



# City of Waukesha

## Meeting Minutes - Final

### Library Board

*Bruce Gay, Executive Director*  
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Thursday, December 12, 2019

4:45 PM

Library Board Room

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#### 1. Call to Order

*Others Present: Library Director B. Gay; Assistant Director J. Klima; Children's Manager K. Pinkner; Head of Operations, J. LaPaz; Information and Adult Services Manager A. Welch; Circulation Supervisor T. Lyons; and Special Projects Coordinator J. Quinlan*

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

**Present** 10 - Riebel, Baxter, Kasprovicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Lombardi, and Helgestad

**Absent** 1 - Sura

#### 2. Public Comment

*There were no public comments.*

#### 3. Approval of Meeting Minutes

- A. [ID#19-1653](#) Approval of the minutes for November 14, 2019

**Trustee Deatrick moved to approve the Library Board minutes for November 14, 2019 as presented. Trustee Miller seconded; motion carried unanimously.**

#### 4. Correspondence

*Included in the Board correspondence were a thank you note from the Les Paul Student Council, two complimentary comments about the Library's Outreach employee and a Waukesha Freeman article on the Gwen Jorgensen event that was held at the end of November.*

- A. [ID#19-1654](#) Correspondence for December 2019

#### 5. Bills

**A. [ID#19-1655](#) Approval of the bills for December 2019**

*Library Director Gay reported that there was nothing unusual in the bill list for December. New computers for the Children's area were ordered. These computers offer a better graphic interface and will also be used for programming. A payment of \$10,400 to Nations Roof covers emergency roof repairs. The Library completed an assessment of the roof and it will need to be replaced by 2025 at a cost of around \$250,000. A capital request for the roof replacement will be included in a future budget. The Library will continue to monitor the roof for active leaks. He thanked Jim for coordinating the project.*

**Trustee Lombardi moved to approve the December 2019 bills for \$78,922.08 and write offs of \$4,507. Trustee Baxter seconded; motion carried with a unanimous roll call vote.**

**Aye:** 10 - Riebel, Baxter, Kasproicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Lombardi and Helgestad

**Absent:** 1 - Sura

**6. Financial Reports****A. [ID#19-1656](#) Approval of the financial report for December 2019**

*Library Director Gay reported that he feels good about how the Library will end the fiscal year; the Library is right on target with its spending. Trustee Baxter requested that the formatting on the report be updated to reflect a deficit versus surplus in the account lines.*

**Trustee Ammerman moved to approve the December 2019 financial reports with the recommended format change. Trustee Baxter seconded; motion carried with a unanimous roll call vote.**

**Aye:** 10 - Riebel, Baxter, Kasproicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Lombardi and Helgestad

**Absent:** 1 - Sura

**7. Old Business**

- A. [LC19-0614](#) A motion may be made to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The Library Board will consider the Human Resources Committee recommendation regarding the performance evaluation questions and process for Library Director's annual evaluation. The Library Board will also consider a request to grant additional vacation leave for an employee. (HR Committee)

**Trustee Board President Riebel moved to convene in closed session pursuant to Wisconsin Statutes Sec. 19.85 (1) (c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the government body has jurisdiction or exercises responsibility. The Library Board will consider the Human Resources Committee recommendation regarding the performance evaluation questions and process for Library Director's annual evaluation. The Library Board will also consider a request to grant additional vacation leave for an employee. (HR Committee) Trustee Baxter seconded; motion carried with a unanimous roll call vote. 4:56 PM (K. Pinkner, J. Klima, J. LaPaz, T. Lyons, A. Welch left)**

**Aye:** 10 - Riebel, Baxter, Kasprovicz, Ryan, Miller, Deatrick, Kevin Guilfooy, Ammerman, Lombardi and Helgestad

**Absent:** 1 - Sura

- B. [LC19-0615](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.

**Trustee Deatrick moved to reconvene in open session. Trustee Lombardi seconded, motion carried unanimously. 5:05 PM (K. Pinkner, J. Klima, J. LaPaz, T. Lyons, A. Welch returned)**

**Board President Riebel moved to approve the Library Director evaluation form and process as discussed in closed session. Trustee Deatrick seconded, motion carried unanimously.**

**Trustee Kasprovicz moved to approve the additional vacation for employee as discussed in close session. Trustee Deatrick seconded, motion carried unanimously.**

- C. [LC19-0616](#) First floor redesign update

*Library Director Gay reported that the Library received three responses to the feasibility study and capital campaign request for proposal. The Finance Committee and Ad hoc Fund Development Committee will meet next Thursday, December 19, to review the proposals and prepare a recommendation for the Board.*

