



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
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Thursday, February 13, 2020

4:45 PM

Library Board Room

1. Call to Order

Others Present: Library Director B. Gay, Assistant Director J. Klima, Head of Program development & Program Development K. Hall, Children's Manager K. Pinker, Technical Services Manager C. Peil, Information and Adult Services Manager A. Welch, and Special Projects Coordinator J. Quinlan

Board President Riebel convened the meeting at 4:47 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#20-0158](#) Approval of the minutes for January 9, 2020

Trustee Miller moved to approve the Library Board minutes for January 9, 2020 as presented. Trustee Baxter seconded; motion carried unanimously.

4. Correspondence

Included in the Board correspondence was an article on the planned first floor interior renovation and a small press announcement indicating that the City had approved moving forward with the Library's front entrance repair project. Jill Fuller, Marketing & Communications Coordinator for the Bridges Library System wrote a piece on libraries offering coding for kids. Waukesha Public Library has been offering children's coding programs for the past couple of years. A news brief announced that the Library would be showing the documentary "Remembering Bronzeville" as part of its Donuts and Documentaries series. The keynote presentation for MLK Day with Reggie Jackson was postponed and the event is rescheduled for March 17 at Carroll University.

- A. [ID#20-0159](#) Correspondence for February 2020

5. Bills

A. [ID#20-0160](#) Approval of the bills for February 2020

Library Director Gay reported that there were two bill lists: one list from year end 2019 and one for February 2020. The 2019 list included the completed furniture reupholstery project for the children's department. The February 2020 list included the annual renewal for the library's calendar software, reimbursements for staff attendance at the Public Library Association Conference, annual SelfCheck maintenance and the annual book return maintenance costs. Assistant Director Klima explained that the costs include hardware upgrades above and beyond the contract. The machines are running on Windows 7 which is no longer being supported. Director Gay said that the CAFÉ annual support is based on the number of licenses for the year.

Trustee Lombardi moved to approve the end of year 2019 bills for \$10,785.38, the February 2020 bills for \$200,989.65 and write offs of \$8,137. Trustee Deatrick 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#20-0161](#) Approval of the financial reports for February 2020**

Library Director Gay reported that both the 2019 and 2020 financial reports were included for the Board to review. The Library is wrapping up its 2019 fiscal year. He mentioned that he asked the Finance Analyst to move the memorial and gift line below along with the Waukesha Reads balances. Both are from different fund accounts. This will bring the accounts listed above in line with the reported total. Trustee Deatrick inquired about the deficit for fines and replacements. Director Gay responded that the Library makes every effort to reflect an actual budget number. This year, the Library estimated that it would collect \$73,000 in fine revenue. The revenue from fines and fees will continue to go down as the Library does a better job in notifying patrons of when their items are due.

Trustee Guilfooy moved to approve the financial reports for the end of year 2019 and February 2020. Trustee Lombardi 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. [LC20-0059](#) 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 Library Director's annual performance evaluation.

Trustee 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 Library Director's annual performance evaluation. (HR Committee) Trustee Miller seconded; motion carried with a unanimous roll call vote. 5:02 PM (B. Gay, K. Pinkner, J. Klima, K. Hall, J. LaPaz, A. Welch & J. Quinlan left)(B. Gay returned at 5:18 PM)

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

Absent: 2 - Sura and Helgestad

- B. [LC20-0060](#) Following closed session, a motion will be made to reconvene in open session to consider possible action on matters discussed in closed session.

Trustee Kasproicz moved to reconvene in open session. Trustee Lombardi seconded; motion carried unanimously. 5:26 PM (K. Hall, K. Pinkner, J. Klima, J. LaPaz, A. Welch & J. Quinlan returned)

- C. [LC20-0061](#) Discussion/action regarding annual Library Director performance evaluation

Trustee Baxter moved to approve the Library Director's evaluation with a 2.5% salary increase retroactive to January 1, 2020 as recommended by the Library's Human Resources Committee and discussed in closed session. Trustee Ammerman seconded; motion carried with a unanimous roll call vote.

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

Absent: 2 - Sura and Helgestad

D. [LC20-0062](#) Update on front entrance repair

Director Gay reported that the front entrance repair project is moving forward. He reminded them that the thick resin will be used for the horizontal panels and a Sunbrella type fabric will be installed for the vertical panels. He asked the Board to start thinking about colors for the fabric, which will be discussed at the March meeting. Trustee Deatrick inquired if the letters will be re-used. Director Gay replied that they will be electroplated and re-hung. Trustee Kasproicz asked about the \$370,000 cost. Director Gay said that the funds were included in the 2020 Capital Improvement Plan for this year. City Engineer Katie Jelacic recently presented the project to the Common Council for approval. Trustee Miller added that there were no questions from the Council.

8. New Business

A. [ID#20-0162](#) Discussion/action regarding Librarian I-Technical Services job description (HR Committee)

Board President Riebel said the Library's Human Resources Committee is unanimously recommending approval of the Librarian I-Technical Services job description as presented. Director Gay reported that the updates reflect staffing changes with no budgetary impact. The Manager of the Technical Services department requested to have a full-time position within her department for continuity purposes and to serve as a back-up when she was absent. There were three full-time positions that were split between the Technical Services and Information Services departments. With a staffing vacancy, the Library was able to take this opportunity to create the full-time position in Technical Services as well as in Information Services. The Technical Services Librarian I cataloger will also continue to work on the reference desk. A long-time employee accepted the job. Director Gay sees this move as a way to make the departments more efficient.

