



City of Waukesha

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Meeting Minutes - Final

Library Board

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

Thursday, July 11, 2019

4:45 PM

Library Board Room

1. Call to Order

Others Present: Guest John Tankersly, Library Director B. Gay, Assistant Director J. Klima, Head of Programming & Community Engagement K. Hall, Children Services Manager K. Pinkner, Technical Services Manager C. Peil, 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, Deatrick, Lombardi, Miller, Ryan & Sura

Absent: Guilfooy, Helgestad & Kasprovicz

Present 2 - Riebel, and Baxter

2. Public Comment

Library patron John Tankersly introduced himself and voiced his objection to his six-month ban. He stated that he was on a long-distance phone call while working on his laptop computer and the person on the other end was unable to hear him due to excessive noise from students in the area. He had to raise his voice so the person he was speaking with could hear him. He asserted that his suspension until December was unwarranted, that he has not had any issues in many years and did not threaten anyone. Mr. Tankersly left after his comments.

[ID#19-0968](#) Annual meeting and election of officers

Board President Riebel read the slate of officers for consideration: Amy Riebel for President; Paul Kasprovicz for Vice-President and Martha Ryan for Secretary. There were no other nominations for officers.

Trustee Miller moved to accept the slate of officers as read. Trustee Sura seconded, motion carried by consensus.

[ID#19-0958](#) Committee assignments

Board President Riebel asked Board members to fill out their committee interest forms and return them to her.

3. Approval of Meeting Minutes

[ID#19-0962](#) Approval of the minutes for June 13, 2019

Trustee Deatrick moved to approve the Library Board minutes for June 13, 2019 as corrected. Trustee Baxter seconded; motion carried unanimously.

4. Correspondence

Correspondence for the month included a promotional piece written by Jill Fuller, Coordinator of Marketing & Communications for the Bridges Library System. She highlighted National Audiobook Month maintaining that you are never too old to be read to. Also included was a press release for an educational discussion on transgender issues which was hosted by the Library on June 20. Bridges Library System shared information on the 2019 Trustee Training Week August 12-16. Oconomowoc Public Library and Delafield Public library are hosting; lunch will be served. Waukesha Public Library will also make the webinars available for its Trustees in the Board room.

[ID#19-0959](#) July correspondence

5. Bills

[ID#19-0960](#) Approval of the bills for July 2019

Library Director Gay called attention to page 2 of the bill list for the month, which included a CIP payment for Children's Services furniture replacement and reupholstering.

**Trustee Sura moved to approve the July 2019 bills for \$73,049.24 and write offs of \$3,154. Trustee Miller seconded; motion carried with a unanimous roll call vote. Other Trustees voting aye: Ammerman, Deatrick, Lombardi, Miller, Ryan & Sura
Absent: Guilfooy, Helgestad & Kasproicz**

Aye: 2 - Riebel and Baxter

6. Financial Reports

[ID#19-0961](#) Approval of the financial reports for July 2019

Library Director Gay reported that the Library received the payment from the Waukesha School District for the Community Librarian Liaison position. Fine revenue was higher in June as it was a busy month. He anticipated that July would also bring in higher fine revenue. Spending is on track for the year.

**Trustee Baxter moved to approve the July 2019 financial reports. Trustee Deatrick seconded; motion carried with a unanimous roll call vote. Other Trustees voting aye: Ammerman, Deatrick, Lombardi, Miller, Ryan & Sura
Absent: Guilfooy, Helgestad & Kasproicz**

Aye: 2 - Riebel and Baxter

7. Old Business

[LC19-0337](#)

First floor redesign project and front entrance update

Library Director Gay reported that the third round of meetings to discuss the first floor redesign project took place earlier in the day. After reviewing feedback from the last stakeholder and staff meetings, the architects returned with two options based on the original 1-A plan. Gay proceeded with a virtual tour of the space. He explained that the entrance has a bookstore feel with the library's new book collection housed on one side. The lobby is opened up to make sightlines and navigation to the interior of the building easier, the computers were relocated closer to the shared service desk. The size of the community room is larger, with an increased capacity of 182 seats. The room also includes storage space and a demonstration kitchen. The architectural renderings include a glass door/wall for the community room as well as the new study rooms. The glass could be frosted to maintain privacy, but would still allow light in the rooms. The media collection is now located where the current fiction collection is. The maker space includes two recording studios. There are also additional study rooms near the Carnegie room, along with a satellite 'as needed' service desk. The local history collection is moved to the Carnegie room which will be used as a quiet reading space. The room could also be used as a flexible program space. In August, the architects will review a more detailed design plan and the estimated project cost.

Gay continued with an update on the front entrance. On June 27, three panels blew out from the front of the building during a storm. No one was hurt, but three cars were damaged. He passed around a broken piece of one the plastic panels and cautioned that the broken edges were sharp. A decision has been made to remove the remaining vertical panels. The "Waukesha Public Library" letters will be saved. Per the Finance Department and for insurance purposes, the Library will obtain quotes to replace the three panels as well as for the removal of the remaining panels. He will communicate this update to the Common Council. Board President Riebel remarked that this adds another layer of urgency to the project. Director Gay said that there is \$300,000 in the CIP budget request for a fabric solution that would screen out the sun.

