



# City of Waukesha

## Meeting Minutes - Final

### Library Board

*Bruce Gay, Executive Director*  
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Thursday, April 11, 2019

4:45 PM

Library Board Room

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#### 1. Call to Order

*Others Present: Library Director B. Gay, Assistant Director J. Klima, Technical Services Manager C. Peil, Information Services Manager A. Welch, Head of Operations J. LaPaz, and Special Projects Coordinator J. Quinlan*

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

**Other Trustees Present: Ammerman, Lombardi & Ryan**

**Other Trustees Absent: Guilfooy & Kasprovicz**

**Present** 5 - Deatrick, Fowle, Sura, Riebel, and Helgestad

**Absent** 1 - Baxter

#### 2. Public Comment

*President Riebel stated that this would be Trustee Helgestad's last meeting as he did not seek re-election as alderman. As the Common Council representative, she thanked him for his service to the Library Board and presented him with a certificate. Trustee Helgestad said that if the opportunity arose, he told the Mayor that he would be happy to serve on the Library Board as a citizen.*

#### 3. Approval of Meeting Minutes

##### A. [ID#19-0497](#) Approval of the minutes for March 14, 2019

**Trustee Lombardi moved to approve the Library Board minutes for March 14, 2019 as presented. Trustee Helgestad seconded; motion carried unanimously.**

**Trustees also voting aye: Ammerman, Lombardi & Ryan**

**Absent: Guilfooy & Kasprovicz**

#### 4. Correspondence

*Included in the Board packets were two Waukesha Freeman articles. The first article highlighted student art displays at libraries throughout Waukesha County during the month of March (WPL had 485 visitors for its art reception). There is also an amazing art display on the first floor showcasing art from the Pewaukee Area Arts Council Showcase of Art. The second article covered an interview with Director Gay regarding the Library's first floor plan and the issues with the front entrance panels.*

##### A. [ID#19-0498](#) Correspondence for March 2019

## 5. Bills

A. [ID#19-0499](#) Approval of the April 2019 bills

*Library Director Gay pointed out that the bill list for the month included large payments to the Bridges Library System for the Library's portion of the catalog maintenance, which is based on the number of licenses as well as for the Library's share of database costs, Gale Courses, Flipster and the Advantage program which secures extra copies of e-books for patrons.*

**Trustee Helgestad moved to approve the April 2019 bills for \$181,169.19 and write offs of \$2,508. Trustee Sura seconded; motion carried with a unanimous roll call vote. Other Trustees voting aye: Ammerman, Lombardi & Ryan  
Absent: Guilfooy & Kasprowicz**

**Aye:** 5 - Deatrick, Fowle, Sura, Riebel and Helgestad

**Absent:** 1 - Baxter

## 6. Financial Reports

A. [ID#19-0500](#) Approval of the April Financial Reports

*Library Director Gay reported that the Library is on track with its spending. The personnel budgets have not been updated by the City.*

**Trustee Lombardi moved to approve the April 2019 financial reports. Trustee Deatrick seconded; motion carried unanimously. Trustees also voting aye: Ammerman, Lombardi & Ryan  
Absent: Guilfooy & Kasprowicz**

**Aye:** 5 - Deatrick, Fowle, Sura, Riebel and Helgestad

**Absent:** 1 - Baxter

## 7. Old Business

**A. [LC19-0176](#) Discussion regarding strategic plan update**

*Library Director Gay reported that the strategic plan update was the first one for the year and asked the Library Board for feedback on the format; he would be open to changing how the progress report is prepared. He said that he was happy to answer any questions. Trustee Ryan asked about the online acceptance of donations. Library Director Gay said that this option would be made available to make donations to the Library's new account established through the Waukesha County Community Foundation. An additional \$350 will be added with gifts from the Beacon Lights Club of Waukesha and the Practical Club. Assistant Library Director Klima said that the donations would be directed through a link from the Library's website to the WCCF's secure website.*

*Director Gay remarked that the EDI (Equity Diversity, and Inclusiveness) training is up and running. He is excited about the training that the EDI Committee has put together for the staff. For the creation of a marketing plan, Director Gay said that he has been in contact with Melissa from WiLS and noted that their organization is branching out from offering strategic planning services to include marketing. Waukesha Public Library agreed to be part of a pilot program for them. He is planning on meeting with WiLS at the WAPL (Wisconsin Association of Public Libraries) Conference in May. The Board agreed that they liked the format of the report.*

