



City of Waukesha

Meeting Minutes - Final

Library Board

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

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
262/524-3677

Thursday, August 8, 2019

4:45 PM

Library Board Room

1. Call to Order

Others Present: Bill Robison of Engberg Anderson Architects, Library Director B. Gay, Assistant Director J. Klima, Children Services Manager K. Pinkner, Head of Operations J. LaPaz, and Special Projects Coordinator J. Quinlan

Secretary M. Ryan convened the meeting at 4:45 p.m.

Present 9 - Baxter, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Sura, Lombardi, and Helgestad

Absent 2 - Riebel, and Kasprovicz

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#19-1056](#) Approval of the minutes for July 11, 2019

Trustee Lombardi moved to approve the Library Board minutes for July 11, 2019 as corrected. Trustee Miller 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. Her article focused on how people use their libraries and why the library is important to them. Two additional Waukesha Freeman articles highlighted WPL programs: On August 13, the Library will host Judge Charles Schudson to discuss his book "Independence Corrupted: How America's Judges Make Their Decisions"; The Library will also show the PBS documentary "The Tuskegee Airmen" on August 14 as part of its Donuts and Documentaries series. Also included were two Waukesha Freeman pieces covering the Library's Public Art Committee discussions on the possibility of relocating the City Hall concrete relief to the Library.

A. [ID#19-1057](#) Correspondence for August 2019

5. Bills

A. [ID#19-1058](#) Approval of the bills for August 2019

Library Director Gay pointed out the Hebron House partnership where a Children's staff member does a story time. This is also where the Library will offer a pop-up library for free; residents of the house will be able to check out online books without a library card. Through TechSoup, The Library purchased ten extremely popular additional Wi-Fi Hot Spots. The Library can buy up to ten devices per year. The data is paid for up front. These devices offer internet access for people who may not have home internet or for traveling. Other invoices on the bill list included replacement glass for the Carnegie window, repainting of the handrail on the main stairs, air sampling, and replacing the shingles above the atrium. Trustee Deatrick asked about the \$2,000 cost for plumbing. Director Gay replied that two failed pumps needed replacing. Director Gay said that there were also conference attendance costs associated with WiLS World and Farm Tech Days. Typically, the WiLS World conference has focused on technology, but this year there was a strong diversity and equity theme. Instead of a booth at the Waukesha County and Jefferson County Fairs, the Bridges Library System opted to have a booth at Farm Tech Days in Jefferson County. This gave them a unique opportunity to reach out to thousands of people that they don't normally see.

Trustee Sura moved to approve the August 2019 bills for \$56,558.54 and write offs of \$3,437. Trustee Miller seconded; motion carried with a unanimous roll call vote.

Aye: 9 - Baxter, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Sura, Lombardi and Helgestad

Absent: 2 - Riebel and Kasproicz

6. Financial Reports**A. [ID#19-1059](#) Approval of the financial report for August 2019**

Library Director Gay reported that there was nothing of note in the monthly financial reports. The Library is about \$7,000 underspent in the personnel budget due to vacancies. Everything else looks great. Trustee Sura inquired about the rental income. Director Gay explained that this is a self-sustaining collection and the income pays for adding the latest, more popular materials to the collection. Trustee Baxter asked about the timing of the School District income. Director Gay said that the three-year agreement is based on the Library's calendar year of January–December and not by the School District's academic budget year. Trustee Ammerman wanted to know if there are a lot of year-end expenses given that there is still 40% left in some of the fund accounts. Director Gay responded that there have been some vacancies which are reflected in the personnel lines. In regard to the materials budgets, publishers release a lot of the new books just prior to the holidays, so the library spends more later in the year.

Trustee Baxter moved to approve the August 2019 financial reports. Trustee Deatrick seconded; motion carried with a unanimous roll call vote.

Aye: 9 - Baxter, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Sura, Lombardi and Helgestad

