



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, March 8, 2018

4:45 PM

Library Board Room

1. Call to Order

Others Present: Trustee Melissa Baxter, Library Director B. Gay, Assistant Director J. Klima, Children's Services Manager K. Pinkner, Technical Services Manager C. Peil, Head of Operations J. LaPaz, Information Services Manager A. Welch, Circulation Services Supervisor T. Lyons, and Special Projects Coordinator J. Quinlan

Board President Kasprovicz called the meeting to order at 4:45 p.m. The Library Board welcomed new Board Trustee Melissa Baxter. Mrs. Baxter shared that she previously worked as a freelance writer for the Waukesha Freeman. She is currently the Director of Foundation and Corporate Relations at Carroll University. Board members and Library staff introduced themselves.

Present 8 - Deatrick, Kasprovicz, Lombardi, Ryan, Riebel, Helgestad, Ammerman, and Guilfooy

Absent 2 - Fowle, and Sura

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#18-0350](#) Approval of the minutes for February 8, 2018

Trustee Ryan moved to approve the Library Board minutes for February 8, 2018. Trustee Deatrick seconded, motion carried unanimously.

4. Correspondence

The Board packets included a thank you note from an appreciative family, a Waukesha Freeman article on the proposed loan limit changes and an invitation to the Children's Department 2018 Art Reception from 4-6 PM on March 14. Everyone was encouraged to stop in to see the artwork on display created by students in Waukesha.

[ID#18-0363](#) Correspondence

5. Bills

A. [ID#18-0352](#) Approval of the bills March 2018

Library Director Gay reported that the bill list included \$690.00 for scanners at the Circulation desk. The new scanners will allow staff to scan a patron's driver license directly into the Library's ILS (Integrated Library System). There was also a request for mileage reimbursement of \$420.00 for the Library Director. He explained that he had an unusual number of trips to Madison over the past several months.

Trustee Lombardi moved to approve the March 2018 bills for \$116,368.01 and write offs of \$3,459.00. Trustee Heglestad seconded, motion carried with a unanimous roll call vote.

Aye: 8 - Deatrick, Kasproicz, Lombardi, Ryan, Riebel, Helgestad, Ammerman and Guilfooy

Absent: 2 - Fowle and Sura

6. Financial Reports**A. [ID#18-0353](#) Approval of the financial reports for March 2018**

Library Director Gay reported that the income portion of the financial report will be lower because the salary for the new Community Library Liaison will be pro-rated from May to December. Year to date spending is on track, however, personnel costs have not been posted by the City. The City is currently working on closing out the financials for 2017.

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

Aye: 8 - Deatrick, Kasproicz, Lombardi, Ryan, Riebel, Helgestad, Ammerman and Guilfooy

Absent: 2 - Fowle and Sura

7. New Business**A. [ID#18-0354](#) Discussion/action regarding 2017 budget carryover request**

Library Director Gay explained that he had previously discussed a carryover request from the 2017 personnel funds to pay for the strategic planning consultant. The Children's Services grant is money that does not come from City monies and therefore, if the funds are not all expended, the Library requests to carry over this funding each year.

Trustee Ammerman moved to approve the 2017 budget carryover request. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.

Aye: 8 - Deatrick, Kasproicz, Lombardi, Ryan, Riebel, Helgestad, Ammerman and Guilfooy

Absent: 2 - Fowle and Sura

B. [ID#18-0355](#) Discussion/action regarding selection of strategic planning consultant (Planning & Policy Committee)

Board President Kasprovicz reported that the Planning & Policy Committee was unanimously recommending that the Library select WiLS as the Library's strategic planning consultant. Library Director Gay said that the Library received three proposals from Library Strategies, Sarah Keister & Associates and WiLS. Members of the management team (John, Kori and Kerry) were asked to review each proposal and rank them on a 100-point scale. The evaluators unanimously selected WiLS to be awarded the contract. The cost of the service was a key factor in the recommendation, but WiLS is also well known in library consulting in Wisconsin. He is confident that the Library will get a good product. He noted that WiLS did complete a strategic plan for the Milwaukee County Federated Library System while he was the Director there. He was also named as a reference and will ask them to update their documents.

Trustee Guilfoxy inquired as to why their bid was significantly less than the others. Library Director Gay said that he believed that WiLS understands that they underbid, but he noted that all of the bids offered something slightly different. The WiLS bid was the most practical.

Trustee Helgestad moved to approve the contract for strategic planning consulting services with WiLS as presented. Trustee Riebel seconded. The motion carried with a unanimous roll call vote.