**B. [LC19-0177](#) Update on front facade repair**

*Library Director Gay reported that he met with City Administrator Kevin Lahner, City Finance Committee Chair Joe Pieper, City Engineer Katie Jelacic, Library Board President Amy Riebel and Library Board Trustee Erik Helgestad to discuss the front façade. Based on the high cost, Alderman Pieper informed them that he would like to see alternative solutions for the panel replacements. Director Gay reached out to Engberg Anderson and asked Bill Robison for some additional options. Trustee Heglestad said that it is difficult to look at spending that amount of money when it is not adding any square footage to the library. The Library needs to do its due diligence to find an affordable, yet attractive solution. It was noted that the vertical panels are compromised and slipping, so they would not be able to be repaired. The Library Board members all agreed that a long term, cost effective solution should be found so they don't have to come back in a couple of years and ask for more money.*

**8. New Business**

A. [ID#19-0501](#) Library Board education: Trustee Essential #19 - Library Director Certification and next Trustee Essential chapters to review

*Library Director Gay reviewed the Board responsibilities in regard to Trustee Essential #19 – Library Director Certification. He said that all Library Directors in Wisconsin must be certified with the state based on the size of the community. There are three grade levels. The Waukesha Public Library Director needs a Grade I certification, which requires a Master's Degree from a library school program accredited by the American Library Association. There are continuing education requirements to meet; every five years, he has to complete 100 hours of training, which must include ten hours of technology training. Director Gay asked the Board if they had suggestions for training topics he could take or if they notice any gaps in his training. Trustee Sura suggested that Director Gay gear his training towards topics that he is interested in. He said that fundraising would be a pertinent area to focus on. Trustee Deatrick asked about the reporting process for the certification.*

*Director Gay said that he reviews his reports with the Bridges Library System, who will certify that he has met all of the continuing education requirements. These can be through workshop and conference attendance or classes. Once certified, the application and fee are submitted to the Department of Public Instruction.*

*The Library Board discussed which Trustee Essentials that they want to review next. Director Gay said that he can also bring forward any relevant policies that relate to the Trustee Essential. The group decided to review next on TE 23, TE 22, TE 2 and TE 1.*

B. [ID#19-0502](#) Discussion/action regarding Library Human Resources Policy B-4, Separation Procedure (HR Committee)

*Committee Chair Riebel reported that the Library's Human Resources Committee met just prior to the Library Board to review several policies. All of the changes are in line with City policy updates. In Policy B-4, Separation Procedure, the reference to probationary employees was removed. She explained that the Committee discussed whether they believed a member from the Library's Human Resources Committee should be represented in the event that someone was involuntarily terminated. The Committee ultimately thought it made more sense to have someone from the City with a background in human resources training to be present at such a meeting to advise the Library Director and act as a witness. This would not preclude the Library Board from being informed or involved in an appeal process. Trustee Lombardi questioned who would pay for outside counsel if the Library Director deemed it necessary. She stated that she would like to see it outlined where the money would come from in the policy. Both Trustees Riebel and Helgestad agreed that the funding source should be clarified, but it would not necessarily need to be part of the policy. Board President Riebel asked if the Board's decision to approve the policy would be different if the Library had to pay. Trustee Helgestad said that something like this may be covered under the City's insurance. Director Gay will investigate the details of using outside counsel and whether the payment would come from the Library's budget. It was the consensus of the Library Board to table this item and bring it back in May.*

**A motion was made that this Business item be tabled. The motion carried unanimously.**

- C. [ID#19-0503](#) Discussion/action regarding Library Human Resources Policy B-11, Cooperative Employment and Education Program (Limited term Library internships) (HR Committee)
- Committee Chair Riebel explained that the changes to this policy match the City's language, in particular the reference to the minimum and maximum number of hours a co-op student may work. While the Library does not currently have any co-op students, it is a nice option for the Library to have.*
- Trustee Sura moved to approve Library Human Resources Policy B-11, Cooperative Employment and Education Program as presented. Trustee Helgestad seconded, motion carried unanimously. Other Trustees voting aye: Ammerman, Lombardi & Ryan**  
**Absent: Guilfooy & Kasproicz**
- D. [ID#19-0504](#) Discussion/action regarding Library Human Resources Policy B-16, Waukesha Public Library Staffing Resolution (HR Committee)
- Committee Chair Riebel reported that this policy gets updated each year and said that the only change to the policy is the date; the number of employees has remained the same.*
- Trustee Lombardi moved to approve Library Human Resources Policy B-16, Waukesha Public Library Staffing Resolution as presented. Trustee Deatrick seconded, motion carried unanimously. Other Trustees voting aye: Ammerman, Lombardi & Ryan**  
**Absent: Guilfooy & Kasproicz**
- E. [ID#19-0505](#) Discussion/action regarding Library Human Resources Policy E-14, Drug Testing (HR Committee)
- Committee Chair Riebel reported on two changes to this policy. She explained that returning employees or rehires who have previously completed a pre-employment drug screening within the prior year, will not be required to re-test. The other change includes the addition of semi-synthetic opioids to the list of drugs that are part of the screening process.*
- Trustee Helgestad moved to approve Library Human Resources Policy E-14, Drug Testing as presented. Trustee Fowle seconded, motion carried unanimously. Other Trustees voting aye: Ammerman, Lombardi & Ryan**  
**Absent: Guilfooy & Kasproicz**

