



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, September 12, 2019

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Head of Programming and Community Engagement K. Hall, Children Services Manager K. Pinkner, Information Services Manager A. Welch, Head of Operations J. LaPaz, Technical Services Manager C. Peil, Circulation Supervisor T. Lyons, and Special Projects Coordinator J. Quinlan

Board President A. Riebel convened the meeting at 4:45 p.m.

Present 9 - Riebel, Baxter, Kasproicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, and Lombardi

Absent 2 - Sura, and Helgestad

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#19-1233](#) Approval of the minutes for August 8, 2019

Trustee Baxter moved to approve the Library Board minutes for August 8, 2019 as presented. Trustee Ryan seconded; motion carried unanimously.

4. Correspondence

Correspondence for the month included an article highlighting the Waukesha Reads kick-off event on Tuesday, September 10. Waukesha Reads t-shirts, books and a full calendar of events were made available to the Trustees. Director Gay showed a YouTube video clip of author Hope Jahren reading an excerpt from the featured book Lab Girl. He said that the Library is excited about the slate of programs as well as the two keynote speakers: Michelle Thaller and Emily Graslie. More than 300 books were handed out at the Tribute Tuesday event in the park. There was also an article about the Library's initiative on ending overdue fines on children's materials. Reactions to the change have been almost entirely positive. A promotional piece on Memory Cafes by Jill Fuller, Coordinator of Marketing & Communications for the Bridges Library System, was in the Waukesha Freeman. A press release in the Waukesha Freeman noted the change in operating hours for the Library. The Library received a positive comment on the helpful reference staff, the new hours and the expansion of time limits on the computers. (Trustee Deatrick arrived at 4:54 PM.) Trustee Lombardi noted that Trustee Guilfooy received the 2019 Benjamin F. Richason Jr. Faculty award.

- A. [ID#19-1234](#) Correspondence for September 2019

5. Bills

- A. [ID#19-1235](#) Approval of the bills for September 2019

Library Director Gay pointed out a \$50 reimbursement for his Library Director certification as required by the Wisconsin Department of Public Instruction. His certification is good until 2024. An invoice for \$9,600 to Corporate Design completes the purchase of the soft seating on the first floor of the library. A payment to Emily Graslie, one of the Waukesha Reads keynote speakers is also on the bill list. Expenses associated with the SelfCheck annual maintenance contract and the Hotspot renewals were included as well. Assistant Director Klima clarified that per the City, the invoice period for these expenses was shifted and now runs from January to December.

Trustee Lombardi moved to approve the September 2019 bills for \$103,564.22 and write offs of \$5,122. Trustee Baxter seconded; motion carried with a unanimous roll call vote.

Aye: 9 - Riebel, Baxter, Kasprovicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman and Lombardi

Absent: 2 - Sura and Helgestad

6. Financial Reports

- A. [ID#19-1236](#) Approval of the financial reports for September 2019

Library Director Gay reported that Library is right on target with its spending. The personnel figures are not current. The library estimates it will be \$7,000 under budget due to the technology vacancy. There is also a current Library Associate vacancy in the Information Services department.

Trustee Kasprovicz moved to approve the September 2019 financial reports. Trustee Guilfooy seconded; motion carried with a unanimous roll call vote.

Aye: 9 - Riebel, Baxter, Kasprovicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman and Lombardi

Absent: 2 - Sura and Helgestad

7. Old Business

A. [LC19-0454](#) Update and report on first floor redesign project and front entrance

Library Director Gay led the group through a PowerPoint review of the existing plan, the proposed plan, along with a few updated architectural renderings as well as images for the front panel replacement. He stressed that the colors in the visual display are not final. Trustee Deatrack asked what the guarantee is on the fabric panels. Director Gay was not sure, but he was expecting a sample fabric along with specifications to be delivered that day. He added that the letters have been removed and saved for possible reuse.

The virtual tour included all the redesigned spaces on the first floor starting with the lobby and moving inside to the new self-checkout area, combined service desk, community room, study room and computer area. The maker space rendition includes pull down power cords and space for creating and collaborating. Trustee Deatrack asked who would have access to the maker space. Director Gay replied that the policy governing the new space will need to be developed. The Carnegie Room has been designed with an "old library" feel. The ramp leading to the room (which is not ADA accessible) is gone and the floor will be raised making it easier to access. Director Gay envisions this space to be a multi-use room, perhaps hosting author events and other special happenings.

The next step in the process will be a feasibility study to determine if the community is ready for a capital campaign. He added that the consultant could do both the feasibility study and a capital campaign and asked the Library Board for their thoughts. Trustee Baxter agreed that it was a good idea to have a consultant do the entire project. The Library is looking to raise 1.5 million dollars in private funding. Director Gay said that he would put together the RFP for the October Board meeting. Trustee Ammerman asked where the funding was coming from for the study. Director Gay replied that he would use part of the \$150,000 gift that the Library received.

