



City of Waukesha

Meeting Minutes - Final

Library Board

Bruce Gay, Executive Director
bgay@waukesha-wi.gov

321 WISCONSIN AVENUE
WAUKESHA, WISCONSIN
53186-4786
TELEPHONE
262/524-3680 FAX
262/524-3677

Thursday, March 12, 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 Building & Operations J. Lapaz, and Finance & Planning Analyst C. Braun

Trustee P. Kasprovicz convened the meeting at 4:45 p.m.

Present 8 - Baxter, Kasprovicz, Ryan, Miller, Kevin Guilfooy, Ammerman, Lombardi, and Helgestad

Absent 3 - Riebel, Deatrick, and Sura

2. Public Comment

There were no public comments.

3. Approval of Meeting Minutes

[ID#20-0366](#) Approval of the minutes for February 13, 2020

Trustee Miller moved to approve the Library Board minutes for February 13, 2020 as presented. Trustee Lombardi seconded; motion carried unanimously.

4. Correspondence

Included in the Board correspondence was an article on the Library holding a talk on Wisconsin English presented by University of Wisconsin-Madison professor Dr. Joe Salmons on March 19. It will cover types of English spoken in Wisconsin and how English has developed over time and is still changing. Karol Kennedy has been named the Director of Bridges Library System and she will begin March 16. The Library and the Waukesha County Historical Society & Museum with hosted "8-Glasses a Day: Wellness & the Spring Era" on February 27. Library Legislative day was recently held in Madison and it was well attended by librarians, directors and trustees from across Wisconsin. It provided an opportunity for library advocates to show their support for libraries and how libraries impact the community.

[ID#20-0367](#) Correspondence for March 2020

5. Bills

ID#20-0368 Approval of the bills for March 2020

Library Director Gay reported there is a Ford Construction invoice for \$7,752 for placing a small heater/fan in the wall by the public restrooms to prevent the pipes from freezing which was an issue last year as there was no insulation in the wall. The SelfChecks were updated to Windows 10 at a cost of \$17,502.

Trustee Miller moved to approve the March 2020 bills for \$79,828.56 and write offs of \$4,036. Trustee Baxter seconded; motion carried with a unanimous roll call vote.

Aye: 8 - Baxter, Kasprowicz, Ryan, Miller, Kevin Guilfooy, Ammerman, Lombardi and Helgestad

Absent: 3 - Riebel, Deatrick and Sura

6. Financial Reports**ID#20-0369** Approval of the financial reports for March 2020

Library Director Gay reported the format of the financial report was changed to make reading it easier. Personnel expenses are 97% unspent but February and March payroll expenses have not yet been posted.

Trustee Baxter moved to approve the financial reports for March 2020. Trustee Lombardi seconded; motion carried with a unanimous roll call vote.

Aye: 8 - Baxter, Kasprowicz, Ryan, Miller, Kevin Guilfooy, Ammerman, Lombardi and Helgestad

Absent: 3 - Riebel, Deatrick and Sura

7. Old Business**LC20-0093** Discussion/action regarding front facade fabric panel color and repair update

Library Director Gay reported we have the contract back from Enberg Anderson to sign and he plans to have Bill from Enberg Anderson here in April to discuss options he feels would be nice for the front panels. They are still planning on a May start date and hope for it to be completed by September. Director Gay asked the Library Board for their thoughts on the color of the panels and to please share if they had opinions.

LC20-0094 Discussion regarding feasibility update

Library Director Gay reported Library Strategies was looking for recommendations on who should be on the feasibility committee and they are recommending 4-8 people and it would be a 2-3 meeting commitment. He is working with Board President Riebel and putting together a list of recommended community members to see if they would be willing to participate on the committee. The main purpose of the committee is to come up with a list of people who should be interviewed about the library's plans. Trustee Baxter has agreed to be on the committee and the Library would be happy to have another Library Board member on that committee.

8. New Business

[ID#20-0370](#) Discussion/action regarding 2019 budget carryover requests

Library Director Gay reported there are three carryover requests. The CIP is for shelving and a reference desk on the first floor which is being postponed due to the library redesign. There is a small amount of technology carryover and the usual children's gift account which we carryover yearly.