Aye: 8 - Deatrick, Kasprovicz, Lombardi, Ryan, Riebel, Helgestad, Ammerman and Guilfoxy

Absent: 2 - Fowle and Sura

C. [ID#18-0356](#) Discussion/action regarding Library Policy C-3, Loan Periods and limits (Planning & Policy Committee)

Library Director Gay referred the group to his memo requesting to lift the limits on DVDs and CDs. The Library is recommending that the loan limits on the CDs and DVDs be removed, with a total checkout limit of 125 for any combination of items. This is more in line with the other Bridges libraries. Removing the limits may increase circulation for this collection, provide better customer service and reduce overcrowding on the audiovisual shelves. The change eliminates limits on most items in the collection with the exception of the book group kits, toys, laptops, Wi-Fi hotspots and bicycle locks. The Planning & Policy Committee unanimously recommended approving this change.

Trustee Deatrick moved to approve Library Policy C-3, Loan Periods and Limits as presented. Trustee Lombardi seconded, motion carried unanimously.

- D.** [ID#18-0357](#) Discussion/action regarding job description for Librarian I - Community Library Liaison (Human Resources Committee)
- Human Resources Committee Chair Riebel reported that the Human Resources Committee is recommending approval of the job description for the Librarian I – Community Library Liaison. Library Director Gay explained that this is a new position that will be shared with the School District of Waukesha as a way to integrate services between the two entities. The Waukesha School District would pay for the salary and the Library would be responsible for the benefit package, including health, life and dental insurance as well as retirement. Once the position is approved by the School District, the plan is to advertise, interview and have someone in place by May. He added that this is a positive, innovative initiative, possibly the first in the state. He clarified that there is an updated version of the contract with a 2018 salary amount of \$34,598. This was pro-rated at the request of the Waukesha School District to indicate that the individual would not be hired until May. The annual benefit package that the Library would be responsible for is \$28,430. This individual would be a City of Waukesha – Library employee working half time at the Library and half time in the schools.*
- Trustee Deatrick moved to approve the Librarian I – Community Library Liaison job description as presented. Trustee Baxter seconded, motion carried 8-1, with Trustee Riebel abstaining.**
- E.** [ID#18-0358](#) Discussion/action regarding 2018-2021 Agreement for Community Library Liaison with School District of Waukesha (Human Resources Committee)
- Library Director Gay reported that the 2018-2021 agreement with the School District of Waukesha for the Community Library Liaison position was vetted by the City Attorney and is based on the Library's contract for consulting services with the Bridges Library System.*
- Board President Kasprovicz asked who gets credit for this idea. Children's Manager Pinkner replied that City Administrator Kevin Lahner encouraged the Library to pursue this idea with School District.*
- Trustee Heglestad moved to approve the 2018-2021 Agreement for the Community Library Liaison between the School District of Waukesha and the Waukesha Public Library as presented. Trustee Lombardi seconded. The motion carried 8-1, with Trustee Riebel abstaining.**
- F.** [ID#18-0359](#) Discussion/action regarding Human Resources Policy B-16, Staffing Resolution (Human Resources Committee)
- Human Resources Committee Chair Riebel explained that the updates to the staffing resolution reflect the current staffing levels and city-wide changes to the salary grades and titles. The Committee is recommending approval of the changes to the policy.*
- Trustee Ryan moved to approve human resources Policy B-16, Staffing Resolution as presented. Trustee Deatrick seconded, motion carried unanimously.**

G. [ID#18-0360](#) Discussion/action regarding closing the library early on May 3, 2018

Library Director Gay announced that the Wisconsin Association of Public Libraries (WAPL) is holding their annual conference at the former Country Springs Hotel. Typically, one of the local libraries hosts an event for the conference attendees. This is a rare opportunity to showcase the Waukesha Public Library and he is requesting that the Library Board approve closing the library early on May 3, 2018 at 6:00p.m. in order to host the event.

Trustee Deatrick moved to approve closing the Library at 6:00 p.m. on Thursday, May 3. Trustee Lombardi seconded, motion carried unanimously.

