



City of Waukesha

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Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
bgay@waukesha-wi.gov

Thursday, February 8, 2018

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Head of Operations J. LaPaz, Assistant Director J. Klima, Children's Manager K. Pinkner, and Finance & Planning Analyst C. Braun

Board President Kasprovicz called the meeting to order at 4:47 p.m.

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

Absent 1 - Riebel

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

[ID#18-0156](#) Approval of the minutes for January 11, 2018

Trustee Deatrick moved to approve the Library Board minutes for January 11, 2018, Trustee Sura seconded, motion carried unanimously.

4. Correspondence

The Board packets included a Waukesha Freeman article by Jill Fuller from Bridges Library System on how Waukesha and Jefferson County libraries are celebrating during the month of February on how libraries transform lives and communities.

[ID#18-0157](#) Freeman Article

5. Bills

[ID#18-0158](#) Approval of bills for 2017

Director Gay reported that the bill list for 2017 included HVAC repairs to Hennes for \$6738.61.

Trustee Lombardi moved to approve the 2017 bills for \$20,359.51, Trustee Guilfooy, seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Deatrick, Fowle, Kasprovicz, Lombardi, Ryan, Sura, Helgestad, Ammerman and Guilfooy

Absent: 1 - Riebel

[ID#18-0173](#) Approval of bills for 2018

Director Gay reported there are employee reimbursements for two attending the PLA conference in March, there are payments to Bridges Library System for CAFÉ cards, movie licensing fees, Gale online courses, Advantage program which is for additional E-Books and for jewel cases used by Technical Services to repackage CD's.

Trustee Ammerman moved to approve the 2018 bills for \$77,420.41, Trustee Guilfooy seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Deatrick, Fowle, Kasprovicz, Lombardi, Ryan, Sura, Helgestad, Ammerman and Guilfooy

Absent: 1 - Riebel

6. Financial Reports**[ID#18-0160](#)** Approval of Financial Report for 2017

Director Gay reported the 2018 financial report doesn't reflect personnel costs as they have not been posted otherwise it's early in the year and everything looks on target. The 2017 finances should be close to final but Finance usually has a few yearend entries to make after the audit.

Trustee Lombardi moved to approve the Financial Reports for January 2017 as presented, Trustee Guilfooy seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Deatrick, Fowle, Kasprovicz, Lombardi, Ryan, Sura, Helgestad, Ammerman and Guilfooy

Absent: 1 - Riebel

[ID#18-0161](#) Approval of Financial Report for 2018

Trustee Deatrick moved to approved the 2018 Financial Report, Trustee Sura seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Deatrick, Fowle, Kasprovicz, Lombardi, Ryan, Sura, Helgestad, Ammerman and Guilfooy

Absent: 1 - Riebel

7. Old Business**8. New Business**

ID#18-0162 Discussion/action regarding Waukesha Public Library 2017 Annual Report

Director Gay reported that the annual report needs to be submitted by March 1, 2018. He referenced the collection section noting 3,119 video items, 18,852 print non-periodical printed publications, and 2,011 electronic audio downloadable items were added to the collection in 2017. Physical circulation remains high compared to digital checkouts. Library board members are listed on page 2. Operating revenue was \$3,891,454. Sixty three percent of this is from the City of Waukesha and 30% from the County. There was also out of county revenue and payments from Bridges Library System. Total operating expenditures were \$3,891,454 of which 74% is for salaries, wages and benefits and this is in line with other libraries. Materials accounted for 11% of the expenditures. Key staff members are noted on page 5 of the report. Waukesha Reads had 14,377 literacy offerings which took place inside and outside the library. Section XV. just assures we are meeting the requirement of chapter 43 of the state statutes.

Trustee R. Sura moved to approve the 2017 Annual Report to the State, Trustee Lombardi seconded, motion carried unanimously.

ID#18-0163 Discussion/action regarding Waukesha Public Library Endowment and Waukesha Community Foundation Funds

The amount of unrestricted trust funds is \$25,493.96. Restricted funds invested with the Waukesha County Community Foundation is \$62,366.89. There is also \$23,004.58 which is made up of the memorial, gift, public art and rental accounts. The Library board discussed the history of the rental account and the restricted vs. the unrestricted accounts. The document was received as matter of report.

ID#18-0166 Discussion/action regarding Library accounts payable practices

Director Gay explained we currently have the city pay invoices monthly after the library board approves them and he would like to have the city pay them weekly. The library board would then ratify, audit and approve after the payment is made instead of before payment is made. This would help to make payments on time. Even if the Library did not have a quorum, invoices could still be paid without receiving a late charge. Bridges Library System recently changed to this practice and WI State Statutes 43.58 (2)(a) state: "The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures, setting forth the name of each claimant or payee, the amount of each expenditure and the purpose for which it was expended, to the appropriate municipal or county financial officer or, in the case of a school district, the school district clerk. The library board shall include a statement, signed by the library board secretary or other designee of the library board, that the expenditure has been incurred and that the library board has audited and approved the expenditure. The appropriate municipal, county, or school district official shall then pay the bill as others are paid."

Trustee Kasproicz moved to approve a change in the libraries accounts payable practice from approving bills to ratification of payment, audit and approving per WI S.S. 43.58 (2)(a) Trustee Guilfoxy seconded, motion carried unanimously.

[ID#18-0167](#) Discussion regarding Library Board of Trustees continuing education

Director Gay reported the Department of Public Instructions has a Library Board Trustees Essentials handbook and they recommend all library board members should be familiar with it since there are statutory duties they are required to fill. There are 27 essential duties for board members and with their permission he would like to discuss some of these at board meetings. The Library board reviewed the 27 essentials and were interested in reviewing #5 Evaluating the Directors which will be on the March agenda, #11 Planning for the Library's Future, #13 Library Advocacy, #16 Ethnicity and Conflict of Interest Laws Applying to Trustees, #18 Library Board Appointments and Composition, and #24 Library Friends and Library Foundation. Director Gay reviewed essential #1 The Trustee Job Description.

[ID#18-0175](#) Discussion/action regarding Waukesha Public Library Endowment and Waukesha County Community Foundation Funds

[ID#18-0174](#) Discussion/action regarding Waukesha Public Library 2017 Annual Report

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#18-0176](#)

Director Gay reported Children's Services Manager K. Pinkner did a very nice job with Jamboree. 572 people were in and out of the Children's department that day. Manager A. Welch had all the librarians trained on OverDrive Support this month. Librarians are asked to answer OverDrive Support questions in person at the Reference Desk, and now online as well via the OverDrive Support email. This will allow us to respond to customer queries during those times when our experts are not in the building and this is a requirement of our Bridges resource library contract. Assistant Director Klima's top priority has been working on the sorter. It is checking in but we are double checking to confirm it is working. John is working with other libraries to share their sort coding information. Director Gay is anticipating three quotes from companies on strategic planning.

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

Trustee R. Sura reported the Bridges Board elected officials at their last meeting, they reviewed the strategic planning process and Library legislation day is February 20 and Waukesha Director B. Gay will be attending.

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

Trustee Kasprovicz reported he had a nice meeting with the Friend's group and feel they want to fund specific projects. He felt if the City would not fund bins for the sorter he would push the Friends to fund. Director Gay reported the Friends are planning a Read-a-Thon and a Mystery Mingle planned for April 27. They are also exploring the option of hosting a wine tasting event.

E. Communications to the Common Council

The strategic planning process, annual report to state and progress on the book sorter will be communicated to the Common Council.

10. Adjournment

The meeting adjourned at 5:51 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.