

West Bend Community Memorial Library
630 Poplar Street, West Bend, WI 53095
262-335-5151
www.west-bendlibrary.org

Library Board Meeting Minutes
Tuesday, January 5, 2010 7 P.M.

The meeting of the West Bend Community Memorial Library Board was called to order by President Barbara Deters. Present: P. Geidel, K. Engelbrecht, J. Schaar, J. Fowler, R. Lindbeck, J. Aynesworth. Also present: M. Tyree, S. Cantrell.

DIRECTOR'S REPORT:

City Attorney suggests we write out Directors Report mid month and mail a copy to members. B. Deters suggests the report be e-mailed to members.

If board members wish to discuss something from the report, they are to call M. Tyree to get it on the following months agenda.

Minutes from the December meeting - Motion to approve by R. Lindbeck, seconded by J. Fowler.
Minutes approved.

FINANCIAL SECRETARY REPORT:

- A. Motion to approve by J. Aynesworth, seconded by J. Fowler. Report approved.
- B. Grundahl donation of \$414.48 to be invested in short term investment pool through the City of West Bend.
- C. Library Revenues and Expenditures YTD reviewed.
- D. Vouchers: Motion to approve by J. Fowler, seconded by J. Schaar. Motion carried.

OLD BUSINESS:

- A. Building Update: Outer front door to library doesn't lock properly. Will be repaired soon. A few patrons have fallen on outside walkways, but not resulting in injury.
- B. Mid Wisconsin: Next meeting: End of January. Jefferson County board of supervisors calling a meeting to discuss whether the libraries in Jefferson County should switch library systems. Also discuss in future what we can do to improve system resource library services.
- C. SEG: Will discuss under New Business.
- D. Revised Duquaine Company Bill: Payment is complete

NEW BUSINESS:

- A. Travel Policy/Expense Reimbursement: Reviewed City of West Bend Personnel Expense Policy. Motion to adopt City of West Bend travel policy for Board Members by J. Fowler, seconded by J. Aynesworth. Motion not voted on - Board members decided to wait to vote on issue until D. Rakowski is present at next meeting.
- B. A request was made to pay for B. Deters, Board President, to travel to Boston for library awards presentation in the amount of \$186.00 for round trip airfare, and 2 nights lodging @ \$119.00/night. Motion to approve by J. Fowler, seconded by J. Aynesworth. P. Geidel voted no. All others voted yes to pay travel expenses for B. Deters.
- C. Cell phone policy: No blocking software can be used in the library. Staff will be asked to track cell phone usage in the library and report to be given to board. Policy will stand as approved on 11/3/09.
- D. Review of Proposals by Law Firms for Roof Repair: All 3 proposals from 3 different law firms mention the statute of limitations and the roof warranty expiration date of 10/09. Library board has consistently asked Mary Schanning, City Attorney, if we needed to be concerned re: the expiring roof warranty, and were told that the roof warranty would be in effect until all legal aspects re: the roof and potential repairs were settled. B. Deters suggested sending a letter to the Mayor of West Bend, detailing how this situation was handled by the City Attorney. She will

bring the letter to February board meeting for board review and approval. Motion by P. Geidel to hold on pursuing legal action at this time. Seconded by J. Aynesworth. Motion carried.

- E. Motion to request a quote from SEG to arrive at an estimate of charges for repairs on the roof, both high and low numbers, by J. Aynesworth, seconded by P. Geidel. Motion carried.
- F. Book Budget Expenditures: (1998-2010). Will wait to discuss if able to use board funds to supplement book budget until knowing what roof repair will cost.
- G. Summer Reading Program Budget: Kristin and Nancy were asked to provide the board with an idea of costs for Summer 2010 Reading Program. Board previously approved to cover balance of costs for materials for Summer '09 program = to \$1100.00. Motion to approve use of library board money of \$1000.00 to supplement 2010 summer reading program by J. Aynesworth, seconded by J. Fowler. Motion carried.
- H. Will add future board agendas to library website.
- I. Motion to pay Slesar Glass for shadow box showcasing the ProQuest Intellectual Freedom Award in the amount of \$133.75 by R. Lindbeck, seconded by J. Schaar. Motion carried.
- J. Friends of the Library Group Steering Committee has been meeting on Monday afternoons. 501C3 incorporation would allow donations to be accepted. Core group of 8 people presently. Friends group involves advocacy and fund raising, and to be supportive of the library's mission and goals. Hoping to launch a "kick off" around Valentine's Day.

Motion to adjourn at 9:04pm by J. Schaar, seconded by J. Aynesworth. Motion carried.