



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, December 13, 2018

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Information Services Manager A. Welch, Circulation Supervisor T. Lyons, Teen Librarian C. Rymkus and Special Projects coordinator J. Quinlan

Other Trustees Present: Kasprovicz, Lombardi & Ryan

Other Trustees Absent: Ammerman & Guilfooy

President Riebel convened the meeting at 4:45 p.m.

Present 5 - Deatrick, Sura, Riebel, Helgestad, and Baxter

Absent 1 - Fowle

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#18-1802](#) Approval of the minutes for November 8, 2018

Trustee Lombardi moved to approve the Library Board minutes for November 8, 2018 as presented. Trustee Helgestad seconded; motion carried unanimously. Other Trustees voting aye: Lombardi, Kasprovicz & Ryan

4. Correspondence

Library Director Gay outlined a number of articles that were included in the Board packets: photos from the Library's robotics program; photos from the Waukesha Reads keynote speaker event; an article about Library Associate Chris Sturdevant's new book on the Cold War and its impact on Wisconsin as well as a Milwaukee Journal Sentinel editor's picks on Books for Holiday Gift Giving in 2018, which listed Chris's book; an article on internet safety which touched on internet classes offered by libraries, and an article by Bridges Library System Marketing & Communications Coordinator Jill Fuller describing the impact libraries have on their community. Waukesha Public Library's Food for Fines program was highlighted in that article. The Les Paul Student Council sent a thank you letter to the Library and the Library received a positive comment on the Lego Robotics program offered here.

A. [ID#18-1803](#) December 2018 Correspondence

5. Bills

A. [ID#18-1804](#) Approval of the December 2018 bills

Library Director Gay pointed out expenses associated with the removal of the glass panels at the front entrance. The first one for \$3,300 was for the removal of one panel. The charge for \$5,700 was for the removal of the remaining 24 panels. He explained that the cost to bring out the equipment drove up the price for one panel. Circuit Masters was at the Library to replace lights with energy efficient LED bulbs in the Children's Department and the AV media area on the first floor. Trustee Helgestad noted that this project will provide long term cost savings for the library. The final payment to WiLS for consulting services on the strategic plan was also included in the bill list. Trustee Ryan inquired about the motion picture licensing. Library Director Gay said that the Library added an additional company in order to provide a broader list of movie and documentary titles that can be shown at the Library.

Trustee Helgestad moved to approve the December 2018 bills for \$99,105.15 and the monthly write offs of \$3,484.00. Trustee Sura seconded, motion carried with a unanimous roll call vote.

Other Trustees voting aye: Lombardi, Kasproicz & Ryan

Aye: 5 - Deatrick, Sura, Riebel, Helgestad and Baxter

Absent: 1 - Fowle

6. Financial Reports

A. [ID#18-1805](#) Approval of the December 2018 Financial Reports

Library Director Gay reported that the Library received the last payment from Bridges, but will be \$15,402 short on revenue from the School District. He explained that because the Community Library liaison started later in the year, the payment was pro-rated. The Library will receive the full amount in 2019. Fine revenue continues to be under projections and the amount was lowered for the 2019 budget. Current projections put the Library with \$10,000 to spend out. The Library is working with the City to straighten out its personnel costs. He explained that when the Library's half-time custodian was working at both City Hall and the Library, his salary was deducted only from the Library's account.

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

Other Trustees voting aye: Lombardi, Kasproicz & Ryan

Aye: 5 - Deatrick, Sura, Riebel, Helgestad and Baxter

Absent: 1 - Fowle

7. Old Business

A. [LC18-0755](#) Update on 2019 budget request

Library Director Gay reported that the City approved the 2019 Executive Budget. He noted that he discussed the payroll increases during staff education day. Every employee received a letter outlining the process for 2019.