B. [LC19-0456](#) Update and report on 2020 CIP budget request

Director Gay reported that the Library's 2020 CIP request was approved by the City Finance Committee and will go to the full Common Council for approval on Tuesday. Moving forward is the Library's \$500,000 request to fix the front entrance panels and to begin the final design for the first floor. In 2021, the Library is requesting three million dollars for the first-floor design project. The Library is also asking for a slight increase in its technology budget and \$8,000 for an exterior back-up book drop. This will provide better public service for when the automated book return is down.

C. [LC19-0457](#) Update and report on 2020 operating budget request

Director Gay reported that the Library's 2020 operating budget request was about \$45,000 over the target and he was asked to reduce the budget by \$20,000. The budget includes a very minor increase, but he had to eliminate the request for a half-time custodian. The budget is now back at the City and will move forward through the process.

8. New Business

A. [ID#19-1238](#) Library Board education: Trustee Essential #4-Effective Board Meetings and Trustee Participation

Director Gay said that Trustee Essential #4 –Effective Meetings and Trustee Participation gives a general overview of preparing for and participating in Library Board meetings. He believes that the background materials provided to the Trustees are good, but he asked if there were any statistical reports that the Library Board would like to see. Board President Riebel said that she would like to see statistics that show the impact of their policy decisions such as changing the hours and eliminating fines on children's materials. Trustee Guilfooy wondered about the usage of the non-fiction collection and how the new space will be allocated based on usage. Trustee Lombardi complimented the current reports that they receive and didn't feel it was necessary to provide any additional statistical numbers. Trustee Deatrick agreed that additional numbers aren't necessary if the Library Board is kept informed and up to date. Trustee Baxter suggested using a dashboard cover sheet with the report.

9. Reports

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

There were no Committee reports.

B. Director's Report: Director Bruce Gay will provide a status update on Library activities and answer any questions

Children's Manager Kerry Pinkner and Information Services Manager Amy Welch provided the Board with a recap of the Summer Reading programs in their respective departments. Manager Pinkner shared her favorite memories which included the positive energy that comes with the excitement of the Summer Reading Program both here and at outreach events. This was another record year: 3,743 registered, 7,000 books read, 27,000 hours read, and 252 events with more than 7,000 in attendance. Events included evening bi-lingual storytimes in the park and Cool School in-house interactions with day care visitors. (K. Pinkner left at 5:36 PM)

Manager Welch reported that 715 teens from 40 local schools and home schools signed up for the Summer Reading Program. On average, they read 1,100 pages. The Library hosted 20 events with 286 attending. Fifty-one teens were in attendance for the end of the program lock-in event. Adult programs included storytimes at Bernie's Tap, Make and Take programs, and an LGBT program. There were 267 adult registrants, 14 events with 309 participants.

Director Gay said that he is impressed with staff when they find something isn't working, they aren't afraid to try something different to make it successful.

Director Gay highlighted several items from the administrative reports:

- He met with the Director of the Beloit Public Library to discuss changes that Beloit made to their service model to create a more patron centric focus. Their staff is out on the floor and all are expected to help. He is inspired by what they are doing and will continue to look at how Waukesha might implement some of these changes into their service model.*
- Assistant Director John Klima has been asked to serve as LITA's (Library and Information Technology Association) representative on the ALA's (American Library Association) Digital Content Working Group. He explained that publishers are moving towards restricting access to digital content for libraries to drive up their sales. McMillan Publishing has placed a 60-day embargo on sales to libraries for new publications.*
- Baker and Taylor, one of the largest library vendors is no longer able sell Disney DVDs. The Library met with Midwest Tapes and will purchase these products through them.*
- At the most recent Circulation meeting of the Bridges libraries, they proposed deleting the fines from patron accounts that are three or more years expired and have fines of \$25 or less from a different library, so the fines and patron accounts can be deleted. This would be a system-wide procedural change.*
- The Library is working with WiLS to develop a marketing plan for the library. There will be a meeting after the conclusion of the Waukesha Reads events in November.*
- One of the Information Services Library Associates left to take a position in Youth Services at Sussex.*
- New carpeting was installed on the front stairway leading to the bridge and Children's Department.*

A. [ID#19-1239](#) Administrative & Staff reports for September 12, 2019

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

Director Gay reported that the Bridges Library System Board approved the 2020 budget. RSVPs for the Trustee dinner are due tomorrow.

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 on Monday, September 16. They are holding their annual open house; she invited Board members to attend.

E. Communications to the Common Council

Trustee Miller will provide the Council with information on the Library's budget.

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.