



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, January 11, 2018

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Head of Operations J. LaPaz, Head of Program Development & Community Engagement K. Hall, Information Services Manager A. Welch and Finance & Planning Analyst C. Braun

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

Present 7 - Deatrick, Kasprovicz, Ryan, Sura, Riebel, Ammerman, and Guilfooy

Absent 3 - Fowle, Lombardi, and Helgestad

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

[ID#18-0004](#) Approval of the minutes for December 14, 2017

Trustee Ryan moved to approve the Library Board minutes for December 14, 2017, Trustee Deatrick seconded, motion carried unanimously.

4. Correspondence

The Board packets included two Waukesha Freeman articles. One described Library Director Gay's first month on the job, while the second reported on the heating issues that led to the library closing in late December.

[ID#18-0006](#) Freeman Article 1-4-18

[ID#18-0019](#) Freeman Article 12-29-17

5. Bills

[ID#18-0007](#) Approval of Bills for 2017

Director Gay reported that the bill list included \$750 for standup desks, and advertising for Waukesha Reads for \$280. The monthly bill for accounts sent to collections was discussed—this service sees a 7-1 return on the investment.

Trustee Deatrick moved to approve the 2017 bills for \$37,652.47, Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 7 - Deatrick, Kasproicz, Ryan, Sura, Riebel, Ammerman and Guilfooy

Absent: 3 - Fowle, Lombardi and Helgestad

[ID#18-0016](#) Approval of Bills for 2018

Director Gay reported there were only a few 2018 bills that needed approval.

Trustee Deatrick moved to approve the 2018 bills for \$650.54, Trustee Guilfooy seconded, motion carried with a unanimous roll call vote.

Aye: 7 - Deatrick, Kasproicz, Ryan, Sura, Riebel, Ammerman and Guilfooy

Absent: 3 - Fowle, Lombardi and Helgestad

6. Financial Reports

[ID#18-0009](#) Approval of Financial Report for 2017

Director Gay reported that the financial report reflects 5% unspent or about \$179,966. This number will change once payroll is posted and payments made for staff computers. The library will carry funds over for continuing education. The Library Board questioned a formula on the distribution page and C. Braun assured them the total amount remaining was correct. They will receive an update in February. The 2018 financials were reviewed with no discussion.

Trustee Sura moved to approved the 2017 Financial Report, Trustee Guilfooy seconded, motion carried with a unanimous roll call vote.

Aye: 7 - Deatrick, Kasproicz, Ryan, Sura, Riebel, Ammerman and Guilfooy

Absent: 3 - Fowle, Lombardi and Helgestad

[ID#18-0010](#) Approval of Financial Report for 2018

Trustee Deatrick moved to approve the Financial Reports for January 2018 as presented, Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 7 - Deatrick, Kasproicz, Ryan, Sura, Riebel, Ammerman and Guilfooy

Absent: 3 - Fowle, Lombardi and Helgestad

7. Old Business

[LC18-0041](#)**Discussion and Action Regarding the Strategic Planning Process & Request for Proposal Draft**

Director Gay reported on how the Request for Proposal was developed and reviewed a proposed timeline. He proposed that the Library Board vote in March on awarding a contract to a consultant. He will bring the top proposals to Planning & Policy Committee in March and hopes to have the Library Board approve the Strategic Plan in November. Trustee Kasprovicz reported they will setup an Ad Hoc committee so all could be involved with the planning process.

Trustee Kasprovicz moved to approve the Request for Proposal for Strategic Planning Services with minor clean up adjustments and review by the city attorney, Trustee Sura seconded, motion carried unanimously.

8. New Business**9. Reports****A. Library Board Committees: Building, Executive, Finance, Human Resources, Planning and Policy, Public Art, Ad hoc Fund Development**

There were no Committee reports.

B. Director's Report: Director Bruce Gay will provide a status update on Library activities and answer any questions[ID#18-0040](#)**Director's Report: Director Bruce Gay will provide a status update on Library activities and answer any questions**

Director Gay reported Children's Services Manager K. Pinkner and he met with Dr. Gray from the Waukesha School District to move forward with filling the Community Librarian Liaison position. Bridges Library System submitted in-depth reference questions and A. Welch and her staff did a great job providing answers. Three staff have been selected to attend the Public Library Association national conference in Philadelphia in March. J. Klima & Library Technician II Erin Shephard have been working hard on the book drop which now can check in materials and turn on the security chip. Bridges Library system now has E-Commerce for the public to pay overdue and other charges online. The system allows payments when a customer has more than \$5.00 in fines. A 50-cent fee is charged. The NEA has selected Waukesha Public Library as the grantee of the month for March for our work on Waukesha Reads. We are looking at a possible new Library Board member as a County appointment.

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

Trustee R. Sura reported the Bridges Board recognized three outgoing board members and looked at year-end finance numbers.

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 will meet on Monday, January 15. The Read-a-Thon kickoff is January 13th. The Friends are working on the Mystery Mingle and a separate wine and beer tasting event. The Culvers fundraisers have been quite successful.

E. Communications to the Common Council

The Strategic Planning Process will be communicated to the Common Council.

10. Adjournment

Absent any objections, the meeting adjourned at 5:23 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.