Absent: 2 - Riebel and Kasproicz

7. Old Business

A. [LC19-0391](#) Report and discussion on first floor redesign project and front entrance

Bill Robison of Engberg Anderson reviewed the process that the stakeholders (both community and staff) have gone through over the last couple of months. He reminded the Board that it is part of the Library's Strategic Plan to create a world class library. Priorities that came out of the stakeholder meetings included more meetings spaces along with a larger, collaborative community meeting space and improving the navigation through the library. The process included a "Keep, Toss, and Create" brainstorming session. The latest rendition includes a larger community room with a demonstration kitchen, a maker space with a recording space, a more welcoming arrival experience, and an improved book donation area. He commented that they did discuss relocating the entrance back to the center of the library or to the west side of the building, but those plans were cost prohibitive. Mr. Robison reviewed the three options before moving on with a modified version of option A. This option leaves the entrance where it is with improvements. He proceeded with a virtual tour of the space. There is repeating overhead signage to make navigation throughout the library easier. The entryway opens to become a more functional part of the library with an improved vista into the interior. He explained that the entrance has a bookstore feel with the library's new book collection housed on one side. The community room is larger, almost tripling in size, with more storage and retractable walls. 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 new, smaller study rooms. The glass would be frosted to maintain privacy but would still allow light in the rooms. A combined service desk is included. Though the entry ceiling cannot be raised because of the mechanical systems, the new ceiling includes a sound baffling system with more lighting tucked in. The public computers are clustered near the service desk with a small meeting room behind them. From this area, you can clearly see the stairs. The media collection is now located where fiction is currently shelved. The maker space has room for two recording studios and includes power wheels that pull down, giving the space more flexibility. Trustee Deatrick asked if there would be new flooring in that space. Mr. Robison replied that there would be all new flooring, but not carpeting. He continued with the tour through the main atrium and said that there will be shifts to the collection with wider spaces for seating along the windows. The local history collection is moved to the Carnegie room which will be used as a quiet reading space. The ramp leading into the Carnegie room is not ADA compliant, so his solution will be to raise the floor in that room level to the library's main floor. The entire room will be upgraded. He added that it is time to celebrate that historic space.

Mr. Robison continued with a recommended solution for the front entrance. It will be necessary to modify the support framing to replace the horizontal panels with a 3M product. The vertical panels will be replaced with a semi-permeable tension fabric system. He said that this material will weather much better than the current panels. Trustee Baxter asked what will happen to the signage on the front. He explained that if they can be re-used, the letters will be cleaned and electrostatically painted and placed on the front edge of the canopy. The sign could also be illuminated. Trustee Helgestad asked about the life expectancy of the fabric/material and how it would be cleaned. Mr. Robison said that the durability of the fabric is at least 25 years and can be pressure washed. The other option would be to utilize a 3M film on the glass and not fill in the frame, but he would be concerned with the greenhouse effect in the lobby and the warranty of the product. The construction estimates for the entire first floor project with general conditions and fees are \$4,503,914 or \$5,004,277 with the alternates (park bathrooms and ceiling & lighting not in the original scope). These numbers are based on mid-2020 construction. With the current construction climate, he would add 4% per year onto these estimates. Director Gay noted that these cost estimates are lower than the original numbers he included in the CIP request. He believes that they are reasonable for

the value that the community will get from this renovation. This estimate and the pre-design could be used for a capital campaign. Other discussion centered on re-using the first-floor furniture, having corporate sponsorships for naming rights, and possibly phasing the project. The Library does not currently have a naming rights policy. Next up will be to amend the capital request based on the most recent cost estimates and identifying pieces to use in a capital campaign. He added that the City Administrator advised him that the Library would need to raise one third of the money, with the City putting in two thirds. That would require the Library to raise 1.5 million dollars in private funding. (Bill Robison left at 5:55 p.m.)

B. [LC19-0392](#) Discussion/action regarding 2020 operating budget request

Library Director Gay reported that the direction from the City based on the Expenditure Restraint Program of 2.4%, was for departments to budget for a 2.5% salary increase for employees, which leaves room in the budget for no new programs or initiatives. The expense summary indicates a 1.3% increase, with a revenue drop of 2.1%. To meet the City's request, the Library is over the amount by \$41,000, less than 1% of the total budget. Director Gay reviewed the line items, highlighting key areas of interest. For example, to meet the goals of the Strategic Plan, the Library continues to increase conference and training opportunities for staff. There is also an increase in the advertising budget for implementing the new marketing plan that will be completed by the end of the year. The printing budget is reduced based on actual expenditures. In the other professional services budget line, which includes service contracts for technology and equipment, it will be increased based on John's budget request. The Building Services budget includes a request for a half-time custodian balanced with a reduction in overtime costs and the elimination of the janitorial services contract. The security budget is reduced because the library will use one guard, rather than two. Overtime in Circulation is down reflecting actual expenses. The materials budget in both Children's and Adult services remains flat, which is not great as publishing costs continue to rise. (C. Lombardi and S. Ammerman left at 6:05 p.m.) Health insurance costs decreased in the Adult and Information Services budget. These costs can fluctuate based on whether an employee opts into the City's plan. CAFÉ costs are fully reimbursed by the Bridges Library System. There is a change in the retirement line in the Technical Services budget due to the Library's request to take the 20 hours from a vacant Library Assistant position and distribute those hours to five different employees. Director Gay noted that County aid revenue will be going down in 2020.

