



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, November 14, 2019

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima and Special Projects Coordinator J. Quinlan

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

Present 6 - Riebel, Kasprovicz, Ryan, Deatrick, Kevin Guilfooy, and Ammerman

Absent 5 - Baxter, Miller, Sura, Lombardi, and Helgestad

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#19-1471](#) Approval of the minutes for October 10, 2019

Trustee Ammerman moved to approve the Library Board minutes for October 10, 2019 as presented. Trustee Deatrick seconded; motion carried unanimously.

4. Correspondence

Correspondence for the month included lots of good press releases and articles on Waukesha Reads. Both Mayor Shawn Reilly and Director of Library Services at Carroll University Joe Hardenbrook contributed guest articles on Waukesha Reads. He credited Head of Programming and Community Engagement Kori Hall and Library Associate Sue Moore for putting together a slate of well-attended programs for Waukesha Reads. A promotional piece on Macmillan Publishing's new policy restricting access to eBooks and digital audiobooks to libraries was written by Jill Fuller, Coordinator of Marketing & Communications for the Bridges Library System. Trustee Guilfooy commented that the law covering digital rights is evolving.

A. [ID#19-1472](#) Correspondence for November 14, 2019

5. Bills

A. [ID#19-1473](#) Approval of the bills for November 2019

Library Director Gay reported that there was nothing of note in the bill list for November. Payments for Waukesha Reads presenters and staff attendance at the Wisconsin Library Association Conference rounded out the list.

Trustee Deatrick moved to approve the November 2019 bills for \$102,787.59 and write offs of \$3,525. Trustee Guilfooy seconded; motion carried with a unanimous roll call vote.

Aye: 6 - Riebel, Kasprowicz, Ryan, Deatrick, Kevin Guilfooy and Ammerman

Absent: 5 - Baxter, Miller, Sura, Lombardi and Helgestad

6. Financial Reports**A. [ID#19-1474](#) Approval of the financial reports for November 2019**

Library Director Gay reported that he feels good about how the Library will end the fiscal year. The projected year-end numbers indicate that the Library will have an overage of \$37,000 in the personnel account line.

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

Aye: 6 - Riebel, Kasprowicz, Ryan, Deatrick, Kevin Guilfooy and Ammerman

Absent: 5 - Baxter, Miller, Sura, Lombardi and Helgestad

7. Old Business**A. [LC19-0530](#) Update and report on 2020 operating budget request**

Director Gay reported that the Library's operating budget was passed with no changes. The budget includes a 2.25 % increase for staff salaries. This is the first year using the new performance evaluation system. He credited the City Administrator and City Finance Director for their careful review of the budget. He included the cover page for the Library's budget section which highlighted the 2019 accomplishments and 2020 goals for the Library.

B. [LC19-0531](#) Discussion/action regarding Board of Trustees bylaws

Trustee Deatrick inquired about whether the Library Board has a nominating committee three months prior to the annual meeting as outlined in Trustee Essential 3, page 4. She commented that the slate of officers is already completed at the time of the annual meeting. Trustee Kasprovicz said that the Board could form a nominating committee, but historically, the Board President asks the current officers if they are willing to continue to serve, if not, reach out to other interested candidates. Trustee Deatrick felt that it was important to make sure that everyone is aware of the opportunity to serve. Board President Riebel said that she could make the announcement at the June meeting to have interested Board members contact her. Library Director Gay said that this agenda item was brought back for the Board to discuss possibly updating or revising the current bylaws. Trustee Guilfooy said that he did not see any glaring omissions from the bylaws, nothing that was inconsistent with how the Board handles their business. There was a consensus that no further action was warranted at this time.

C. [LC19-0532](#) Update on first floor redesign project

Director Gay showed the Library Board what the new space will look like with a virtual tour of the spaces. He said that the stakeholder and staff committees were able to use 3-D goggles to explore the plans on the first floor. He anticipates that the Library will be able to use the tour as part of its fundraising effort. The requests for proposals for the feasibility and capital campaign are due on November 22. To date, the Library has received two proposals; one company declined due to the scope of the project. The Finance Committee and Ad hoc Fund Development Committee will review the submissions, rank them and recommend the top proposal to the Library Board.

