



City of Waukesha

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Meeting Minutes - Final

Library Planning & Policy Committee

Thursday, March 8, 2018

3:30 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima and Special Projects Coordinator J. Quinlan

The meeting opened at 3:30 p.m.

Present 3 - Lombardi, Deatrck, and Kasproicz

Absent 2 - Riebel, and Fowle

2. Approval of meeting Minutes

A. [ID#18-0343](#) Approval of the minutes for December 14, 2017

Trustee Lombardi moved to approve the minutes for December 14, 2017, Trustee Deatrck seconded, motion carried unanimously.

3. New Business

A. [ID#18-0344](#) Discussion/recommendation regarding selection of strategic planning consultant

Library Director Gay referred the Planning & Policy Committee to his memo which was included in the Library Board packets recommending that WiLS be awarded the contract for strategic planning services. He explained that the Library received three responses to the request for proposal: 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. Library Director Gay also noted that nine Bridges libraries and Bridges Library System have utilized WiLS for their strategic planning. WiLS also has a strong statewide presence and is familiar with library techniques and processes being used in Wisconsin.

Trustee Kasproicz moved to recommend that WiLS be awarded the strategic planning contract for the Library at a cost of \$8,750. Trustee Lombardi seconded. Trustee Deatrck inquired about the timeline for the project. Director Gay said that WiLS would begin the process in April, with an anticipated completion date in October. The motion carried with unanimous roll call vote.

Aye: 3 - Lombardi, Deatrck and Kasproicz

Absent: 2 - Riebel and Fowle

B. [ID#18-0345](#) Discussion/recommendation regarding Library Policy C-3, Loan Periods and Limits

Library Director Gay pointed out that the Library's proposed changes to the loan limits policy was the lead story in the Waukesha Freeman. The memo which was included in the Library Board packets provided background on why the changes are being recommended. 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.

Trustee Kasproicz moved to recommend approval of Policy C-3, Loan Periods and Limits as presented. Trustee Deatrick seconded, motion carried unanimously.

4. Adjournment

Absent any objections, the meeting adjourned at 3:45 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.