



# City of Waukesha

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## Meeting Minutes - Final

### Library Board

*Bruce Gay, Executive Director*  
*bgay@waukesha-wi.gov*

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Thursday, June 13, 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, Children Services Manager K. Pinkner, Technical Services Manager C. Peil, and Special Projects Coordinator J. Quinlan*

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

**Other Trustees Present: Ammerman, Kasprovicz, Lombardi & Miller**

**Other Trustees Absent: Guilfooy**

**Present** 3 - Deatrick, Fowle, and Riebel

**Absent** 2 - Sura, and Baxter

#### 2. Public Comment

*There were no public comments.*

#### 3. Approval of Meeting Minutes

##### A. [ID#19-0793](#) Approval of the minutes for May 9, 2019

**Trustee Lombardi moved to approve the Library Board minutes for May 9, 2019 as presented. Trustee Kasprovicz seconded; motion carried unanimously.**

**Trustees also voting aye: Ammerman, Kasprovicz, Lombardi & Miller**

**Absent: Guilfooy**

#### 4. Correspondence

*Correspondence included information on the 2019 Trustee Training Week August 12-16. Individuals may register on their own, or if they prefer, may attend sessions at the library in the Board room. Also included was a press release announcing that the Library received a \$15,000 grant from the NEA for the Big Read. The title selected for this year's Waukesha Reads is Lab Girl by Hope Jahren. This is the thirteenth year for the NEA Big Read—Waukesha Reads. A full slate of programs is planned with kickoff events at the September Tribute Tuesday concert and the Retzer Nature Center's Apple Fest. Library events highlighted in the news were the May 16 program How the Battle for Women's Suffrage was Won; the May 22 event with columnist Bill Stokes where he talked about his novel, Margaret's War, about living in Wisconsin near a German POW camp; and the inaugural Adult Storytime, which was held at Bernie's Tap Room downtown. All of the events were well attended. An article written by Jill Fuller, Marketing & Communications Coordinator for the Bridges Library system focused on libraries offering hearing loops to those impacted with hearing loss. The Waukesha Library has two; one in the meeting room and one at the Circulation Desk. A Journal Sentinel article takes a look at what libraries are doing now, with a focus on programs and services. A customer commented regarding his concern with the 18-month library card renewal period. Director Gay explained that the policy change is relatively new. The policy assures that all cards are valid and that taxing districts are up to date. The Bridges Library System is looking at a different way to verify addresses to meet this new requirement.*

- A. [ID#19-0794](#) Correspondence for June 2019

#### 5. Bills

- A. [ID#19-0795](#) Approval of the bills for June 2019

*Library Director Gay called attention to the bill list for the month, which included a payment to Corporate Design Interiors for first floor replacement chairs. He invited Board members to look at the newly enclosed office for the Human Resources liaison. The cost for this was \$6,900 and was part of the capital budget. Trustee Kasproicz asked what the \$4,320 invoice to IWM tower water treatment was for. It was explained that this was for treatment for the heating and cooling system.*

**Trustee Deatruck moved to approve the June 2019 bills for \$132,733.85 and write offs of \$4,834. Trustee Lombardi seconded; motion carried with a unanimous roll call vote.**

**Trustees also voting aye: Ammerman, Kasproicz, Lombardi & Miller**

**Absent: Guilfooy**

**Aye:** 3 - Deatruck, Fowle and Riebel

**Absent:** 2 - Sura and Baxter

#### 6. Financial Reports

**A.**     [ID#19-0796](#)     Approval of the financial reports for June 2019

*Library Director Gay reported that City Finance is up to date on posting payroll. Fine revenue for the year is still fluctuating, but the Library is on target with spending. The Technology personnel budget shows some unspent funds; this is due to a vacancy. The new Library Technician II begins next Monday. The Library has invoiced the school district and is awaiting payment for their portion of the Community Librarian Liaison position.*

**Trustee Miller moved to approve the June 2019 financial reports. Trustee Fowle seconded; motion carried with a unanimous roll call vote.**

