



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, January 9, 2020

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Children's Manager K. Pinker, Head of Operations J. LaPaz, Information and Adult Services Manager A. Welch, and Special Projects Coordinator J. Quinlan

Board President Riebel convened the meeting at 4:49 p.m.

Present 6 - Riebel, Baxter, Ryan, Miller, Deatrick, and Sura

Absent 5 - Kasprovicz, Kevin Guilfooy, Ammerman, Lombardi, and Helgestad

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

A. [ID#19-1741](#) Approval of the minutes for December 12, 2019

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

4. Correspondence

Included in the Board correspondence were four articles from the Waukesha Freeman: Jill Fuller, Marketing & Communications Coordinator for Bridges Library System wrote a piece on how libraries can help with New Year's resolutions; Magician and historian William Pack brought a one-man 'Christmas Carol' show to the Library; a piece on the Library Board's consideration in hiring a consultant for its feasibility and capital campaign; and a news brief on Waukesha Public Library programs celebrating Martin Luther King Jr. Day. The keynote for MLK Day will be held at Carroll University Stackner ballroom. The Library's EDI Committee worked hard to put these MLK programs together. In addition, each Board member received a copy of the brochure on the Moving Vietnam Wall. The wall will be in Cutler Park over the Memorial Day weekend and will be on display 24 hours per day. The display is sponsored solely with donations. Head of Operations LaPaz and Board President Riebel are members of the planning Committee. The Committee is also looking for volunteers.

A. [ID#19-1742](#) Correspondence for January 2020

5. Bills

A. [ID#19-1743](#) Approval of the bills for January 2020

Library Director Gay reported that there was nothing of note with the bill list for January. The list includes updated computers for the Children's area. These computers offer a better graphic interface. Trustee Riebel inquired about the brochure translation fee. Director Gay replied that the fee includes the translation as well as the design of the Children's brochure. Trustee Sura asked how the Library communicated the policy change on children's fines. Director Gay said that the Library used signage and Facebook.

Trustee Miller moved to approve the January 2020 bills for \$59,322.41 and write offs of \$4,702. Trustee Sura seconded; motion carried with a unanimous roll call vote.

Aye: 6 - Riebel, Baxter, Ryan, Miller, Deatrick and Sura

Absent: 5 - Kasprowicz, Kevin Guilfoy, Ammerman, Lombardi and Helgestad

6. Financial Reports

A. [ID#19-1744](#) Approval of the financial report for January 2020

Library Director Gay reported that the financial report has been reformatted per the Library Board's request. Final numbers for the year should come in next month. He believes that the Library will end the fiscal year very close to its target. Trustee Baxter requested that one small adjustment be made to formatting on one of the income lines.

Trustee Deatrick moved to approve the financial reports for January 2020 as amended. Trustee Baxter seconded; motion carried with a unanimous roll call vote.

Aye: 6 - Riebel, Baxter, Ryan, Miller, Deatrick and Sura

Absent: 5 - Kasprowicz, Kevin Guilfoy, Ammerman, Lombardi and Helgestad

7. Old Business

- A. [LC19-0658](#) 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 discuss the performance evaluation questionnaire results for the Library Director's annual evaluation. (HR Committee)

Trustee Sura 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 questionnaire responses for the Library Director's annual evaluation. (HR Committee) Trustee Baxter seconded; motion carried with a unanimous roll call vote. 5:04 PM (B. Gay, K. Pinkner, J. Klima, J. LaPaz, A. Welch & J. Quinlan left)

Aye: 6 - Riebel, Baxter, Ryan, Miller, Deatrick and Sura

Absent: 5 - Kasprowicz, Kevin Guilfooy, Ammerman, Lombardi and Helgestad

- B. [LC19-0659](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.

Trustee Miller moved to reconvene in open session. Trustee Baxter seconded; motion carried unanimously. 5:22 PM (B. Gay, K. Pinkner, J. Klima, J. LaPaz, A. Welch & J. Quinlan returned) There was no additional discussion or action.

- C. [LC19-0660](#) Discussion/action regarding feasibility study and capital campaign RFP (Finance & Ad hoc Fund Development Committees)

Library Director Gay reported that the proposal from Library Strategies was included in the Board packets. The Finance & Ad hoc Fund Development Committees are recommending this company to complete the Library's feasibility study. The Committee members believed that Library Strategies was the most complete proposal out of the three bids received. The company, which grew out of the St. Paul Minnesota Friends of the Library group is well-known throughout the library world. All the reference check responses were good; they work exclusively with libraries and are very responsive. Trustee Baxter commented that all three proposals were very well written and while the overall scores were close, after their discussion, the group was confident in their recommendation. Director Gay added that they are the right fit for Waukesha Library, the cost is reasonable, and they take a team approach to their work. It was clarified that the Library Board would only be voting on the feasibility study portion of the proposal.

