



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, January 10, 2019

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Head of Program Development and Community Engagement K. Hall, Children's Services Manager K. Pinkner, Information Services Manager A. Welch, and Special Projects coordinator J. Quinlan

Other Trustees Present: Ammerman, Kasprovicz, Lombardi & Ryan

Trustee Absent: Guilfooy

President Riebel convened the meeting at 4:46 p.m.

Present 6 - Deatrick, Fowle, Sura, Riebel, Helgestad, and Baxter

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#19-0019](#) Approval of the minutes for December 13, 2018

Trustee Lombardi moved to approve the Library Board minutes for December 13, 2018 as presented. Trustee Sura seconded, motion carried unanimously. Other Trustees voting aye: Ammerman, Kasprovicz, Lombardi & Ryan
Absent: Guilfooy

4. Correspondence

Included in the Board packets was an article by Bridges Library System Marketing & Communications Coordinator Jill Fuller outlining their partnership between the Library System, the jail and Waukesha County. In July and December, Bridges Library System donated hundreds of new textbooks, novels, movies and more to the jail. The Library received a holiday greeting from a well-known patron. There was also an article on the malfunctioning outside book return and Director Gay was pleased to report that the button to open the door was replaced and the book return is now operating correctly.

A. [ID#19-0020](#) January 2019 Correspondence

5. Bills

A. [ID#19-0021](#) Approval of the bills for end of year 2018

Director Gay provided an overview of the bill list for end of year 2018. He said that there would probably be more bills charged to 2018 as the Library has not received all of the outstanding invoices. He noted the charge for \$8,500 covering the HVAC control system updates. There were lots of materials purchased in December. Trustee Sura asked if the Library's allocated funds were spent for the year. Director Gay responded that the Library was right on target with its expenditures, most likely going over budget by about \$1,800. This means that there would not be any monies to carryover to pay for the consulting work done on the front entrance.

**Trustee Helgestad moved to approve the year end 2018 bills in the amount of \$56,299.34 and write offs of \$3,211. Trustee Sura seconded, motion carried with a unanimous roll call vote. Trustees also voting aye: Ammerman, Kasproicz, Lombardi & Ryan
Absent: Guilfooy**

Aye: 6 - Deatrick, Fowle, Sura, Riebel, Helgestad and Baxter

B. [ID#19-0022](#) Approval of the bills for January 2019

Library Director Gay pointed out that the January 2019 expenses included an annual maintenance contract with AVI for the meeting room equipment.

**Trustee Deatrick moved to approve the January 2019 bills for \$6,752.55. Trustee Lombardi seconded; motion carried with a unanimous roll call vote. Trustees also voting aye: Ammerman, Kasproicz, Lombardi & Ryan
Absent: Guilfooy**

Aye: 6 - Deatrick, Fowle, Sura, Riebel, Helgestad and Baxter

6. Financial Reports**A. [ID#19-0023](#) Approval of the financial report for 2018**

Library Director Gay reported that there were no surprises with the 2018 financial report. The Library was a little under its revenue projections. In addition to the fines and fees shortfall, the loss in revenue was due in part to the pro-rated income from the School District of Waukesha. For 2019, the Library will receive the full amount from the School District. He noted that the payroll for December was not posted yet. He explained that the Library made adjustments in its spending to offset the loss in revenue.

**Trustee Sura moved to approve the 2018 financial report. Trustee Baxter seconded. Trustee Ammerman questioned the spreadsheet totals and discussion ensued on whether there should be an easier to read format for the financial reports. Trustee Sura rescinded her original motion. Trustee Baxter seconded; motion carried unanimously. The item was tabled. Other Trustees voting aye: Ammerman, Kasproicz, Lombardi & Ryan
Absent: Guilfooy**

B. [ID#19-0024](#) Approval of the financial report for January 2019

This item was tabled.