## 8. New Business

- A. [ID#19-1657](#) Discussion/action regarding Library Human Resources Policy B-2, Recruitment and Retention (HR Committee)
- Board President Riebel said that the Human Resources Committee is recommending approval of Policy B-2, Recruitment and Retentions with no changes. She added that the policy updates follow the City's.*
- Trustee Baxter moved to approve Library Human Resources Policy B-2, Recruitment and Retention as presented. Trustee Guilfoxy seconded, motion carried unanimously.**
- B. [ID#19-1658](#) Discussion/action regarding Library Human Resources Policy C-2, Vacation Leave (HR Committee)
- Board President Riebel said that the Human Resources Committee is recommending approval of Policy C-2, Vacation Leave with no changes. This will have a major impact as the majority of eligible employees will see an increase in the vacation leave that they earn. Trustee Miller said that this mirrors the City and compares with the private sector. The intent is to attract and retain the most qualified people.*
- Trustee Miller moved to approve Library Human Resources Policy C-2, Vacation leave as presented. Trustee Baxter seconded, motion carried unanimously.**
- C. [ID#19-1659](#) Discussion/action regarding Library Human Resources Policy C-3, Leaves of Absence (HR Committee)
- Board President Riebel explained that the Committee is recommending approval of Policy C-3 with changes that were made at the Committee level. The language will now match the City's regarding immediate family members who live in the employee's legal residence. Trustee Riebel commented that much of the policy language relates to federal and state law.*
- Trustee Lombardi moved to approve Library Human Resources Policy C-3, Leaves of Absence as amended. Trustee Baxter seconded, motion carried unanimously.**
- D. [ID#19-1660](#) Discussion/action regarding Library Human Resources Policy F-2, Salary Plan and Administration (HR Committee)
- Trustee Riebel stated that the Human Resources Committee is recommending approval of Policy F-2, with one change. Recognizing the Library Board's independence, the Library Board of Trustees was added as having oversight in administering the policy in coordination with the City.*
- Trustee Deatrick moved to approve Library Human Resources Policy F-2, Salary Plan and Administration as amended. Trustee Ammerman seconded, motion carried unanimously.**
- E. [ID#19-1661](#) Discussion/action regarding Library Human Resources Policy H-6, Separation Payout (HR Committee)
- Trustee Riebel said that the Human Resources Committee is recommending approval of Policy H-6 with no changes; the language mirrors the City policy.*
- Trustee Lombardi moved to approve Library Human Resources Policy H-6, Separation Payout as presented. Trustee Baxter seconded, motion carried unanimously.**

**F. [ID#19-1662](#) Discussion/action regarding Library Policy C-3, Loan Periods and Limits**

*Director Gay explained that because this policy changes frequently, the Library would like to update it with more generalized language, giving the Library latitude when setting loan periods and limits on materials. He cited two examples: non-fiction DVDs and TV series episodes. The Library Board would still be informed of the decisions. Signage and marketing will keep patrons informed of the changes.*

**Trustee Deatrick moved to approve Library Policy C-3, Loan Periods and Limits as presented. Trustee Baxter seconded, motion carried unanimously.**

**G. [ID#19-1663](#) Discussion/action regarding Library Technology Plan 2019-2023**

*Director Gay said that as part of the Library's Strategic Plan, he asked Assistant Director Klima to develop a Technology Plan for the library. He said that the copy in the Board packets is an abbreviated version of the 2019-2023 Technology Plan, but he would be more than happy to share the full plan. He explained that there is a general outline with detailed activities based on the strategic plan. He is happy with the timeline and the plan is a good tool to move forward with technology initiatives. The plan does not consider emergency issues that may arise from time to time. The Library Board also discussed whether the number of cameras should be listed in a public document. Trustee Helgestad said that there are signs out front and that anyone entering the Library should assume that they are on camera. Head of Operations LaPaz added that the cameras are very visible and are not hidden.*

**Trustee Helgestad moved to approve the 2019-2023 Technology Plan as presented. Trustee Kasprovicz seconded, motion carried unanimously.**

**H. [ID#19-1664](#) Board Education: Trustee Essential #17-Membership in the Library System**

*Director Gay said that Trustee Essential #17-Membership in the Library System provides a good overview of membership requirements. Waukesha Public Library meets the requirements for System membership. He pointed out that even though Waukesha Public Library participates in a shared ILS system, that it is not a state requirement.*

**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:*

- *In reviewing the statistical report, the Library is doing very well with public use of computers and e-circulation, even though e-circs are not counted on the annual report.*
- *The annual Library Legislative day is scheduled for Tuesday, February 11 and is a great opportunity to meet with Legislators. All Trustees are encouraged to attend.*
- *The Technical Services team came up with a new procedure to get new items to patrons faster. He was impressed with their creative problem-solving solution.*
- *Head of Programming & Community Engagement Manager Kori Hall has submitted the final Waukesha Reads report to the NEA (National Endowment for the Arts).*
- *Children's Manager Kerry Pinkner is taking part in the Leading Waukesha program. This is a City program where employees can learn to develop their leadership skills.*

A. [ID#19-1665](#) Staff & Administrative reports for December 12, 2019

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

*Director Gay reported that the Bridges Director application window closes tomorrow. The search committee will meet on Monday to discuss the candidates. Bridges is also reviewing requests for proposals from app companies. The app would be available for people to access the system on their phones.*

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 changed their meetings from the third Monday to the first Tuesday at 6:00 PM. They meet every other month. They did not have the final numbers for the Wine Tasting, but it was a successful and fun event. She handed out Friends brochures and encouraged Board members to become a member if they are not. An appeal letter has been sent out to Lifetime members to garner support for the Friends and the annual Mystery Mingle event.*

E. Communications to the Common Council

*Trustee Miller will provide a brief report for the Council.*

10. Adjournment

**Absent any objections, the meeting adjourned at 5:40 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.