

**MINUTES**  
**Waukesha Public Library Board Meeting**  
**Thursday, April 14, 2011 4:45 PM**  
**Library Board Meeting Room**

Members Present: Trustees J. Fowle, J. Kalblinger, P. Kasprowicz, D. Kau, J. Kerwin  
E. Spelius, R. Sura, S. Trewyn, and J. Ameel

Members Absent: Trustees C. Deatrick, C. Gannon, and S. Schultz,

Others Present: Deputy Director K. Kennedy, Assistant Library Director J. Klima,  
Circulation Supervisor N. McGuire, and Administrative Assistant J. Quinlan

The meeting opened at 4:52 PM by Board President P. Kasprowicz.

**1. Approval of the consent agenda**

Trustee J. Kerwin asked that Policy F-3, Volunteers be removed from the consent agenda. The consent agenda included the minutes for March 10, 2011 and Policy C-4, Renewal of Library Materials. **Trustee S. Trewyn moved to approve the consent agenda as presented. Trustee J. Kerwin seconded, motion carried unanimously.**

**2. Minutes**

The minutes were approved as part of the consent agenda.

**3. Introduction of John Klima, Assistant Library Director**

Board members were introduced to the Library's new Assistant Library Director John Klima. (Trustee D. Kau arrived at 4:55 PM) John provided the Board with a brief background of his career and said that he was pleased to be back in Wisconsin and at Waukesha Public Library.

**4. Correspondence**

Correspondence included several news articles related to the impact of the state budget, as well as coverage on the art in the library and the March movies series.

**5. Bills and financial reports**

Director J. Ameel reported that with the transfer of CAFÉ ownership, remaining 2011 operating funds in the amount of \$153,023.35 will be paid from the CAFÉ account to the Waukesha County Federated Library System. The funds for a system replacement will be held until later in the year, when an audit of that account is completed. **Trustee S. Trewyn moved to approve the transfer of \$153,023.35 in CAFÉ funds to the Waukesha County Federated Library System and to approve payment of the CAFÉ bills for March 2011 in the amount of \$12,895.00, for a total of \$166,179.60. Trustee E. Spelius seconded, motion carried with a unanimous roll call vote.**

Director J. Ameel highlighted some of the more interesting bills for the month of March, including Televend, the new public fax service, which is largely self-service. The Circulation Department purchases cards, then re-sells them to customers. The Library gets a very small percentage of the sales. **Trustee E. Spelius moved to approve the March 2011 bills in the amount of \$79,081.52. Trustee D. Kau seconded, motion carried with a unanimous roll call vote.**

## 6. Old Business

### a. Discussion/action regarding bank to be designated to manage trust funds held by Waukesha County Community Foundation

Board President P. Kasproicz explained that at the last meeting this item was held in order that more information could be obtained on the parent company of M & I Bank Investment Services. He distributed a memo from the Library's Finance Committee Chair Steve Schultz, who after further review is recommending that the Library go forward with Waukesha State Bank to manage the Library's funds within the Waukesha County Community Foundation. **Trustee P. Kasproicz moved to designate the Waukesha State Bank to manage the Library's trust funds held by the Waukesha County Community Foundation. Trustee J. Kerwin seconded.** Trustee J. Kerwin added that it was a good recommendation by Trustee S. Schultz to have the Library follow-up in six months to review this decision. **The motion carried with a unanimous roll call vote.**

## 7. New Business

### a. Discussion/action regarding open hours for summer 2011

Trustee J. Kerwin explained that contract language provides that, during the summer months, represented staff and the Library Board may mutually agree to alter work schedules in order that staff may work more than eight hours per day or work a six day week without overtime being paid. This language was negotiated in order that the library could continue to close at 1:00 p.m. on summer Saturdays without going into an overtime situation. **Trustee J. Kerwin moved to continue the past practice of closing the Library at 1:00 p.m. on summer Saturdays and allowing staff to alter their work schedules in the summer months without incurring overtime. Trustee S. Trewyn seconded, motion carried unanimously.**

### b. Discussion/action regarding revisions to 2011 strategies

Trustee J. Kerwin explained that the Planning and Policy Committee made one change to the proposed strategies for 2011. (Trustee R. Sura arrived at 5:06 PM) They would like the library to investigate the best available technology for a sorting system instead of limiting themselves to RFID technology. **Trustee J. Kerwin moved to approve the revised strategies for 2011. Trustee S. Trewyn seconded, motion carried unanimously.**