H. [ID#18-0361](#) Discussion/review of Library Trustee responsibilities - Library Director evaluation

Library Director Gay reminded the Board that at their last meeting, they agreed to review portions of the Trustee manual, beginning with the section on Evaluating the Director. He said that evaluating the Library Director is part of the County Standards and is a requirement to exempt the City from paying the County library tax. He pointed out that the basis for the review should be based on three factors: performance as it relates to the job description, the Director's annual job objectives and the Director's contribution to the success of the Library in carrying out its service programs. Library Director Gay added that fundraising is not currently included in his job description; it would be a good idea for the Human Resources Committee to review the job responsibilities in his job description. The objectives of the Library Director should also be closely related to the strategic plan. Director Gay said that he set several goals for his first year which included establishing a new strategic plan, understanding the Library's policies, and speaking engagements/outreach with at least four community organizations. He said that he would be happy to provide the Board with a written copy of his goals. Page three of the Trustees Essentials outlines how to conduct the review and suggests having the Director fill out the evaluation form to be used as a self-evaluation. The Board could then compare how it measures up to their review. Trustee Ammerman commented that it would be good to review the job description and she liked the idea of the Library Director's three areas to work on, but was unsure of how they would measure a partial year. The annual review process typically begins in January. There was discussion on what evaluation tools the Library Board could use, including Survey Monkey. Trustee Heglestad commented that he likes the idea of using an electronic version, but suggested asking the City what they are using. The Human Resources Committee will meet in April to discuss outlining the Library Director's goals and how to measure those goals. Board President Kasproicz said that if any Board member wanted, they can be a member of the Human Resources Committee. If necessary, he could step off of the Committee. They also discussed using a short-term, interim evaluation given that the Director has not been in place for a year. Trustee Baxter asked if there was a mechanism in place to receive feedback from the staff. Previous practice has not included staff in the evaluation process, but as outlined in the Trustee Essentials, it could be a useful tool in evaluating the Director. It was clarified that the evaluation does not need to be conducted this year, but a plan or tool for the evaluation process and criteria should be in place by September of this year. When the Human Resources Committee meets in April, the Library Director will bring an outline of his goals and how he anticipates meeting those goals as well as sample evaluations from other libraries.

8. Reports

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

The Planning & Policy Committee and Human Resources Committee met. There were no other Committee reports.

B. Director's Report: Director Bruce Gay will provide a status update on Library activities and answer any questions

A. [ID#18-0362](#) Administrative & Staff Reports for March 8, 2018

Highlighting portions of his written report, Library Director Gay announced that the Library received a check from the estate of Richard Franz in the amount of \$150,000 to be used as seed money for starting a Library Foundation. Library Director Gay said that starting the foundation would be included in the strategic plan process. His intention was to deposit the money in the Waukesha County Community Foundation (WCCF) in a separate account. However, the standard agreement with the WCCF says that only the interest can be used so he will speak with the director of the foundation to see if they can amend the agreement. Otherwise, he will deposit the money into a bank account. Trustee Ammerman agreed that if it is the Library's intention to have an investment tool to grow the initial fund, that the Waukesha County Community Foundation would be a good way to attract other donors. Trustee Ryan commented that the previous administration had indicated that others were interested in donating to the foundation.

Library Director Gay also reported that Fox 6 News did a piece with Jill Fuller from the Bridges Library System that was filmed in the Library's Teen Zone; it has not aired yet. The automated check-in and sorter system is fully operational. After the business meeting, the Board is invited to come down to the Circulation workroom to see it in action. The Technical Services Department requested dedicated label printers to make their workflow more efficient. Circulation Supervisor Therese Lyons is taking part in the City's Leading Waukesha classes. Head of Operations Jim LaPaz completed the course last year. Information & Adult Services is currently working on weeding the audiovisual collection in order to eliminate overflow carts and crowding on the shelves. Programming continues to be popular and at the February 28 Birth of a Nation Lincoln program, the Library experimented with reversing the layout of the room and projection system. It was so successful that it will become permanent and the north wall will be painted with projection screen paint. Children's programming is also very successful, with overall attendance increasing. Trustee Ryan commented that it is great that students can now access the school's Wi-Fi network at the Library.

Trustee Deatrick expressed concern in the wake of national shootings and asked what procedures the Library has in place to protect the public and staff. Library Director Gay responded that there are plans in the works for emergency training on staff education day in December. Head of Operations LaPaz has been involved in several mock disaster training exercises. He has offered to take small groups of staff around the building to talk about what to do in an emergency. In the event of a real disaster, the Library would most likely serve as a coordination site.

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

Director Gay reported that the Bridges Library System is working on their strategic plan.

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 are in the planning stages for the annual Mystery Mingle and a possible wine tasting event in the fall.

E. Communications to the Common Council

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

The meeting moved to the Circulation workroom so the Library Board members could see the sorting system in action. Assistant Director Klima displayed how the check in and sorting system works. Currently, the Circulation staff are double checking to make sure all items have been checked in properly. At this time, the Library owns five sorting bins; a request to expand to more bins is in the 2019 CIP budget. It was suggested that the Library Director do a follow-up with the Freeman or perhaps a piece in the 'What's Up in Waukesha' segment on the City's website.

9. Adjournment

Trustee Lombardi moved adjourn the meeting. Trustee Deatrick seconded, the meeting adjourned at 6:00 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.