



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, May 9, 2019

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Children Services Manager K. Pinkner, Information Services Manager A. Welch, Head of Operations J. LaPaz, Circulation Manager T. Lyons, Head of Programming & Community Engagement Manager K. Hall, Finance & Planning Analyst C. Braun

President Riebel convened the meeting at 4:48 p.m. President Riebel welcomed new library board member Lenny Miller and said she looks forward to working with him. Mr. Miller stated he lived in Waukesha most of his life. He is very involved in local politics. He worked in the Park & Recreation Department for 20 years and has degrees in theatre & recreation. He has been married for 15 years and has three children. He serves on the Human Resources and Building & Grounds Committees for the City.

Other Trustees Present: Kasprovicz, Lombardi, Miller & Ryan

Other Trustees Absent: Ammerman & Guilfooy

Present 3 - Sura, Riebel, and Baxter

Absent 2 - Deatricks, and Fowle

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#19-0636](#) Approval of the minutes for April 11, 2019

Trustee Sura moved to approve the Library Board minutes for April 11, 2019 as amended. Trustee Miller seconded; motion carried unanimously. Other Trustees voting aye: Kasprovicz, Lombardi, Miller & Ryan
Absent: Ammerman & Guilfooy

4. Correspondence

Correspondence included a save-the-date card with information on the 2019 Bridges Library System Trustee Dinner.

A. [ID#19-0637](#) Correspondence for May

5. Bills

A. [ID#19-0638](#) Approval of the bills for May 2019

Library Director Gay pointed out that the bill list for the month included a payment to Go Daddy to fix the Waukesha Reads website and the purchase of software licensing. It has been a busy month, however, there is not much to talk about on the bills list. Just normal everyday bills.

Trustee Kasproicz moved to approve the May 2019 bills for \$47,395.21 and write offs of \$2,990. Trustee Sura seconded; motion carried with a unanimous roll call vote. Trustees also voting aye: Kasproicz, Lombardi, Miller & Ryan.

Absent: Ammerman & Guilfooy

Aye: 3 - Sura, Riebel and Baxter

Absent: 2 - Deatrick and Fowle

6. Financial Reports

A. [ID#19-0639](#) Approval of the financial reports for May 2019

Library Director Gay reported Finance is two months behind on posting payroll due to their work completing the annual audit. Except for the payroll posting, the library is on target with spending. The Library invoiced the school district.

Trustee Lombardi moved to approve the May 2019 financial reports. Trustee Deatrick seconded; motion carried with a unanimous roll call vote. Trustees also voting aye: Kasproicz, Lombardi, Miller & Ryan

Absent: Ammerman & Guilfooy

Aye: 3 - Sura, Riebel and Baxter

Absent: 2 - Deatrick and Fowle

7. Old Business

A. [LC19-0225](#) Discussion/action regarding Library Human Resources Policy B-4, Separation Procedure

Library Director Gay stated this policy was on last month's agenda and the Library Board wanted clarification on section 6. A. as to who would pay for outside counsel if needed. Director Gay has spoken to City Attorney Brian Running and Human Resource Director Marquise Vasquez and both stated it would be the library's responsibility to pay for outside counsel.

Trustee Sura moved to approve the Policy B-4. Trustee Miller seconded; motion carried unanimously. Trustees also voting aye: Kasproicz, Lombardi, Miller & Ryan

Absent: Ammerman & Guilfooy

B. [LC19-0226](#) Update on first floor redesign project

Library Director Gay reported John Klima, Kori Hall and he met with representatives from Engberg Anderson. The company has developed a process they use with libraries which involves separate staff and stakeholder committees to develop the plan. The process will take place over the next four months. The first meeting is set for May 22. The next three meetings will take place on Library Board day. The stakeholder committee consists of various members of the community who have an interest in the library but do not work in the library. The stakeholders will meet at 7:30 a.m. and the staff at 9:00 a.m. on May 22. The first meeting is "imagine the possibilities", where ideas are shared on possible options for the redesign. The second meeting will discuss three to five possible designs. The third meeting will revise a single working design, and the fourth meeting will review a final design for the Library Board to approve. At the same time the Library will consider repairs and renovations to the front entrance. City Administrator Kevin Lahner felt confident with our committee members knowledge and their ability to make good choices and thought there would be a good chance to fund a plan. The Library Board agreed that a long-term, cost-effective solution should be found that won't require further expenditures. The Library Board members asked about being involved in the meeting and felt confident with Trustee Ammerman being on the stakeholder committee and that they could convey thoughts and ideas through her. Director Gay and Trustee Ammerman will present at the June board meeting.

8. New Business**A.** [ID#19-0640](#) Library Board Education: Trustee Essential #23-Dealing with Challenges to Materials and Policies and discussion regarding Library Policy D-1, Materials Selection

Director Gay reviewed the Library Boards responsibilities regarding Trustee Essential #23- Dealing with Challenges to Materials and Policies. He stated that libraries do receive challenges to materials in their collection. The Library has a materials selection policy which, while it needs minor revisions is still very thorough. Conversations addressing challenged material can be difficult. Should a trustee be contacted with a challenge to a title in the Library's collection, explain that there is a policy detailing the process, and a first step should be to contact the Library Director. If the challenge is not resolved, it would go to a public hearing before the Library Board. The Intellectual Freedom Manual is an excellent resource for public hearing planning. The Library Board discussed the library having items challenged in the past, but that challenges have not proceeded to a public hearing.