Trustee Sura moved to approve the Library's 2020 operating budget request as presented. Trustee Baxter seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Baxter, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Sura, Lombardi and Helgestad

Absent: 2 - Riebel and Kasproicz

8. New Business

A. [ID#19-1073](#) Library Board Education: Trustee Essential #2 - Who Runs the Library?

Director Gay said that Trustee Essential #2 – Who Runs the Library? does a good job of defining the roles between the Library Director, the Library's Board of Trustees and the City.

B. [ID#19-1075](#) Discussion/action regarding Library Policy C-6, Fees, Charges and Fines

Library Director Gay reported that the changes to Policy C-6 came out of a consensus at the last Board meeting to eliminate overdue fines on children's materials. He stated that lost and damaged fees will still be assessed. The significant change is that overdue fines will be eliminated on children's materials, not specifically children's library card accounts. This will also benefit teachers who check out materials to supplement their classroom materials. Trustee Baxter commented that this change affects the fine revenue in the budget request.

Trustee Deatrick moved to approve Policy C-6, Fees, Charges and Fines as presented. Trustee Baxter seconded, motion carried with a unanimous roll call vote.

Aye: 9 - Baxter, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Sura, Lombardi and Helgestad

Absent: 2 - Riebel and Kasprowicz

C. [ID#19-1076](#) Discussion/action regarding Library Policy C-7, Unreturned Library Materials

Library Director Gay stated that the change to Policy C-7 adds a second overdue reminder notification at three days. The laptop return language was clarified.

Trustee Miller moved to approve Policy C-7, Unreturned Library Materials as presented. Trustee Helgestad seconded, motion carried unanimously.

D. [ID#19-1077](#) Strategic Plan Year 2 and report on Year 1 initiatives

Director Gay reported that he met with Bruce Smith from WiLS and developed the Year 2 initiatives for the Strategic Plan. The Strategic Plan report document reviewed progress on Year 1 initiatives. Some of the top priorities for year two will be to get the Friends involved in one project or goal and to complete a feasibility study to gauge whether the community is ready to support a library building campaign.

E. [ID#19-1078](#) Discussion/action regarding acceptance of donated artwork (Public Art Committee)

Director Gay showed the Library Board a piece of artwork by Artist Kay Kurz. The Public Art Committee is recommending that the Library Board accept this private donation. The Library already owns a piece by this artist. The Committee members suggested that the artwork might be displayed in one of the study rooms.

Trustee Baxter moved to approve accepting the private art donation as recommended by the Public Art Committee. Trustee Heglestad seconded, motion carried unanimously.

F. [ID#19-1079](#) Report on possibility of relocating City Hall concrete relief wall sculpture to the Waukesha Public Library (Public Art Committee)

Director Gay reported that at the request of the Landmarks Commission, the Public Art Committee discussed the possibility of relocating the City Hall concrete relief wall sculpture to the Library. The Committee did not make any recommendations for the Library Board but did have several questions. There would be no cost to the Library; however, the Landmarks Commission representatives did not know how or if it was even possible to take down and transport the piece. Gay explained that the sculpture is a map of Waukesha with symbols for industries, churches, the springs, and more. The Artist, Franklin Boggs, was a professor and Artist in Residence at Beloit College. The Public Art Committee was intrigued by the historical significance of the piece but did not believe there would be space inside the Library. They were open to considering a spot outside of the building, perhaps on the wall facing the Les Paul bandshell. Trustee Miller suggested that perhaps the sculpture could be built into the floor of the Carnegie Room. Trustee Helgestad commented that the sculpture is difficult to clean.

9. Reports

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

The Public Art Committee met. There were no other 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 the administrative reports:

- *The Library has been discussing changing its guest pass procedure to eliminate barriers for patrons wanting to use the computers.*
- *Mk Solutions has fixed an incorrect code in the sorter software and will continue to monitor the issues we have been dealing with. So far the fix has been working.*
- *The Library has expanded its partnership with the Civic Theater. They will offer short pop-up shows at the Library and the Library will display upcoming productions for the Civic Theater.*
- *The Children's Summer Reading Club posted its highest participation exceeding last year by 18 registrants.*
- *Weekly storytimes are being held at the Hebron house; another great opportunity to build community relationships.*
- *The Waukesha County Community Foundation reported good returns in the first six months with 12.44% gains.*
- *Invitations for the Bridges Library System Trustee Dinner were handed out.*

A. [ID#19-1080](#) Administrative & Staff reports for August 8, 2019

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

Trustee Sura reported that the Trustee Dinner is a nice event. The Bridges Library System Board approved the 2020 budget.

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

Trustee Deatruck reported that Friends meet next month.

E. Communications to the Common Council

Trustee Miller will provide the Council with information on the first-floor redesign and front entrance.

10. Adjournment

Absent any objections, the meeting adjourned at 6:36 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.