**Other Trustees voting aye: Ammerman, Kasprowicz, Lombardi & Miller**

**Absent: Guilfooy**

**Aye:** 3 - Deatrick, Fowle and Riebel

**Absent:** 2 - Sura and Baxter

**7. Old Business****A.**     [LC19-0280](#)     First floor redesign project update

*Library Director Gay reported that the second set of meetings to discuss the first floor redesign project took place earlier in the day. He recapped that at the first meetings discussion by both the stakeholder group and the staff group centered on what to keep, what to toss and what to add. This resulted in ideas to create more meeting spaces by reducing the collection size. Based on this input, the architects returned with three options, which Director Gay displayed. The first option (1-A) retains the entrance where it is currently located, the community room doubles in size and includes a demonstration kitchen, and there are larger study rooms. The plan also calls for a makerspace with recording studios and smaller study rooms. The fiction collection and a smaller non-fiction collection are re-located along with the public computers. The Carnegie Room could become a multi-purpose space, housing the local history collection. The magazines and reference collection would be located where local history is currently. The staff group emphasized the need for an even larger community room, combining the service desks, and possibly flipping the AV collection with the computers.*

*The second option (1-B) moves the entrance to the west side of the building, repurposes the current entrance to the makerspace and includes a patio. The stakeholder group was very adamant that the cost of moving the entrance would be too expensive versus any benefit realized. The third option (1-C) also moved the entrance to the west side of the building, but the plan did not substantially increase the size of the meeting room space. The staff committee discussed possibly moving the entrance to its former location, which would be more central, but then there is the issue of the book return site.*

*The Board discussed the need for more meeting room space and the possibility of renting out the community room. Trustee Deatrick questioned moving the entrance. Director Gay said that there would have to be a compelling reason to change it. He added that next month, the architects will work from option 1-A, revising it based on the feedback from the stakeholders and staff meetings. Trustee Lombardi was concerned about having the front entry repair combined with the project given the timing of the first-floor redesign; she believed that the front entry repair should be completed sooner.*

## 8. New Business

- A. [ID#19-0797](#) Discussion/action regarding resolution of appreciation: Trustee Jeff Fowle
- Library Board President Riebel read the resolution of appreciation for Trustee Jeff Fowle, thanking him for his thirteen years of service to the Library Board. The Library Board thanked Trustee Fowle for serving the community. Trustee Fowle expressed that he enjoyed each meeting and that the library means a lot to him. He acknowledged some of the highlights during his tenure, including the children's department renovation, turning around the security issues and forging a stronger relationship with the Waukesha School District. He thanked everyone for their well wishes. Board President Riebel announced that Erik Helgestad will be re-joining the Library Board as a citizen member.*
- (Trustee Lombardi left at 5:20 p.m.)**
- B. [ID#19-0798](#) Library Board education: Trustee Essential #22 - Freedom of Expression and Inquiry
- Director Gay said that Trustee Essential #22 – Freedom of Expression and Inquiry covers a lot of information pertaining to the collection development policy, internet policy and filtering, meeting room, exhibit and display policies. He noted that the Library will need to revisit the meeting room policy once the redesign project is completed. He asked Board members to contact him if they have questions regarding the information.*
- C. [ID#19-0799](#) Discussion/action regarding Library Board certification of eligibility for exemption from county library tax - County standards
- Library Director Gay explained that as long as the municipality's tax rate for library services is equal to or above the rate of the county tax and the library meets or exceeds the Waukesha County standards, the Library can exempt itself from paying the county library tax. He stated that the Library meets all of the current standards.*
- Trustee Deatrick moved to approve the standards certification as part of the county library levy exemption. Trustee Ammerman seconded, motion carried unanimously.**
- Other Trustees voting aye: Ammerman, Kasprovicz, Lombardi & Miller**
- Absent: Guilfooy**
- D. [ID#19-0800](#) Discussion/action regarding marketing plan agreement with WiLS
- Library Director Gay said that at their May meeting, the Friends of Waukesha Public Library agreed to pay the \$1,000 fee for the marketing agreement with WiLS. The agreement includes a revised timeline. The goal is to develop an organizational brand for the library.*
- Trustee Fowle moved to approve the marketing agreement with WiLS. Trustee Ammerman seconded, motion carried unanimously.**
- Other Trustees voting aye: Ammerman, Kasprovicz, Lombardi & Miller**
- Absent: Guilfooy**

