



City of Waukesha

Meeting Minutes - Final

Library Board

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

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
262/524-3677

Thursday, June 14, 2018

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Technical Services Manager C. Peil, Circulation Supervisor T. Lyons and Special Projects Coordinator J. Quinlan

Board President Kasprovicz convened the meeting at 4:46 p.m.

Present 6 - Kasprovicz, Lombardi, Ryan, Riebel, Ammerman, and Guilfooy

Absent 5 - Deatrick, Fowle, Sura, Helgestad, and Baxter

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

Trustee Ammerman moved to approve the Library Board minutes for May 14, 2018. Trustee Ryan seconded, motion carried unanimously.

A. [ID#18-0914](#) Approval of the minutes for May 17, 2018

4. Correspondence

In addition to the Waukesha Freeman article on the citywide Canvas Art Project and a positive comment on Children's Services, there were two Waukesha Freeman articles included in the Board packets: one regarding the announcement of the \$15,000 NEA Big Read grant for Waukesha Reads and the other encouraging participation in the Waukesha Public Library strategic plan survey.

A. [ID#18-0915](#) Correspondence for June 14, 2018

5. Bills

A. [ID#18-0916](#) Approval of the bills for June 2018

Library Director Gay reported that the monthly bill list included \$1,450 for 50 copies of 2016 office suite purchased through TechSoup, whose company provides a substantial discount to non-profits. Other items of note included printing costs associated with the Summer Reading Club brochures, costs to replace aging cast iron plumbing which had become chronically clogged, the final payment for the public seating on the first floor, \$3,300 for the fire alarm inspection and repair, and \$12,800 for the purchase of 2,000 Waukesha Reads books. Trustee Lombardi moved to approve the June 2018 bills for \$108,810.33 and write offs of \$3,774.00. Trustee Riebel seconded, motion carried with a unanimous roll call vote.

Aye: 7 - Kasprowicz, Lombardi, Ryan, Riebel, Helgestad, Ammerman and Guilfooy

Absent: 4 - Deatrick, Fowle, Sura and Baxter

6. Financial Reports**A. [ID#18-0917](#)** Approval of the financial reports for June 2018

Library Director Gay reported that the financial statements reflected updated personnel costs through the month of April. He also reported that the Library estimates that it will have an excess of about \$19,000 in the personnel budget at end of the year. Trustee Guilfooy moved to approve the Financial Reports for June 2018 as presented. Trustee Lombardi seconded, motion carried with a unanimous roll call vote.

Aye: 6 - Kasprowicz, Lombardi, Ryan, Riebel, Ammerman and Guilfooy

Absent: 5 - Deatrick, Fowle, Sura, Helgestad and Baxter

7. Old Business**A. [LC18-0370](#)** Discussion regarding Library Director evaluation process (Human Resources Committee)

Human Resources Committee Chair Riebel explained that the Committee met to review the Library Director's draft evaluation form and made several revisions, consolidating some of the competencies with the Library Director's job description responsibilities. She is confident that they will be able to bring a final version to the Library Board at the next meeting. Trustee Lombardi asked how the evaluation form compared with the City's evaluation plan. Library Director Gay replied that the City Administrator offered to allow access to NeoGov, but the Committee decided to utilize the process they are working on and then pass along the results to the City Administrator. He anticipates that the process would start in January 2019 utilizing an electronic evaluation tool; a formal review would be conducted in February of 2019.

B. [LC18-0371](#) Update on strategic planning

Library Director Gay reported that the strategic planning survey has been rolled out to the public. The survey is being publicized each week using different platforms including Facebook, Twitter, Instagram and the Library's newsletter. Patrons can fill out the survey electronically or on paper. The survey is available through the Library's website. There is also a dedicated computer on the first floor as well as paper copies of the survey. The Library plans to e-mail the survey link to all of its adult cardholders in small batches. There will be three community conversations in July. Invitations have been sent via e-mail. Director Gay asked that the Board pass along names of anyone who they believe would be interested in joining these conversations.

8. New Business**A.** [ID#18-0918](#) Discussion/action regarding Library Board certification of eligibility for exemption from county library tax

Library Director Gay explained that as long as the municipality's tax rate for library services is equal to or above the rate of the county tax and the library meets or exceeds the Waukesha County standards, the Library can exempt itself from paying the county library tax. He stated that the Library meets all of the current standards. The City will certify that it meets the tax rate requirements. Trustee Kasproicz moved to approve the standards certification as part of the county library levy exemption. Trustee Lombardi seconded, motion carried unanimously.