8. New Business

A. [ID#18-1806](#) Wisconsin Library Association Conference - staff presentations

Library Director Gay asked several staff members who attended the Wisconsin Library Association Conference to speak with the Library Board about their experiences. Information Services Manager Amy Welch was excited to share her favorite session on Storytimes for Adults: Why Should Kids Have all the Fun. LaCrosse Public Library has been hosting this type of event offsite, partnering with local bars. Librarians and other staff members lead the storytimes based on a theme for the evening. Working with a timeframe of under 10 minutes, these topics can include poems, essays, and one act plays. They typically host over 60 attendees. Ms. Welch would like to try this over the summer. She commented that it is another way to get out into the community and make connections with non-library users. Teen Librarian Carley Rymkus highlighted three of her favorite sessions. 1) Bringing Teens to the Library Through Volunteering: Ms. Rymkus said that volunteering in the library is a natural progression for teens that are required to do service projects. One library has teens plan their programs. The teens then have a vested interest in their programs. They also pair teens with younger kids for maker space programs and reading. 2) Existence and Resistance in Recent YA Literature: This session focused on titles that speak to urban black teens and their experiences. The teens and the adult book clubs are both reading The Hate U Give. She noted that many Young Adult novels are not just for teens. 3) Nighttime is Teen Time: Panelists shared their after-hours experiences including a new community initiative that brings a late night program every weekend to teens in the community; they included tips and tricks on how to get started and ideas for monthly themed teen nights. The only WPL after-hours program is the annual teen lock-in event in August which is very popular. Ms. Rymkus is very excited to try some of these new initiatives here at Waukesha and thanked the Library Board for the opportunity to attend the conference. Circulation Manager Therese Lyons mentioned that she completed a webinar earlier that day on Library Evolution: Libraries Thrive When We Change. This webinar outlined on how to help people in our communities build better lives through learning and literacy by changing the way we work. She also highlighted several of her favorite sessions from the Wisconsin Library Association Conference. 1) From Vinyl to Video Games: Expanding Library Collections with Unique Offerings: Panelists provided some outside-the-box ways they have expanded their collections - by looking to the past with vinyl records and to the future with video games. 2) HR for Non-HR Professionals: Ms. Lyons attended this session to help with upcoming performance evaluations. 3) Transform Your Library with a One-Page Strategic Plan: This session discussed how to develop a simple and appealing one-page plan for all to use. 4) #Times Up: Customer Service Strategies for Dealing with Sexual Harassment: This session provided strategies for identifying and addressing harassing behavior and gave practical examples when dealing with these types of behavior. Ms. Lyons thanked Bruce and the Library Board for the chance to attend these continuing education opportunities.

B. [ID#18-1807](#) Discussion/action regarding private funding implementation plan

Library Director Gay reminded the Library Board that one of his SMART goals for the year is to establish a foundation. Over the past year, he has met with Milwaukee Public Library Director Paula Kiely as well as the Director of the Shorewood Public Library. He reviewed notes from a meeting with the St. Paul (MN) Friends group and met the former head of the Milwaukee Public Library Foundation. He outlined several options on what this could look like: 1) form a Library Foundation with a separate Board, by-laws and 501c3 status. One benefit would be that the Foundation would be entirely separate from the City, which some donors may prefer. He noted that the Library Board may have less control of the funds within the Foundation and that there may be some confusion between the role of the Friends group and a Foundation. There are also statutory filings and overhead to consider. 2) Combine the Friends group with a Foundation. The Friends group already has a 501c3 status. Since the Friends group is successful at what they are doing, this may not be the best option at this time. 3) Develop a Board-controlled account within the Waukesha County Community Foundation. The account could be set up as a capital campaign fund, with a separate Library Board sub-committee that would make recommendations to the Library Board. There is also a name recognition with the Waukesha County Community Foundation within the community. Director Gay recommended this option to the Library Board. This solution requires the fewest additional steps and resource expenditures. This would not preclude the Library Board from making a change at a later date. Some additional steps to be taken to meet the Library's goals are to perform a needs analysis space study for the first floor; work with the City of Waukesha on what their financial commitment level would be based on one half of funding coming from the Library or Foundation; complete a feasibility study for a capital campaign; run the capital campaign; and complete the design and construction phase. Board President Riebel said that the Library would look to hire someone to complete the feasibility study.