Trustee Ammerman moved to approve the three carryover requests to the 2020 budget. Trustee Helgestad seconded; motion carried unanimously.

[ID#20-0371](#) Discussion/action regarding Bridges Library System allowable costs

Library Director Gay reported this is a yearly form we fill out and send to Bridges Library System. Waukesha County uses the allowable costs to determine the rate we are reimbursed for non-municipal users.

Trustee Baxter moved to approve the Allowable Cost Worksheet. Trustee Lombardi seconded; motion carried unanimously.

[ID#20-0372](#) Discussion regarding Waukesha County Community Foundation 2019 fund statements

Library Director Gay reported there are three separate funds. The Historic Bequest Fund which the library has had for a long time. These funds are reserved for specific purposes. The fund did well last year, increasing from \$59,000 to \$70,000. There is also the Waukesha Public Library Fund which was funded by the estate of a library patron; \$14,000 was used from this fund for the library first floor redesign. The Waukesha Reads fund is from the family of Terry Stevens. The Library typically would not touch this fund unless it did not receive NEA funding.

[ID#20-0373](#) Discussion regarding annual report posters

Library Director Gay reported he had asked managers to design annual reports for their departments in poster format. He reviewed and showed each poster. He indicated that everyone did a great job with the content and design.

[ID#20-0374](#)**Board Education: Mid-winter American Library Association conference report (J. Klima)**

Assistant Director Klima reported he attended the Mid-winter ALA conference in Philadelphia. One of the main reasons he attended he is a lead member of the Joint Working Group on eBooks and Digital Content in Libraries. This group represents ALA and related library organizations to address library concerns with publishers and content providers. The committee is to explore, analyze and share the information on various options for improving access to digital content for libraries and the public and help identify models and strategies to influence decision makers for the future. There are appointed representatives of ALA groups and representatives from related organizations. Much of his time there was spent meeting with this group and attending sessions on access to digital content. Publishers are concerned because they sell only one eBook to libraries and so many people read and where paper books wear out and need to be replaced eBooks do not. So, publishers want to know how they can remain profitable. For example, a publisher now will not provide electronic access until after 60 days after it is being released. There are about 40 people in this group and all have different concerns and agendas. They are working on plans that would work for all. He also attended a session on Protecting Tech. while Still Being ProTech. Basically, it says technology is neither good, or bad or neutral but, just a tool. How do we provide patrons with what they need but still protect their identity? So, basically what can I do to help the public protect themselves when I am dealing with vendors?

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

Library Director Gay reported Friends of the Library are considering moving the Mystery Mingle date considering what's happening with the Coronavirus. They are also planning a wine tasting event in either June or July.

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

Library Director Gay reported City department heads met this morning to discuss what's happening with Coronavirus-19. The City is following Waukesha County's directions and as of this morning they are advising to wash your hands and be careful. The City has asked departments to identify employees who can possibly work from home and think about considering different levels of service. As to date, the City has no changes in services and is taking directions from the County. The Library has increased cleaning.

As part of his SMART goals he is part of the Wisconsin Libraries Transform Communities team. This is "an 18-month masterclass in authentic leadership, resilience, and self-care." The program includes both "teams" and "coaches." Each coach will be working with two teams for the next year and a half. The program includes several multi-day meetings at different locations in the state, all paid for by DI. Kerry Pinkner was accepted as part of a team in the program. The new collection of children's video games is very popular. Staff members attended the PLA conference in Nashville, TN February 25-29 and they will provide further information on the sessions they attended next month. The Family Fairytale Festival was a success with 463 people attending.

[ID#20-0375](#) Administrative & staff reports for March 12, 2020

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

There was no report.

D. Friends of the Library: Trustee Cynthia Deatrick will report on any meeting that has occurred since the date of the last meeting

There was no report.

E. Communications to the Common Council

Trustee Miller will report on the front façade fabric panels to the Common Council.

10. Adjournment

Absent any objections, the meeting adjourned at 5:25 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.