[LC19-0338](#)

Discussion/action regarding fines on children's materials

Board President Riebel explained that at their last meeting, the Library Board discussed the possibility of eliminating children's fines. The current policy is included in the packet without changes so the Board can make an informed decision. Library Director Gay said that the goal is to allow children to use the library without fear of losing their privileges and to encourage reading and literacy. He is recommending that the Library Board approve not assessing fines on children's materials versus materials checked out on children's cards. This will make the policy easier to explain, allow teachers to avoid huge fines on supplemental classroom materials, and build good will with library patrons. In the past, with the previous policy (no fines on materials checked out on children's cards), there was a lot of abuse with adults checking out on children's cards to avoid paying fines. He explained that the Library would still bill patrons for unreturned or damaged library materials; the new policy change will only apply to fines for overdue items. Trustee Deatrick said that she believed that while encouraging reading that parents should also be encouraged to return items as some parents won't let kids check out for fear of fines. Board President Riebel commented that some parents cannot afford to pay fines. Board President Riebel noted that not assessing fines on children's materials will have a bigger budget impact. Director Gay said that the annual revenue loss is estimated at \$8,000 if fines were removed on children's cards and \$25,000 if fines were removed on children's materials. Director Gay said that the Library would also be looking at how often notices are sent out. He wanted to be sure that the Library Board is comfortable with moving forward with this policy change. The Library Board discussed revenue streams from other sources. Director Gay said that the foundation could be a possible new revenue source. He added that changing the policy may make the library more welcoming and allow staff to serve library patrons without generating confrontations. Circulation Supervisor Lyons commented that the change will generate a tremendous amount of goodwill. It was the consensus of the Library Board to move forward with the policy change. Director Gay will present the updated policies at the August Library Board meeting for their approval.

8. New Business

[ID#19-0963](#)

Library Board education: Trustee Essential #1 - Trustee Job Description

Director Gay said that Trustee Essential #1 – Trustee Job Description outlines the responsibilities of a Library Board Trustee. He brought to their attention item two on the second page, which encourages attendance at municipal budget meetings. Important budget dates this year are Wednesday, August 21 and Thursday, October 17. Item number seven on page three says that Trustees should act as an advocate for the library; a good example of this is promoting the Library's redesign project and garnering public support for it. Trustee Baxter said that she believed that it is important for Board members to join the Friends of Waukesha Public Library. They do a lot to support the programs and services at the Library. Board President Riebel agreed that it is a good reminder for everyone on the Library Board.

[ID#19-0964](#) Discussion/action regarding Library's 2020 CIP budget request

Library Director Gay reported that he received a cost estimate from the architects of 5.4 million dollars for the first floor redesign project. This is a placeholder and the true project cost will most likely come in at a lower number. Other projects in the five-year request cycle include: a permanent exterior book return that would be used when the automated book return is not functioning; Library technology, which includes funding for SelfCheck upgrades, hardware and software support, public access computers and staff equipment; and shelving that will be part of the renovation plan.

Trustee Lombardi moved to approve the Library's 2020 five-year CIP budget request. Trustee Deatrick seconded, motion carried with a unanimous roll call vote.

Other Trustees voting aye: Ammerman, Deatrick, Lombardi, Miller, Ryan & Sura

Absent: Guilfooy, Helgestad & Kasproicz

Aye: 2 - Riebel and Baxter

[ID#19-0965](#) Discussion/action regarding 2019 CIP budget repurpose

Library Director Gay stated that at the suggestion of the City Finance Director, he is requesting that \$40,000 earmarked in 2019 for two first floor service desks be repurposed to complete two other capital projects this year: the rest of the seating on the first floor and the furniture replacement/repair project in the Children's department. The two service desks will be included in the first floor redesign project.

Trustee Baxter moved to approve the 2019 CIP budget repurpose as presented.

Trustee Ammerman seconded, motion carried with a unanimous roll call vote.

Other Trustees voting aye: Ammerman, Deatrick, Lombardi, Miller, Ryan & Sura

Absent: Guilfooy, Helgestad & Kasproicz

Aye: 2 - Riebel and Baxter

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 Mayor asked that the Library collaborate with the Waukesha County Airport and the Waukesha County Museum on celebrating Alfred Gorham, a Tuskegee airman, World War II fighter pilot, graduate of Waukesha high School and long-time Waukesha resident.*
- *Director Gay is in the process of working with WiLS on initiatives for the 2020 Strategic Plan. He will have an update for the Board at the August meeting.*
- *The Library welcomed new staff member Tony, Technician II. Tony is part of the technology department for the library.*
- *The Library Heads were asked to visit libraries that recently underwent library renovations/additions and bring back their impressions for the first floor redesign project.*
- *Director Gay unveiled the artwork for Waukesha Reads by artist Gerta Zinda.*
- *3,506 children have signed up for the Summer Reading Club.*
- *A deer ran into one of the Carnegie room windows and cracked it. The previous week several ceiling tiles fell from the atrium.*

[ID#19-0966](#) Administrative and staff reports for July 11, 2019

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

Trustee Sura reported on the Trustee Training week.

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 reported that the attendance for the Mystery Mingle was down. The Friends are looking at May 1, 2020 for the date of the next mingle. The Wine Tasting event is scheduled for Sunday, November 17 from 1-4 p.m. at crush Wine Bar. The Friends are looking for the Library Board to volunteer at, sponsor, or attend these events. Everyone is welcome to attend the Friends meetings as well. Volunteer opportunities include labeling Waukesha Reads books on September 10, manning a table at the Southeast Festival of Books, and promoting the Friends and library at Culver's events.

E. Communications to the Common Council

Trustee Miller will provide the Council with information on the panels and the first floor redesign.

10. Adjournment

Absent any objections, the meeting adjourned at 5:55 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.