



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, October 10, 2019

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Head of Operations J. LaPaz, Library Assistant K. Huffman, and Special Projects Coordinator J. Quinlan

Board Vice-President P. Kasprovicz convened the meeting at 4:47 p.m.

Present 8 - Kasprovicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Sura, and Lombardi

Absent 3 - Riebel, Baxter, and Helgestad

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#19-1360](#) Approval of the minutes for September 12, 2019

Trustee Lombardi moved to approve the Library Board minutes for September 12, 2019 as presented. Trustee Deatrick seconded; motion carried unanimously.

4. Correspondence

Correspondence for the month included a promotional piece on the power of the library card by Jill Fuller, Coordinator of Marketing & Communications for the Bridges Library System. The Bridges Library System ran a library card campaign in September in conjunction with the Milwaukee County Federated Library System and the Lakeshores Library System. There were billboards around the County promoting getting a library card. The Library's Doughnuts and Documentaries series featured a documentary on Bill Nye the Science Guy. A guest opinion on Waukesha Reads written by Library Director Bruce Gay was also included.

A. [ID#19-1361](#) Correspondence for October 2019

5. Bills

A. [ID#19-1362](#) Approval of the bills for October 2019

Library Director Gay reported that the bill list included partial reimbursement for three Wisconsin Library Association memberships. These memberships reduced costs for staff to attend the annual conference in Wisconsin Dells. The Library's EDI (Equity, Diversity and Inclusion) committee presented at the conference. Children's Manager Pinkner and the Library's Community Library Liaison Michele Gagner also presented on the Library/school partnership. The Library conducted a full roof study and determined that the cost to replace the entire roof will be \$250,000. The cost for the roof will be included in a future capital request. An invoice for \$6,000 from Sign Effectz was for the removal of the remaining vertical panels in the front of the building. A blue sign out front depicts the Library's new hours. Trustee Ryan inquired about the cost for bed bug traps. Director Gay replied that the Library is proactive in its approach with bed bugs. The Library recently had some materials returned with some bugs. Thus far, there have not been any bugs in the traps. Head of Operations Jim LaPaz is working on developing a procedure for the library. Head of Operations LaPaz added that the Library sprays quarterly using a non-toxic formula.

Trustee Miller moved to approve the October 2019 bills for \$88,536.68 and write offs of \$3,090. Trustee Ammerman seconded; motion carried with a unanimous roll call vote.

Aye: 8 - Kasprowicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Sura and Lombardi

Absent: 3 - Riebel, Baxter and Helgestad

6. Financial Reports**A. [ID#19-1363](#) Approval of the financial reports for October 2019**

Library Director Gay reported that he does not have a full picture on how the change in not charging fines on Children's materials compares to last year. Since 2018, there has been a 20% decrease in fine revenue. For 2019, the revenue is down 9% overall and he is unsure of the full impact of the policy change as there are fluctuations throughout the year. There was discussion on whether the use of electronic books may be part of the issue. Director Gay believed that e-mail notices, extra renewals and the use of electronic material all have had an impact on the fine revenue, but these are all positives for the library patron. He also mentioned that the personnel costs are all up to date.

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

Aye: 8 - Kasprowicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Sura and Lombardi

Absent: 3 - Riebel, Baxter and Helgestad

7. Old Business

A. [LC19-0492](#) Update and report on 2020 operating budget

Director Gay reported that he did not have any additional news on the status of the Library's 2020 operating budget request. The City Finance Committee is set to consider the Library's operating budget at their meeting next Thursday. He will have more information for the Board at the November meeting.

8. New Business

A. [ID#19-1364](#) Discussion/action regarding Request for Proposal-feasibility study and capital campaign

Director Gay said that based on the Library Board's feedback, he put together the RFP for both a feasibility study and a capital campaign. The second document is from the City Attorney outlining the legal terms for the request for proposal. The consultant will conduct a study to identify the community's willingness to support the Library's goal of raising 1.5 million dollars. They will also develop a potential donor list of individuals and corporations who would support a capital campaign. The consultant would then manage the fundraising campaign. Director Gay said that he plans on sending the RFP to at least four consulting firms. He asked if the Library Board or a sub-committee with staff recommendations should review the proposals. Vice-President Kasprovicz said that the Library's Finance Committee should review the responses and then make a recommendation to the full Board. Trustee Ammerman questioned the difference in the submission dates on page 4 and 5. It was noted that page 4 should read November 22, 2019. Trustee Ammerman also asked if there might be an interview process with any of the prospective consultants. Vice-President Kasprovicz noted that under #7, the Library Board may choose to conduct interviews as part of the selection process. There was also discussion on the tight timeline, and it was suggested that timeframe for the anticipated decision be moved from the January Library Board meeting to the February 13, 2020 meeting.