B. [ID#18-0919](#) Discussion/action regarding Waukesha Reads "Food for Fines"

Library Director Gay explained that for this year's Waukesha Reads service project, the Library is requesting to participate in a "Food for Fines" forgiveness program. For each item donated, \$1 in fines will be forgiven on a patron's account, (with certain exceptions). This project will benefit the Waukesha Food Pantry and promote goodwill within the community. The project is a good way to bring back users whose cards may be blocked because of fines and possibly bring in new library patrons who wish to participate. Director Gay said that last year during the month of October, \$7,708 in fines were collected, so this program could have a small impact on the Library's revenue for the year. The Waukesha Food Pantry will drop off and pick up the barrels and will track the amount of food that is collected. The Library will track the amount of fines and the number of patrons who have fines waived. For patrons who do not owe fines, but wish to donate, the Library will ask the Friends to offer a coupon towards items on the book sale shelf. Trustee Riebel commented that this program was well thought out. Trustee Ammerman moved to approve the Waukesha Reads Food for Fines program as requested. Trustee Guilfooy seconded, motion carried with a unanimous roll call vote.

Aye: 7 - Kasproicz, Lombardi, Ryan, Riebel, Helgestad, Ammerman and Guilfooy

Absent: 4 - Deatrick, Fowle, Sura and Baxter

- C. [ID#18-0920](#) Board education: Trustee Essential #16 - Ethics and Conflict of Interest Laws Applying to Trustees

As part of the continuing Library Board education, Library Director Gay reviewed Trustee Essential #16: Ethics and Conflict of Interest Laws Applying to Trustees. He noted that it is prohibited and would be a conflict of interest if a Trustee's action would produce a financial benefit for themselves. It is also prohibited to accept or solicit gifts that would influence a Trustee's decision or vote. A Trustee may not have any direct or indirect private financial interest in a library contract exceeding \$15,000 (the City's threshold is \$3,000). Director Gay also noted that it is unlawful for any library employee to be appointed to the system board serving the library. If any of the Library Board members have questions, Director Gay is happy to ask the City Attorney for guidance.

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. 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

Director Gay reported that the Waukesha Public Library received the maximum grant of \$15,000 from the NEA (National Endowment for the Arts) for Waukesha Reads, one of only two in the country. The kickoff event celebrating the book *Everything I Never Told You* by Celeste Ng is September 11. The Waukesha Reads Dinner and a Movie is slated for Sunday, October 21. Librarian I Michele Gagner began her new position as the Community Library Liaison and is working with the schools and their wrap around and summer school programs. Assistant Director John Klima is investigating purchasing a sunlight readable monitor for the outside book return. It is more expensive than a regular monitor, but the improved service would be worth the extra cost. Summer Reading Club is in full swing; 549 teens were registered before the program started and children's registration is 18% above last year. The building has experienced some unanticipated plumbing issues in Children's and the staff restrooms. Head of Building Operations Jim LaPaz is looking into the possibility of connecting the rooftop HVAC system to the computer controls which would enable the Library to adjust the temperature in the lobby and community room.

- A. [ID#18-0921](#) Administrative and Staff reports for June 14, 2018

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

Director Gay reported that the Bridges Library System met on May 15 and Bridges is promoting the Wisconsin Author contest, a WPLC (Wisconsin Public Library Consortium) sponsored program for self-published authors of e-books. The winner will receive \$1,000 at the mid-winter American Library Association Conference. The PLSR (Public Library System Redesign) project is moving forward; two models are being recommended and the committee is asking for feedback. Bridges will present a draft of their strategic plan at the next APL meeting.

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

Director Gay reported that the Friends met on Monday, May 21 and approved \$500 to host a table and sponsor the Waukesha Reads panel discussion at the Wisconsin Southeast Festival of Books and they agreed to pay \$450 to co-sponsor the Library's spelling team. The Mystery Mingle was successful, raising \$1,500. The next Culver's fundraising event is June 19 from 11:30-2:30. The Friends are also hosting a wine tasting event on November 4 from 1-4:00 p.m. at the Crush Wine Bar.

E. Communications to the Common Council

No report.

10. Adjournment

Absent any objections, the meeting adjourned at 5:18 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.