7. Old Business

A. [LC19-0020](#) Update on building facade

Library Director Gay reported that both Bill Robison and the engineer from Engberg Anderson have been out of the office. A meeting is scheduled for Monday at 11:00 a.m. to discuss different options for repairing the front of the building. He welcomed interested Board members to join them. One of the options will be whether or not it is possible to reuse the vertical panels with a different attachment system. Director Gay said that The City is aware that the Library would not be able to meet the deadline for a budget amendment.

8. New Business

A. [ID#19-0025](#) Discussion/action regarding budget carryover requests

Library Director Gay explained that the carryover budget request includes the Waukesha Reads account line and the Children's Services grant. If there are any remaining funds in the 2018 budget, he will ask to carryover those monies to cover part of the consulting costs for the building façade work.

B. [ID#19-0026](#) Library Board education: Trustee Essential #7 - The Library Board and Library Personnel

Library Director Gay was happy to report that he did not believe that there are any issues with the Library Board and the division of responsibilities related to personnel matters. He brought their attention to the bullet point on the Director's responsibility in hiring matters and said that he would keep them apprised of any significant personnel decisions, such as hiring a new manager, but not a Page/Shelver. Board President Riebel said that she would also expect to be notified of any organizational re-structuring. Director Gay also voiced his appreciation for the Library Board's support of increasing staff compensation levels. Trustee Lombardi inquired if the Library has its own personnel policies. Director Gay responded that the Library models its policies after the City's but makes sure to include language that outlines the Library Board's control.

C. [ID#19-0027](#) Update on Library Director evaluation process (Human Resources Committee)

Board President Riebel reported that the Human Resources Committee met in closed session to discuss the responses to the Library Director's evaluation survey. They plan on meeting one more time prior to the February Library Board meeting to develop a recommendation for the Board as well as a summary report that can be shared with the City. The group will also re-evaluate the review process and document tool to make any necessary revisions.

D. [ID#19-0028](#) Discussion/action regarding Library Director 2019 goals (Human Resources committee)

Board President Riebel said that the Human Resources Committee reviewed the Library Director's 2019 goals. The Committee is recommending Board approval for those goals. Director Gay said that his goals include components from the new strategic plan as well as unanticipated events such as re-doing the front façade of the building. Trustee Kasproicz questioned the timeframe of completing the plan for repairing the front façade of the library. He said that given the bidding process, it may be difficult to complete that by the end of first quarter. It was recommended that the word 'complete' be changed to 'develop' in the first goal. Director Gay felt confident that he would be able to fulfill the other goals in the timeframe he outlined. Director Gay said that for the feasibility study the Library has the funds for starting a foundation as well as impact fees to use for capital projects.

**Trustee Lombardi moved to approve the Library Director's 2019 goals as amended. Trustee Sura seconded; the motion carried unanimously. Other Trustees voting aye: Ammerman, Kasproicz, Lombardi & Ryan
Absent: Guilfooy**

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 highlighted several items from administrative reports:

- *Update on PLSR (Public Library Redesign Project) – After three years and a draft report which included directives from the library community and seven recommendations, Library Directors throughout the state were given the opportunity to fill out a survey regarding the report. While there are still a lot of unknowns, the Steering Team will continue to finalize their report to forward to the new State Superintendent.*
- *Laptop usage has increased.*
- *mk Solutions made a maintenance site visit prior to the book return button malfunctioning.*
- *Kudos to the Technical Services Department for their input on Staff Education Day.*
- *The Library will be changing magazine vendors – this is a big process, but will save money in the long term. Other libraries have recommended this vendor.*
- *This year, the Library will be an AARP tax help site.*
- *1,000 Books Before Kindergarten reached a milestone with 1,632 children enrolled and 336,000 books read.*

A. [ID#19-0029](#) Administrative and Staff reports for January 10, 2019

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

Trustee Sura reported that the Bridges Library System Board looked at the PLSR process, elected new officers, reviewed the records retention policy and 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 meet on January 31 due to the Martin Luther King Day events planned for January 21.

E. Communications to the Common Council

Trustee Helgestad will provide the Council with a short report about the library facade.

10. Adjournment

Absent any objections, the meeting adjourned at 5:41 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.