E. [ID#19-0801](#) Discussion/action regarding fines on children's materials

*Library Director Gay explained that the addition of assessing children's fines was approved in December 2011 to address budget constraints. Since it is the Library's mission to champion the power of reading and to encourage children to read, he would like to remove that barrier and not assess fines on children's accounts. Children's Manager Kerry Pinkner put together an infographic highlighting statistics on how fines hurt low-income families. This has been a big topic in libraries nationwide. Research has shown that fines do not bring books back sooner. Included in the packets were three good articles related to the subject of children's fines. There is a TED Talk on this topic which illustrates the impact that library fines have on people who are unable to pay. Director Gay reported that in 2018, \$11,000 was collected on children's cards, this is about 15% of the fine revenue. Trustee Miller asked if accounts are still blocked for unreturned items. Director Gay responded that accounts will be blocked if items are not returned. Patrons are held accountable for lost and damaged items. The Library will look at decreasing the time to mark when a book is lost and increasing the number of notifications patrons receive. Children's Manager Pinkner added that fines account for only 1% of the Library's total budget. In addition, it takes staff time and intervention to process fines, which can also cause friction and bad will at the service desks. Trustee Ryan believed that parents should be responsible for what their children check out and she questioned whether the library would be excusing irresponsible behavior. Director Gay said that he doesn't want to punish children if their parents aren't responsible. Manager Pinkner added that it isn't the role of the library to teach responsibility. Trustee Miller commented that a parent might have the difficult choice of feeding their kids or paying a library fine. Director Gay stated that there are currently \$21,000 in fines owed on children's cards and it would be his intent to forgive those. Trustee Ryan expressed that she would be in favor of eliminating fines for everyone, not just children. Manager Pinkner said that Fort Atkinson Library recently removed fines for children's materials with very positive results. Board President Riebel said that children in the school district are not meeting their literacy goals, so there is a lot to consider when talking about removing barriers or access to reading. Director Gay said that the records in the system would need to be cleaned up by removing accounts that are older than seven years. He said that he appreciated the Board's input in this conversation, which they will revisit at the July meeting.*

F. [ID#19-0802](#) Preliminary discussion regarding 2020 budget request

*Library Director Gay reported that the timeline for the city budget process was released. He referred to the memo included in the packet summarizing his plans for both the CIP budget and the operating budget. Some of the capital requests last year will be now part of the first floor renovation. He will put together a more accurate estimate (but not final numbers) for the first floor redesign to submit by the July 1, 2019 deadline. City Administrator Kevin Lahner also requested that the front entrance costs be incorporated with the first floor plans into one project. The carpeting on the stairs also needs to be replaced. He has asked Jim and John to investigate a more permanent backup book return for when the exterior book return is not functioning. The operating budget will need to be completed by mid-July. Approximately 77.7% of the budget is personnel costs and 10.76% is allocated for collections. His goals for the 2020 operating budget are to continue to bring staff up to the median salary range, increase the conference and training budget, allocate funds for marketing and publicity, support a strong collection, add staff for building maintenance, request a full-time position in Technical services, and add funds for limited term, on-call staffing. (Trustee Kasproicz left at 5:55 p.m.)*

## 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 Library has hired someone to fill the Technician II position, left vacant by Erin Kramer. The new hire comes to the Library from the Muskego School District and taught in South Korea last year.*
- *Waukesha Reads received a \$500 grant from the Waukesha Rotary Club as well as \$1,000 from the We Energies Foundation and \$1,000 from the Lions Club.*
- *The Summer Reading Club has begun; there are 2,058 kids signed up, 622 teens and 159 adults.*
- *The Community Library Liaison annual report is included as a separate document. This well-written report highlights all of the great activities that Librarian Michele Gagner has spearheaded or was involved in.*

### A. [ID#19-0807](#) Administrative & staff reports for June 13, 2019

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

*There was no report.*

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

*The Friends approved funding the request for the library's marketing agreement with WiLS.*

### E. Communications to the Common Council

*Trustee Miller will provide the Council with information on the first-floor redesign.*

## 10. Adjournment

**Board President Riebel reminded everyone that the annual meeting and election of officers will take place at the July meeting. Absent any objections, the meeting adjourned at 6:02 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.