Trustee Lombardi moved to approve the release of the Request for Proposal for the feasibility study and capital campaign with the modifications to the submission date and extension of the decision deadline to February 13, 2020. Trustee Sura seconded, motion carried unanimously.

B. [ID#19-1365](#) Discussion/action regarding library human resources policy C-5, Wages & Benefits-Regular Part-time Employees

Director Gay said that the policy updates for Policy C-5, Wages & Benefits-Regular Part-time Employees mirror the City's recent policy changes. He is waiting to hear back from the City on one question regarding the ineligibility for accumulation of service time. He is unsure of the intent of the change and the effect on employees who are grandfathered into the pension system. He said that the Board could pass the policy with the changes or table it until he can get clarification from the City. The item was tabled by consensus.

- C. [ID#19-1366](#) Discussion/action regarding library human resources policy D-3, Employee Performance

Director Gay reported that the City made the decision to update Policy D-3, Employee Performance based on its initial experience using NeoGov for the evaluation process. He explained that the types of evaluations have changed; the newly hired and promoted section has been removed and all employees will be part of the same evaluation process. The changes to the policy are verbatim per the City.

Trustee Sura moved to approve Policy D-3, Employee Performance as presented. Trustee Miller seconded, motion carried unanimously.

- D. [ID#19-1367](#) Discussion/action regarding library human resources policy G-2, Commemorative Awards

Director Gay said that the changes to Policy G-2, Commemorative Awards matches the City's language.

Trustee Guilfoxy moved to approve Policy G-2, Commemorative Awards as presented. Trustee Sura seconded, motion carried unanimously.

- E. [ID#19-1368](#) Discussion/action regarding library human resources policy H-7, Emergency Building Closures

Director Gay said that Policy H-7, Emergency Building Closures has been updated to reflect the City's changes. This includes tightening up the procedures for the options available to staff when there is an emergency building closure.

Trustee Lombardi moved to approve Policy H-7, Emergency Building Closures as presented. Trustee Sura seconded, motion carried unanimously.

- F. [ID#19-1369](#) Library Board education: Trustee Essential #3-Bylaws-Organizing the Board for Effective Action

Director Gay said that along with Trustee Essential #3 – Bylaws-Organizing the Board for Effective Action, he provided them with a copy of the Library Board's current bylaws, which were last updated in 2003. Trustee Essential #3 includes a sample of Library Board bylaws. There are some items in the sample that the Library's bylaws do not include, including Article VI the Duties of the Board of Trustees and Article VIII which outlines a conflict of interest clause. He suggested that reviewing the bylaws may be something that the Library Board might want to consider. He added that one of the Library Board's Committees could look at these. Trustee Guilfoxy asked if they could read these more thoroughly and discuss at the November Board meeting. This item will be placed on the November Board agenda.

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

Director Gay highlighted several items from the administrative reports:

- *There is a new statistical section at the top of the written report. He noted that circulation was up for the month of September. This may be due to the increase in e-circulation as the year-to-date circulation is down for books. Assistant Library Director Klima said that Polaris does not track e-circulations. Director Gay said that not counting e-circulations is an issue at the state level as it feeds into the national report. Patron visits are up again; this may be because of the new, expanded hours and the elimination of time restrictions on the computers. Overall, the changes have had a positive impact on the Library.*
- *The Library participated in the first year Project Homeless Connect held at Carroll University. The Library's Young Adult Librarian has been hosting after school activities every day to welcome teens to the Library.*

Trustee Lombardi commented on how impressed she was with the Waukesha Reads brown bag event which was held at the Schuetze Building. She heard several very positive comments about the Waukesha Reads programs. Head of Programming and Community Engagement Kori Hall said that she has been very pleased with the Waukesha Reads programs this year. The event at Retzer Nature Center, one of the Library's more recent partners, reached a new audience.

A. [ID#19-1370](#) Administrative and staff reports for October 10, 2019

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

Trustee Sura reported that the Annual Trustee Dinner hosted the most participants. The retirement of Bridges Library Director Connie Meyer was announced at the dinner; she is giving a six-month notice. Director Gay said that he is on the hiring committee to select the new System Director.

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 Friends fundraisers at Culver's have been permanently moved to the Main St. location and that the guidelines for sales has been changed. The Friends now need \$2,350 in sales for the evening to remain part of the Culver's fundraising. The second annual Wine Tasting is scheduled for Sunday, November 17 at Crush Wine Bar. She invited Board members to attend the Friends' next Board meeting on November 11.

E. Communications to the Common Council

Trustee Miller will provide a brief report to the Council with information on the Library's budget.

10. Adjournment

Absent any objections, the meeting adjourned at 5:39 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.