



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, August 9, 2018

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Head of Building & Operations J. Lapaz, and Finance & Planning Analyst C. Braun

Other Trustees Present: S. Ammerman, P. Kasprovicz & M. Ryan

Other Trustees Absent: K. Guilfooy & C. Lombardi

President Riebel convened the meeting at 4:53 p.m.

Present 4 - Deatrick, Riebel, Helgestad, and Baxter

Absent 2 - Fowle, and Sura

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#18-1160](#) Approval of the minutes for July 12, 2018

Trustees also voting aye: Ammerman, Kasprovicz & Ryan

Trustee Deatrick moved to approve the Library Board minutes for July 12, 2018.
Trustee Helgestad seconded, motion carried unanimously.

4. Correspondence

Executive Director Gay reported there was an article in the Waukesha Freeman on the Library working through the strategic planning process and the community still having a desire for physical books, rather than e-books. There's an article included in packets "why public libraries are still essential in 2018." The article states Forbes Magazine pulled an article that was controversial for stating libraries are a waste of money and should be replaced by Amazon. The US is ranked 62nd in the world on the list of countries with the most libraries per capita. There is a letter to the Library Board from a customer looking for a solution to clean up the outside of the library. The Library Board discussed that City Park & Recreation maintains the outside of the library and the library will talk with Park & Recreation. Executive Director Gay will draft a letter to respond to the customer.

- A. [ID#18-1161](#) Correspondence for August

5. Bills

- A. [ID#18-1162](#) Approval of the bills for August 2018

Trustees also voting aye: Ammerman, Kasprovicz & Ryan

Library Director Gay pointed out a payment to Staples Advantage for replacement furniture in Technical Services. The furniture is very old and mismatched. There have been lots of book order, otherwise everything is very little out of ordinary. Trustee Riebel moved to approve the August 2018 bills for \$73,687.81 and write offs of \$3,694.00. Trustee Helgestad seconded, motion carried with a unanimous roll call vote.

Aye: 4 - Deatrick, Riebel, Helgestad and Baxter

Absent: 2 - Fowle and Sura

6. Financial Reports

- A. [ID#18-1163](#) Approval of the financial report for August 2018

Trustees also voting aye: Ammerman, Kasprovicz & Ryan

Library Director Gay reported nothing stands out in the financial statements. We're stilling waiting for personnel numbers from July. He is happy where we are at with spending. It is also normal for contractual to be down to 2% as these are usually 1 or 2 lump payments. Trustee Baxter moved to approve the Financial Reports for August 2018 as presented. Trustee Helgestad seconded, motion carried with a unanimous roll call vote.

Aye: 4 - Deatrick, Riebel, Helgestad and Baxter

Absent: 2 - Fowle and Sura

7. Old Business

- A. [LC18-0495](#) Update on PLSR (Public Library System Redesign) project summit meeting

Library Director Gay reported as of last month they had two models W and X. The models were taken to a two-day summit in Steven's Point that consisted of about 100 library people. He was a participant and neither model is moving forward as written. The feel from the summit was both models didn't fit the recommendations of the individual work groups. They recommended to the steering committee to look at the work group recommendations and see how these recommendations could fit in now.

B. [LC18-0496](#) Strategic Planning update

Library Directory Gay stated they had a data meeting Monday which they did online. One thousand two hundred and twelve surveys were completed, and 3 Community Conversations. Now the planning committee is looking at the mission and vision statements with open ended questions. They plan on meeting in late August, and twice in September to discuss the structure of the plan and implementation & development. He is glad to say the survey showed we are doing very well.

8. New Business**A.** [ID#18-1164](#) Library Board education: Trustee Essential #8 - Developing the Library Budget

Library Director Gay pointed out the paragraph that states the availability of a current strategic plan makes the budget development process easier, however this year will just be a continuation budget until we have a strategic plan in place in 2019. After the budget is approved by the Library Board, securing funding is essential. This is where advocacy is important at this point. Director Gay stated there are upcoming budget meetings with the City that would be nice for Board members to attend and support the budget. Trustee Helgestad stated the October 9, meeting with Finance would be beneficial to attend and especially the November 8, meeting with the common council. Director Gay stated accuracy in the budget is also very important as many drafts are mingled together.

B. [ID#18-1165](#) Discussion/action regarding Library's 2019 operating budget request (Finance Committee)

Trustees also voting aye: Ammerman, Kasprowicz & Ryan

Trustee P. Kasprowicz stated projected revenue is down and it was the unanimous recommendation of the Finance Committee to set 2019 revenue as follows: fines \$97,000, lost & damaged \$12,500, photocopies \$250 and printouts \$16,000. There is a proposed 2% wage increase for all employees which has not been incorporated into this budget yet as we are awaiting final numbers from Finance. There is an increase request for conference and training in 2019 which they feel is a good use of funds. The Finance Committee went through the entire budget and it's an excellent budget; they recommended approval by the Library Board. Trustee Kasprowicz moved to approve the library's 2019 operating budget request, Trustee Baxter seconded, motion carried by unanimous roll call vote.

Aye: 4 - Deatrick, Riebel, Helgestad and Baxter

Absent: 2 - Fowle and Sura

9. Reports

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

The Strategic Planning Committee, Planning & Policy and Finance met. Trustee Riebel reminded board members to return committee assignments to her.

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

Director Gay highlighted several items from administrative reports:

- At July's APL meeting they recommend no increase in Resource Library funding.
- The library replaced ten hotspots for public use to increase its collection to fifteen. These are very popular with the public and have a long hold list.
- The sorter's exterior return was down, but it's back up. John is documenting issues to discuss with MK.
- The Library will be Waukesha's AARP tax preparation site in 2018. This means that for one day each week, from February through April, our Community Room will be dedicated to helping citizens prepare their taxes.
- There will be full report on the library summer reading program next month.
- Last Friday a glass panel shattered by entry ramp to the library. Sign Design was here to fix. No one was hurt. They are getting a quote to repair it and engineering will look at the rest of the panels.

A. [ID#18-1166](#) Administrative & Staff Reports for August 9, 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 and approved their budget. They discussed the Public Library System redesign.

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

The Friends discussed a food drive for fine forgiveness and will need to vote to approve it. Also, they are planning the wine tasting event.

E. Communications to the Common Council

Trustee Helgestad said that he is on the City Finance Committee so the budget will be the priority and will update the Council on the Public Library System redesign.

10. Adjournment

Absent any objections, the meeting adjourned at 5:35 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.