D. [LC19-0533](#) Discussion/action regarding Library human resources Policy C-5, Wages & Benefits Regular Part-time Employees (HR Committee)

Board President Riebel said that Director Gay was able to provide the clarification on the ineligibility for the accumulation of service time for part-time employees. She noted that the Library has several employees that were grandfathered in and are eligible for the Wisconsin Retirement System and accumulation of service time.

Trustee Riebel moved to approve Library human resources Policy C-5, Wages & Benefits Regular Part-time Employees as presented. Trustee Kasprovicz seconded, motion carried unanimously.

8. New Business**A. [ID#19-1475](#) Discussion/action regarding request to the Waukesha County Community Foundation for a distribution from the Waukesha Public Library Fund for first floor pre-design services**

Director Gay asked that the Board approve a distribution of \$14,000 from the Waukesha Public Library Fund within the Waukesha County Community Foundation to pay for the pre-design services rendered in 2019.

Trustee Deatrick moved to approve the distribution of \$14,000 from the Waukesha Public Library Fund within the Waukesha County Community Foundation. Trustee Ammerman seconded, motion carried with a unanimous roll call vote.

Aye: 6 - Riebel, Kasprovicz, Ryan, Deatrick, Kevin Guilfooy and Ammerman

Absent: 5 - Baxter, Miller, Sura, Lombardi and Helgestad

- B.** [ID#19-1476](#) Discussion/action regarding 2020 Agreement for Consulting Services with Bridges Library System
- Director Gay said that there was a slight increase in the salary for the agreement with Bridges for consulting services.*
- Trustee Ammerman moved to approve the 2020 Agreement for Consulting Services with Bridges Library System as presented. Trustee Guilfooy seconded, motion carried unanimously.**
- C.** [ID#19-1477](#) Discussion/action regarding 2020 Agreement for CAFE office space at Waukesha Public Library
- Director Gay reported that there were no changes to the agreement. The payment of \$3011 from the Bridges Library System provides rent for office space and a small area of the computer room.*
- Trustee Deatrick moved to approve the 2020 Agreement for CAFÉ office space at Waukesha Public Library as presented. Trustee Guilfooy seconded, motion carried unanimously.**
- D.** [ID#19-1478](#) Discussion/action regarding 2020 Resource Library Services agreement between Bridges Library System and Waukesha Public Library
- Director Gay said that there were no changes to the agreement. The Waukesha Public Library offers \$14,000 in OverDrive and backup reference support and \$6,000 for professional materials which are available to the entire Bridges Library System.*
- Trustee Deatrick moved to approve the 2020 Resource Library Services agreement as presented. Trustee Ammerman seconded, motion carried unanimously.**
- E.** [ID#19-1479](#) Discussion/action regarding 2020 Addendum to Bridges Library System Member Library & CAFE agreements
- Director Gay explained that that the addendum to the member agreement includes the amount of funding that the System provides to Waukesha Public Library as well as the amount of money that the Library pays to Bridges for databases, movie licenses, digital magazines, e-books, Gale Courses, the Advantage program and CAFÉ member costs.*
- Trustee Ryan moved to approve the 2020 addendum to Bridges Library System Member Library & CAFÉ agreements. Trustee Guilfooy seconded, motion carried unanimously.**
- F.** [ID#19-1480](#) Discussion/action regarding Library human resources Policy B-1, Management Rights (HR Committee)
- Board President Riebel said that the changes to the policy mirror the City updates.*
- Trustee Kasproicz moved to approve Library human resources Policy B-1, Management Rights as presented. Trustee Guilfooy seconded, motion carried unanimously.**