Trustee Miller moved to approve the Librarian I-Technical Services job description as presented. Trustee Ammerman seconded; motion carried unanimously.

B. [ID#20-0163](#) Discussion/action regarding Library Associate-Marketing job description (HR Committee)

Board President Riebel reported that the Library's Human Resources Committee is also unanimously recommending approval of the Library Associate-Marketing job description as presented. Director Gay said that the changes to this job description were more significant. Some of the updates reflect the nature of how the job was currently being done and some of the changes indicate the direction that the Library wants the job to move towards. This includes handling all the promotional pieces for the Library. The responsibility of being the volunteer liaison will be shifted to another position. The Library is interviewing candidates next week.

Trustee Baxter moved to approve the Library Associate-Marketing job description as presented. Trustee Deatrick seconded; motion carried unanimously.

- C. [ID#20-0164](#) Discussion/action regarding Building Maintenance Coordinator job description (HR Committee)

Board President Riebel said that the Library's Human Resources Committee is recommending approval for the updated Building Maintenance Coordinator job description. Director Gay said that with the retirement of the previous Building Maintenance Coordinator, the Library took the opportunity to look at the job responsibilities. The changes to the job description better reflect the work that was being done. The first bullet point addition outlines that the person in this position will have some oversight over the work of the custodians. Language regarding shrubbery care, incinerating and the book return was deleted as those job duties are no longer applicable.

Trustee Kasprovicz moved to approve the Building Maintenance Coordinator job description as presented. Trustee Guilfoy seconded; motion carried unanimously.

- D. [ID#20-0165](#) Discussion/action regarding contractual agreement with Library Strategies for feasibility study

Director Gay reported that the contractual agreement with Library Strategies for the feasibility study was vetted by the City Attorney. The second part of the discussion focused on who will be part of the feasibility steering committee. Besides several Board members who may have a collective knowledgeable about potential donors, the committee members should be individuals connected to philanthropy in the community; a mix of potential donors or people familiar with major giving campaigns in the community. Board President Riebel urged the Board to submit names as soon as possible to Bruce. The steering committee will meet 2-3 times with a time commitment of 10-12 hours.

Trustee Miller moved to approve the contractual agreement with Library Strategies for feasibility study as presented. Trustee Baxter seconded; motion carried with a unanimous roll call vote.

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

Absent: 2 - Sura and Helgestad

- E. [ID#20-0166](#) Discussion/action regarding annual report to state

Director Gay said that state law requires that the annual report to the state be submitted 60 days after the start of the year. Much of the information is pre-populated by the Bridges Library System. Trustee Kasprovicz inquired if e-circulation was counted in the total circulation number. Director Gay replied that it is not. While libraries ask each year, the state reporting is funneled through to the national organization and the change would need to start there. It was noted that several Board of Trustee addresses needed to be updated. The Library Board also must agree that the System provided effective leadership for the Library.

Trustee Deatrick move to approve the annual report and trust fund report with the address updates as discussed. Trustee Baxter seconded; motion carried unanimously.

F. [ID#20-0167](#) Board Education: Trustee Essential #27-Trustee Orientation & Continuing Education

Director Gay said that Trustee Essential #27- Trustee Orientation & Continuing Education is the final Trustee Essential for the Board to review. He asked the Board what else they might like to hear about or learn. The second page of the document offers other continuing education ideas. The Bridges Library System also offers services; the Library could invite Angela Myers from the System to speak with the Board. He mentioned that at the annual Library Legislative Day, that many of the aides were not aware of what a Library System does. Trustee Kasprovicz commented that he would like to hear from the staff who attended the Public Library Association Conference this year. Trustee Ryan said that she likes to hear updates from the different departments.

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

Highlights from the Director's report included:

- The Library had an all school visit from Hoyer School; the Circulation staff were busy creating lots of new library cards! This happened because of Librarian Michele Gagner's connections with the School District.*
- Former staff member, and current Director of the Menomonee Falls Library, Karol Kennedy was named the new Bridges Library System Director. She succeeds Connie Meyer and will do an outstanding job. She will begin on March 16, 2020.*
- The annual magazine weed was completed. The Library has changed the amount of time that back issues are kept as circulation is low for these items. The Library tried a magazine sale this year for discarded issues of the more popular titles.*
- The Library has been added to the School District of Waukesha van delivery route. Children's Manager Pinkner said that this will make it easier for teachers to request books from and return books to the Library. Director Gay said that this is just another benefit from having the Community Library Liaison.*

Trustee Ryan asked about the roof repair. Director Gay said that these repairs are a stopgap until the Library can get CIP funding to replace the entire roof.

A. [ID#20-0168](#) Administrative & Staff Reports for February 13, 2020

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

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 committee to discuss the Mystery Mingle met. The event will be held on Friday, May 1 in the Children's Department. She encouraged Library Board members to attend.

E. Communications to the Common Council

Trustee Miller will provide a brief report on the feasibility study for the Council. Next week's meeting will be the last one in the current Common Council Chambers; the meetings will be moved to the Parks and Recreation facility until the new City Hall building is completed.

10. Adjournment

Absent any objections, the meeting adjourned at 6:00 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.