Trustee Miller moved to accept the recommendation of the committees and approve hiring Library Strategies as the vendor for the phase I feasibility study. Trustee Baxter seconded; motion carried with a unanimous roll call vote.

Aye: 6 - Riebel, Baxter, Ryan, Miller, Deatrick and Sura

Absent: 5 - Kasprowicz, Kevin Guilfooy, Ammerman, Lombardi and Helgestad

8. New Business

- A. [ID#19-1745](#) Discussion/action regarding contract extension with Rembrandt Commercial Cleaning

Director Gay said that the cleaning service comes in the morning to supplement the work of the custodial staff. The cost increased slightly for the year.

Trustee Sura moved to approve the 2020 contract extension with Rembrandt Cleaning as presented. Trustee Deatrick seconded, motion carried with a unanimous roll call vote.

Aye: 6 - Riebel, Baxter, Ryan, Miller, Deatrick and Sura

Absent: 5 - Kasprowicz, Kevin Guilfooy, Ammerman, Lombardi and Helgestad

- B. [ID#19-1746](#) Discussion/action regarding contract extension with Elite Protection services

Director Gay said that the contract with Elite Protection Services is for one security guard. He made the decision in fall to go down from two guards to one. Trustee Deatrick asked if there was enough coverage with the extended hours. Director Gay replied that the Library has full coverage with one guard.

Trustee Deatrick moved to approve the extension contract with Elite Protection Services as presented. Trustee Baxter seconded; motion carried with a unanimous roll call vote.

Aye: 6 - Riebel, Baxter, Ryan, Miller, Deatrick and Sura

Absent: 5 - Kasprowicz, Kevin Guilfooy, Ammerman, Lombardi and Helgestad

- C. [ID#19-1747](#) Library Board Education: Trustee Essential #18-Library Board Appointments and Composition

Director Gay said that Trustee Essential #18- Library Board Appointments and Composition outlines who should be part of a Library Board. He particularly likes the section which encourages having a diversity of viewpoints and expertise on the Library Board, while keeping politics out of the decisions. In reviewing this Trustee Essential, it reminded Director Gay that he should keep a list of potential Board members.

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 reported that there was a separate report page which included the statistics for the month as well as the technology report. He noted that e-circulation and circulation was up for the year, as well as new card registrations and the visitor count. Other highlights from his report included:

- The Library enjoyed a productive staff education training day. It included a showing of the film "The Public", a movie set in a library and centered around issues associated with homelessness. The staff had great follow-up conversations in small groups to discuss ways in which the Library could do better when dealing with this issue.*
- Library Associate Sue Moore retired. The Library will be looking to fill that position in the first quarter.*
- Teen Librarian Carley Rymkus has done a great job with connecting with the middle school teens; participation in teen programs is way up.*
- The Children's Department had 667 participants for their annual Gingerbread House building program. They also had 100 attendees at the Spanish session. The department more than doubled the attendance by making the programs drop-in, instead of requiring registration. Children's Manager Pinkner commented that they had expected an increase in participants, but they had to go out to purchase more gingerbread supplies two times.*

Trustee Ryan asked how the staff meetings went in November and December. Director Gay responded that the meetings were very constructive. Most of the comments and ideas that they shared with him were very public centered on how to improve services.

A. [ID#19-1748](#) Administrative & Staff Report for January 9, 2020

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

Director Gay reported that the process of filling the position of the Bridges Library System Director is continuing. Director interviews will be conducted in mid-January for the first round of candidates. If necessary, the search committee will conduct a second round of interviews in late January. The System Board will then meet in February to approve the final candidate and extend an offer.

Trustee Sura reported that the System Board is now using iPads at their meetings to take notes and to record votes. A nominating committee was selected for officers. Jill Fuller, Marketing & Communications Coordinator for Bridges Library System has agreed to stay on and work part-time.

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 Wine tasting event was well attended. The Friends are currently looking for an alternate location for this event. Final numbers are not available, but the silent auction was very successful. More than 1,860 children have completed the 1,000 Books Before Kindergarten program. The Mystery Mingle is scheduled for Friday, May 1. Culver's nights have been very successful. The Library has been sending e-mail blasts to remind people about Culver's nights and boost attendance. She urged Board members to attend the next Culver's fundraiser on Wednesday, January 22 from 5:00-8:00 PM.

E. Communications to the Common Council

Trustee Miller will provide a brief report on the feasibility study 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.