in journalism and worked in marketing before returning to school to obtain her Master's degree in Library and Information Science. Her current position (Head of Program Development & Community Development) is only a year old. Both Amy (Information Services Manager) and Sue (Marketing) work under her. Her new responsibilities include relationship building with partners in the community, speaking with groups, answering questions and getting feedback from the public, meeting the requirements of the special needs community and adult programming. She said that adult programming has become a major focus over the last five years; the Library has developed a core group of programs. She is responsible for developing positive publicity, content for the website, social media, newsletters, press releases and answering media questions. She is also responsible for the Waukesha Reads grant writing, managing the budget, working with committees, developing the programs, marketing, and working with the sponsors. She puts together and edits the Waukesha Public Library and Waukesha Reads newsletters. Upcoming Waukesha Reads events include scholar panels, an Oneida storyteller, a logging program and the keynote speaker Mike Earp, a descendent of Wyatt Earp. Interim Director Klima added that the 1969 John Wayne version of True Grit will be shown on Sunday, October 29. Her presentation included photos of her staff and one of Alderman Helgestad at the John Wayne Birthplace Museum in his True Grit t-shirt. The Board thanks Ms. Hall for her presentation.

- B.** [ID#17-1521](#) Discussion/action regarding transfer of funds from the operating payroll budget fund to fund 420 (5124.68190) to pay for outside stairway repair
- Interim Director Klima explained that he is requesting that the Library Board approve the transfer of funds from the operating payroll budget to the CIP budget to cover the remaining balance of stair repair costs. He will need to send this to the City Finance Committee for approval as a resolution at their November meeting. The funds would be held until spring when the project would be completed. Trustee Helgestad inquired if the City Council would need to approve this. Interim director Klima replied that per City Finance Director told him that the resolution is a formality so Finance has a record of the transaction.*
- Trustee Kasproicz moved to approve the transfer of funds from the operating payroll budget to the CIP budget to pay for the remaining costs associated with the outside stairway repair. Trustee Sura seconded, motion carried with a unanimous roll call vote.**

Aye: 7 - Fowle, Kasproicz, Lombardi, Ryan, Sura, Helgestad and Ammerman

Absent: 2 - Deatrick and Riebel

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 to discuss hiring the new Library Director. Board President Kasproicz said that the new Library Director Bruce Gay is very thoughtful and is a good fit for the Library. He suggested having a meet and greet prior to his start date. 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#17-1522](#) Administrative and Staff reports for October 12, 2017

Interim Director Klima reported that next month the Library Board will be reviewing the contracts that WPL has with the Bridges Library System. The City is in the process of moving forward with its pay for performance program; the Library Heads met to discuss core competencies for the department and will need to have the individual position competencies to the City some time in December. The Library Board will most likely approve these at their December meeting. Board President Kasproicz said that the Library Board is seeking a new Board member who would be appointed by the County Executive and approved by the County Board.

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

Trustee Sura said that the annual Trustee dinner was held at the Country Springs Hotel. Interim Director Klima said that the System meeting was short; bills were paid and reports given.

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

There was no report.

E. Communications to the Common Council

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

Trustee Lombardi thanked Mr. Klima for taking on the dual role during the search for the new Library Director. Head of Operations LaPaz added that he would like to recognize both Bruce Hansen and Pat Karl for stepping up while Jeff was on medical leave. Aside from filling in for Jeff, they did extra cleaning prior to the candidate's visits.

10. Adjournment

Absent any objections, the meeting adjourned at 5:25 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.