Trustee Baxter said that the Waukesha Education Foundation Board has begun the steps to start their own foundation after many years with the Waukesha County Community Foundation. It made sense as an organization with their goals to move forward with this step. It took about 9 months to receive their 501c3 status. Trustee Kasproicz said that he would advocate for starting the Library's own foundation. He said that Library Board members would have to do the asking, which is not his forte. His concern or caution would be that it is a big responsibility for a Library Board sub-committee to be charged with that task of asking donors for money. Director Gay said that the Library Board could ask someone from the community (not necessarily a Board member) to chair a fundraising campaign; the Library may have to pay someone to do this. Trustee Lombardi commented that since the Waukesha Education Foundation was started, the community has changed substantially. There is no longer a Chamber of Commerce, fewer major corporations and locally owned businesses; it is much more challenging to fundraise because you don't have the same base as before. Trustee Helgestad said that those limitations don't preclude the Library from asking for donations. He said that the Library has both immediate short term and long term goals to consider in order to remain a healthy organization. The Library has \$150,000 in seed money to start the foundation. Trustee Ryan mentioned that the previous Administration had spoken with some people in the community who may be willing to donate once a foundation is established. Trustee Lombardi suggested that Director Gay speak with Trustee Ammerman to get her expertise regarding fundraising.

Trustee Kasproicz moved to pursue a Board-controlled foundation within the Waukesha County Community Foundation. Trustee Lombardi seconded, motion carried unanimously.

Other Trustees voting aye: Lombardi, Kasproicz & Ryan

Trustee Baxter will accompany Director Gay to a meeting with the Waukesha County Community Foundation in January. (Information Services Manager A. Welch and Librarian C. Rymkus left at 5:37 PM)

C. [ID#18-1808](#) Discussion/action regarding front entrance repair

Library Director Gay reported that the project to complete the front entrance repair has evolved quickly. All of the horizontal panels have been removed with the cost paid for from the Library's operating budget. It will cost \$6,500 to remove the vertical panels. Keith Yahn from the City Finance Department said no to filing an insurance claim over wear and tear. Director Gay forwarded the contracts to City Attorney Brian Running. He noted that the Principal Architect had retired and the engineering company that manufactured the panels is no longer in business. He is waiting for the City Attorney's response. The proposal from Engberg Anderson architects includes conceptual renderings to come up with a replacement canopy and sunscreen with an estimated cost. Director Gay said that this is where the extra \$10,000 in the Library's budget could be used or carried over into 2019. He will work with Engberg Anderson and the City Finance Committee in January to make an amendment to the CIP budget. He noted that the vertical panels will stay in place until a solution is in place. The Library will continue to monitor them for safety concerns. Trustee Helgestad if one of the options would be to replace the rubber gaskets that are failing. Director Gay replied that they did discuss this as an option and will still need design work completed. They have been working with City Engineer Katie Jelacic on this project.

Trustee Baxter moved to approve the agreement for architectural design services with Engberg Anderson Architects. Trustee Helgestad seconded, motion carried with a unanimous roll call vote.

**Other Trustees voting aye: Lombardi, Kasproicz & Ryan
(Trustee Kasproicz left at 5:50 PM)**

Aye: 5 - Deatrick, Sura, Riebel, Helgestad and Baxter

Absent: 1 - Fowle

D. [ID#18-1809](#) Discussion/action regarding accessibility scan results and Trustee Essential #21 - The Library Board and Accessible Services

Library Director Gay discussed the basics of Trustee Essential #21 – The Library Board and Accessible Services. He pointed out that by having the accessibility scan completed that the Library Board is taking steps to ensure equitable access to the Library facility. As noted in the memo to the Library Board, the Waukesha Public Library had 101 accessibility barriers. For example, the grade of the accessible parking spaces is too steep; the sign outside of the Board room is too high; the Library Director sign does not have braille on it; and the community room door closes too quickly. Many of the barriers can be fixed with a minimum expenditure of resources, while others will be part of a capital improvement plan. The Library currently meets most standards covered under the Americans with Disabilities Act from 1991. However, if any major renovations were done, those would need to be addressed under the current ADA from 2010. He is happy to share the full report with any interested Board members. Trustee Helgestad suggested that Library Director Gay speak with City Engineer Katie Jelacic as there may be Federal Block grant funds to cover the cost of the parking lot grade issues.