### c. Discussion/action regarding process for 2012-2014 strategic plan

Trustee J. Kerwin reported that the Committee discussed how to proceed with developing the next long-range strategic plan given the possibility of more management turnover during this timeframe, as well as an economic impact on the Library's budget. The Committee is recommending that the process for a two year plan begin after the Library's budget for 2012 is submitted. The Committee is also recommending that an ad hoc committee be formed to sort out the details of the plan before bringing it before the Board for approval. She suggested that a survey of Board members could be done a head of time to see what issues the Library should be addressing. The System Director will not be involved in the process, but there may be a possibility of finding a volunteer to help facilitate the process. Trustee J. Kerwin thought it would be good to have the Committee chairs, from the Library's committees, serve on the ad hoc committee. **Trustee J. Kerwin moved for the conceptual approval of the formation of an ad hoc committee to begin the**

**planning process for 2012-2013. Trustee R. Sura seconded, motion carried unanimously.**

**d. Discussion/action regarding the following library policies: C-4, Renewal of Materials; F-3, Volunteers**

Policy C-4 was approved on the consent agenda. Policy F-3 was removed from the consent agenda and held for further review.

**e. Presentation on Library's Volunteer Program (Nancy McGuire, Supervisor, Circulation Supervisor)**

Circulation Supervisor N. McGuire provided the Library Board with an overview of the Library's Volunteer Program. In conjunction with Deputy Library Director K. Kennedy, she worked on updating the volunteer program and refining the application process. There are currently 20-25 volunteers working on the first floor who volunteer on a weekly basis. The average age is 70, with the youngest being 22 and the oldest 90. The average number of years of service is 10. These are a great group of people who give approximately 1,000 service hours per year or the equivalent of a half-time position. The Volunteer Luncheon honoring the Library's volunteers was held on Wednesday. Trustee J. Kalblinger commented that it was awesome that the Library has a successful volunteer program.

**8. Reports**

**a. Library Board Committees: Building, Executive, Finance, Human Resources, Planning & Policy, Public Art, Ad hoc Fund Development**

Director J. Ameel reported that the Public Art Committee met and will be considering a donation of art from artist Kay Kurz (former Carroll College art professor and one of the subjects of Michael Foster's painting). The rotating art collection is going well; the current exhibit features artist Chuck Weber.

**b. CAFÉ**

Director J. Ameel reported that the transfer of CAFÉ ownership to WCFLS is complete and that WCFLS will facilitate their first CAFÉ Council meeting tomorrow.

**c. Director's Report**

In addition to her written report, Director J. Ameel reported that the ad hoc committee formed by CAFÉ Council has begun meeting to investigate a new integrated library system for the consortium. There are at least six possibilities, including keeping the current SIRSI system. Each library has paid into a software replacement fund to pay for a replacement system and it appears that the amount of funding that has accumulated should cover the cost of a replacement system, if that is the direction the group chooses to take. She also reported that the City will be repaving the secondary staff parking lot. The lot will be merged with the lot to the north to provide easier access for staff. The re-carpeting project has been delayed due to issues with the manufacturer. City Engineer Katie Jelacic is monitoring the situation. Director J. Ameel also reported that Deputy Director K. Kennedy has been working with a Carroll University 'capstone' class in graphic arts communication to develop a new logo for the library. The City and the Library are watching what happens at the state level regarding the budget repair bill. At this time, non-represented staff has not begun contributing towards their pension, but it may be retroactive to March 12, depending on the outcome of the lawsuits that have been filed.

**d. Waukesha County Federated Library System**

Director J. Ameel reported that the Library Board still needs a representative for the Waukesha County Federated Library System Board. If no one volunteers, the Library is in jeopardy of losing its permanent seat on that Board. The meetings are every third Tuesday at 6:30 PM. Trustee R. Sura may be interested.

**e. Friends of the Library**

Trustee J. Kerwin reported that a small committee is continuing to work on the Friends' by-laws. A new brochure is being developed, also by a Carroll University student. She was pleased to report that the Friends of the Library recently received a memorial donation of \$82,800. They will discuss how to handle this donation at their next meeting. She also reported that the Friends decided to sell summer reading club t-shirts for the first time and will once again support the Literacy Council by funding one half of the team entry fee for the Spelling Bee in coming up in June.

**f. Discussion/action regarding communications to Common Council**

Trustee J. Kalblinger will report on the Library's summer hours and on the bank that was designated by the Board to handle the trust funds held by the Waukesha County Community Foundation.

**Trustee J. Kerwin moved to adjourn. Trustee D. Kau seconded, motion carried unanimously.** The meeting adjourned at 5:43 PM.

Prepared by: Joan Quinlan  
Approved: 5/12/11  
Sent to City Hall: 5/18/11