- G.** [ID#19-1481](#) Discussion/action regarding Library human resources Policy B-6, Library Work Rules (HR Committee)
- Board President Riebel explained that this policy is being recommend for approval as written. She added that it is important to remember that managers must also follow the rules as outlined in the policy.*
- Trustee Riebel moved to approve Library human resources Policy B-6, Library Work Rules as presented. Trustee Kasprovicz seconded, motion carried unanimously.**
- H.** [ID#19-1482](#) Discussion/action regarding Library human resources Policy B-7, Business Attire and Appearance (HR Committee)
- Board President Riebel said that this policy has a clause giving the Library Director discretion when administering the policy. The policy was also renumbered to match the City's policy.*
- Trustee Deatrick moved to approve Library human resources Policy B-7, Business Attire and Appearance as presented. Trustee Guilfooy seconded. There was additional discussion on the exclusion of athletic shoes. The motion was approved unanimously.**
- I.** [ID#19-1483](#) Discussion/action regarding Library human resources Policy B-10, Employment of Relatives (HR Committee)
- Board President Riebel explained that the Committee is recommending approval of Policy B-10, Employment of Relatives with one small change. The Committee recommends revising letter i. to read "...shall be resolved at the sole discretion of the Library Director or Library Board of Trustees."*
- Trustee Kasprovicz moved to approve Library human resources Policy B-10, Employment of Relatives as amended. Trustee Guilfooy seconded, motion carried unanimously.**
- J.** [ID#19-1484](#) Discussion/action regarding process for Library Director's annual evaluation (HR Committee)
- Board President Riebel reported that the Library Board will move forward with the same process for conducting the Library Director's evaluation. The Library's Human Resources Committee will meet in December to review the questions and make any necessary revisions. After Board approval, an electronic copy of the survey will be made available for Board members to complete by January 5, 2020. The Library's Human Resources Committee will review the responses before the Library Board performs a formal evaluation in February.*

K. [ID#19-1485](#) Library Board Education: Trustee Essential #9-Managing the Library's Money

Trustee Deatrick inquired if an annual audit is completed and if the Library Board receives the audit report as outlined on page 3. Director Gay said that the City completes an audit each year, but he does not receive a separate report on the Library. Trustee Ammerman said that it would be good for the Board to have more information on the audit. Director Gay said that he would find out more and report back. He commented that the Bridges Library System receives a 40-page document to review each year. There was also a question on whether the Library Board needed to have liability insurance. Director Gay will also investigate this and report back. (Trustee Kasproicz left at 5:30 PM)

9. Reports

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

The Human Resources Committee met. There were no other Committee reports.

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

Director Gay highlighted items from the administrative reports:

- *The report included updated statistical numbers from last month. Except for e-circulation, all libraries are experiencing declining circulation numbers. Waukesha's new card registration and visitor counts are up.*
- *Director Gay is part of the selection committee to recommend a new Director for the Bridges Library System. Connie Meyer is retiring in March and they hope to have someone in place by late March 2020.*
- *He attended a Director's retreat which focused on community engagement. There is a new initiative for 20 public libraries to participate in training on effective community engagement.*
- *Physical copies of 68 different magazines now have labels promoting the Flipster e-magazine service.*
- *Final attendance numbers for Waukesha Reads are not available, but some of the events are highlighted in the report, including a sold-out crowd for the key note speaker at the Civic Theater.*
- *At his request, Head of Operations Jim LaPaz is on the Committee for the Moving Vietnam Wall coming to Waukesha in May 2020.*

A. [ID#19-1486](#) Administrative & Staff reports for November 14, 2019

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

Director Gay reported that the Director search for a new System Director was discussed. The System Board approved the CAFÉ agreements as well as their five-year technology plan. The System Board meetings are being moved to the third Wednesday of the month at 4:00 PM.

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 approved donating books to the Spring City Corners Club. They received a report on the Southeast Wisconsin Festival of Books where 12 volunteers assisted at the table with a membership drive. The 2020 Mystery Mingle is scheduled for Friday, May 1. The Friends extended the deadline to sign up for the Wine Tasting and she encouraged people to attend this Sunday, November 17 at Crush Wine Bar. On November 27, the Friends are hosting their monthly Culver's fundraiser at the Main St. location. The next Culver's event is Thursday, December 19. The Friends approved their budget for next year as well as new officers and directors. They also changed their meetings to the first Tuesday of the month at 6:00 PM.

E. Communications to the Common Council

Director Gay will provide Trustee Miller with a brief report for the Council.

10. Adjournment

Absent any objections, the meeting adjourned at 5:47 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.