E. [ID#18-1810](#) Discussion/action regarding Library Legislative Day

Library Director Gay invited interested Library Board members to attend the annual Library Legislative day in Madison on February 12, 2019. The Library would pay the cost for the registration fee. It is an interesting day where attendees can meet with Legislators or their Aides to discuss funding issues facing libraries. It is a great opportunity for Library Boards.

F. [ID#18-1811](#) Discussion/action regarding Library Director evaluation process

Library Director Gay reported that the Trustees will receive an invitation to conduct the annual Library Director evaluation in an online survey. The deadline to complete the survey is Sunday, January 6, 2019. Prior to the January 10 Library Board meeting, the Human Resources Committee will meet to review the evaluations and compile a report for the full Board to review at its February meeting.

G. [ID#18-1812](#) Discussion/action regarding contract extension with Rembrandt Commercial Cleaning

Library Director Gay reported that there are no changes to the cleaning contract and he is recommending that the Library Board approve the extension of the contract.

Trustee Lombardi moved to accept the contract extension with Rembrandt Cleaning Services as presented. Trustee Sura seconded, motion carried with a unanimous roll call vote.

Other Trustees voting aye: Lombardi & Ryan

Aye: 5 - Deatrick, Sura, Riebel, Helgestad and Baxter

Absent: 1 - Fowle

H. [ID#18-1813](#) Discussion/action regarding contract extension with Elite Protection Services

Library Director Gay explained that there are no changes to the contract extension with Elite Protection services. The Library pays \$23.00 per hour for coverage of two employees three to five hours per day.

Trustee Helgestad moved to approve the contract extension with Elite Protection Services as presented. Trustee Deatrick seconded, motion carried with unanimous roll call vote.

Other Trustees voting aye: Lombardi & Ryan

Aye: 5 - Deatrick, Sura, Riebel, Helgestad and Baxter

Absent: 1 - Fowle

I. [ID#18-1814](#) Discussion/action regarding public art donation (Public Art Committee)

Trustee Sura explained that the Public Art Committee is recommending that the Library Board accept the donation from a former Public Art Committee member and artist. The neon sculpture, was fabricated by a renowned Milwaukee artist. The location of the piece is yet to be determined.

Trustee Sura moved to approve accepting the donation of the neon sculpture.

Trustee Baxter seconded; motion carried unanimously.

Other Trustees voting aye: Lombardi & Ryan

9. Reports

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

The Public Art Committee met. There were no Committee reports.

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:

- The EDI (Equity, Diversity and Inclusion) Committee has put together a slate of activities for Martin Luther King Day, including a film showing of the Dontre Hamilton shooting in Milwaukee. The film The Blood is on the Doorstep will be shown at the Waukesha Civic Theatre; tickets are free.*
- All staff have submitted their SMART goals to their supervisors and the evaluation check-in processes have begun.*
- Attendance at all of the Waukesha Reads events was slightly down from last year at 7,500, however, the numbers were calculated slightly different this year.*
- The Library received three very positive comments on the new initiative "Homeschool Hangout". Parents and kids love it and it has been a very successful program.*
- One of the goals that Director Gay has asked Operations Manager Jim LaPaz to complete is to conduct homeless training for all staff. Using empathy driven enforcement is key.*

A. [ID#18-1815](#) Administrative and staff reports for December 13, 2018

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

Trustee Sura said that the Bridges Library System Board looked at bringing Gale courses to the County jail, they would receive \$10,000 from the Bader Foundation for 2 years. They approved funding for memory cafes and they conducted the Director evaluation.

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 said that the Friends elected new officers and discussed the Library's strategic plan and annual budget request. Matt Werlein from First Federal bank joined the Board. The Wine Tasting was very successful for its inaugural event.

E. Communications to the Common Council

Trustee Helgestad will provide the Council with a short report.

10. Adjournment

Absent any objections, the meeting adjourned at 6:16 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.