B. [ID#19-0641](#) Discussion/action regarding Bridges Library System allowable costs

Director Gay presented this annual document from the Bridges Library Systems, which the Library Board needs to approve and sign. The document helps determine County funding for the Library and is based on the current year's budget but excludes capital costs.

**Trustee Ryan moved to approve the Bridges System allowable cost as presented. Trustee Lombardi seconded; motion carried unanimously. Trustees also voting aye: Kasprowicz, Lombardi, Miller & Ryan
Absent: Ammerman & Guilfooy**

C. [ID#19-0642](#)

D. [ID#19-0643](#) Discussion/action regarding Library Policy A-1, Hours of Service

Director Gay had asked management to prepare reports based on hourly use of the Library. Anecdotally, staff knows that on Friday afternoon around 4:45 families and single patrons rush into the building to pick up materials for the weekend before the 5 p.m. closing time. Hourly and day-of-week data on patron counts, checkouts, and computer uses was collected. The data showed a clear pattern that suggests new hours would better serve the public. The director proposed closing a half hour earlier on Monday through Thursday, as the half hour between 8:30 to 9 is very quiet. On Friday the Library would stay open until 6, adding an hour per week, to better meet public needs. On Saturdays the Library would be open 9 to 5 throughout the year, eliminating the early closing during the summer. The Library would increase Sunday hours to 1 to 5 p.m. Currently the building is open three hours on Sundays. Finally, Sunday hours would begin the Sunday after Labor Day and end the Sunday of the weekend before Memorial Day. Director Gay reviewed hours at other Bridges libraries which showed a great deal of variability. However, several were open later Fridays. Managers expressed confidence that they could meet this schedule with the current staff and budget. Initially, managers considered closing at 8:00 p.m. Monday-Thursday, however, this would greatly affect adult programming. The Library Board discussed which programs go beyond 8:00 p.m. besides the Monday night movie. They also discussed this having no financial impact for the library. Director Gay reviewed the data and showed that 98% of checkouts, patron counts, and computer sessions happen before the 8:00 p.m.-9:00 p.m. hour. These changes would take effect on September 3, 2019. This will allow time for advertising and to make any necessary changes.

**Trustee Kasprowicz moved to approve the proposed Waukesha Public Library hours of service policy (A-1) as amended with changing the Sunday opening time to 1:00 p.m., Trustee Sura seconded, motion carried unanimously. Trustees also voting aye: Kasprowicz, Lombardi, Miller & Ryan
Absent: Ammerman & Guilfooy**

9. Reports

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

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 Wisconsin Association of Public Libraries (WAPL) Conference was held May 1-3 and Kori Hall, Nancy Aycock and Gay attended. He was pleased with the conference. The keynote note speaker discussed marketing a focus on trading or brand naming his library. He met with WiLS staff who are developing a library marketing plan service and who would like to pilot the service with WPL. They would give us a discounted rate of \$1000 as compared to \$2000 - \$2500. Establishing a marketing plan is a part of the strategic plan, scheduled for completion in 2020. He will bring the complete proposal to the Board in June. He also attended an event presented by the Director of the Beloit Public Library which looked at how service was provided to customers.*
- *The school district installed several more wireless access points. We now have almost full coverage in the library for the school district Wi-Fi as we do for the library Wi-Fi.*
- *Library Assistant Jane suggested placing a sign at the Interior check in point to let patrons know that if they didn't see a title come up on the check in screen, the item would be checked in in the workroom. The sign was added.*
- *On April 1, we added a new feature to the online catalog. Patrons who do not already have a library card may sign up for temporary account online. They have one month to come obtain a library card.*
- *The library partnered with AARP for ten weeks offering tax assistance. Volunteers from AARP assisted 347 citizens.*
- *We are happy to welcome Carroll University back to the Waukesha Reads Committee of the Whole. Joe Hardenbrook, Director at Todd Wehr Memorial Library, will be joining the committee.*
- *The Librarians finished weeding the Western Collection this month and are now relabeled and moved to the Fiction Collection.*
- *The Bunny Hop dance had 166 children & adults in attendance.*

Trustee Sura asked about the Community Learning Center Partnership. Manager K. Pinkner stated these were just smaller groups and they will be getting out more to schools in May.

A. [ID#19-0644](#) Administrative and Staff Reports for May 9, 2019

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

Trustee Sura reported they discussed the PLSR redesign project and Bridges staff members were assigned to some of the PLSR committees. They also discussed large fines being sent to the police department for action and the Waukesha Public Library receiving the Bridges Innovation Grant. Director Gay reported Manager K. Pinkner had an idea to work with Hebron House to install Wi-Fi with eBooks on it. This way homeless people in the shelter can access eBooks without a library card.

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 did not meet.

E. Communications to the Common Council

Trustee Miller will provide the Council with highlights of the meeting.

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.