**F. [ID#19-0506](#) Discussion/action regarding Library Human Resources Policy B-21, Job Share Program (HR Committee)**

*Library Director Gay explained that this is a new policy that came out of a request from an employee to return to work part-time after their FMLA leave has ended. He stressed that the Library cannot afford to lose a full-time position. The Library moved forward with developing the job share program with City HR approval. The policy is a result of taking some of the old union contract language and building in safeguards to keep the position as full-time, so that after the program ends, the Library would not lose a full-time position.*

*He explained that a job share program is where two employees with the same qualifications share one full-time position. He pointed out that there is language in the policy that protects the Library, giving the Library control over the renewal or termination of the program. The job share program would be for a minimum of one year and would be evaluated after nine months. Director Gay said that he would like to see the program be successful; it promotes a work/life balance and would help retain good employees. Trustee Deatrick questioned the language in the termination section of the agreement. Director Gay responded that the City Human Resources Director suggested that the language be included to make it clear what happens when the job share ends. Trustee Lombardi suggested changing the language to specify that the Library Director is in charge of the program. Language stating that the program will be administered by the Library Director or his/her designee will be added to the second paragraph under Definition.*

**Trustee Sura moved to approve Library Human Resources Policy B-21, Job Share Program as amended. Trustee Helgestad seconded, motion carried unanimously. Other Trustees voting aye: Ammerman, Lombardi & Ryan  
Absent: Guilfooy & Kasprovicz**

**G. [ID#19-0507](#) Discussion/action regarding 2019 Job Share Agreement (HR Committee)**

*Library Director Gay said that the agreement for the job share program specifically details who the incumbent is, what the position is and what the responsibilities are. Trustee Deatrick asked if Employee B is a current employee or would the Library recruit someone for the job share partner. Director Gay replied that the Library would probably have to recruit for a job share partner.*

**Trustee Lombardi moved to approve the 2019 job share agreement. Trustee Deatrick seconded, motion carried unanimously. Other Trustees voting aye: Ammerman, Lombardi & Ryan  
Absent: Guilfooy & Kasprovicz**

## **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.*

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:*

- *Erin Kramer, the Library's technology support technician has resigned and will be working with the Bridges Library System.*
- *The Technical Services Department is investigating using EDI (Electronic Data Interface) ordering through Baker & Taylor. This will help streamline the process adding titles directly to the catalog when an order is placed.*
- *A new function has been added for patrons to create their own username to login to their library account.*
- *From April 7-20, the library has partnered with downtown businesses for a Show Us Your Library Card Campaign. Businesses will provide a discount to customers who show their library card.*
- *More chairs have been ordered for the first floor. They are the same model that the Library ordered last year.*
- *Kerry Pinkner and Michele Gagner attended Power Up: A Leadership Conference for Youth Services Managers and Staff in Madison. Their presentation, "Better Together-A School District and Public Library Partnership" was well received. They will be presenting at the Wisconsin Library Association Conference in the fall.*
- *The Library's EDI Committee also applied to do a program at the annual Wisconsin Library Association Conference.*

*Trustee Ryan asked about the teen behavior noted in Jim LaPaz's report. Director Gay said that these are repeat offenders with bans and the Library will contact the police if necessary. Head of Operations LaPaz added that these teens are extremely disrespectful. He has contacted the School SRO as well. Trustee Ryan also asked if the Library would be advertising for the Technician II position. Assistant Director Klima responded yes, but that WPL would also have access to the new Bridges technology support person.*

A. [ID#19-0508](#) Administrative & Staff reports for April 11, 2019

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

*Trustee Sura did not attend the meeting, but the PLSR plan was on the agenda and one of the biggest items was the formula change for state aid to Library Systems.*

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 met on Monday, March 18. Present at their meeting was an investment broker who is handling the Friends account. The group discussed fundraising efforts and soliciting the Lifetime members for additional support. Volunteers are needed for the Mystery Mingle. The next event at the Culver's on Main Street is April 24.*

E. Communications to the Common Council

*Trustee Helgestad will provide the Council with a short report on the updated policies and the façade.*

10. Adjournment

**Absent any objections, the meeting adjourned at 5:47 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.