

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

**Library Board Meeting Minutes**  
**Tuesday, February 2nd, 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, T. Neitzke, J. Schaar, R. Lindbeck, J. Aynesworth, J. Fowler. Also present: M. Tyree, S. Cantrell.

Minutes from the January Meeting: Motion to approve by R. Lindbeck, seconded by P. Geidel. Minutes approved.

**FINANCIAL SECRETARY REPORT:**

- A. Motion to approve revised 12/31/2009 report by R. Lindbeck, seconded by J. Schaar. Report approved.
- B. Motion by J. Aynesworth, seconded by R. Lindbeck, to authorize Financial Secretary to renew the Restricted Account (currently at M&I maturing 03/01/2010) at M&I for a 2 or 3 year term for whatever rate is most preferable. Motion approved.
- C. Motion by J. Aynesworth, seconded by J. Schaar, to authorize Financial Secretary to move the balance in the Unrestricted Account (currently at Westbury Bank maturing 03/15/2010) into the Short Term Investment Pool held by the City of West Bend. Motion approved.
- D. Motion to approve 01/31/2010 report by R. Lindbeck, seconded by T. Neitzke. Report approved.
- E. Library Revenues and Expenditures YTD: M. Tyree reported that the Revenues & Ex-
- F. penditures report for end-of-month January was not available from the City of West Bend due to technical difficulties. Full expectation that problem will be resolved by next month.
- G. Vouchers: Motion to approve by P. Geidel, seconded by J. Aynesworth. Motion carried.

**OLD BUSINESS:**

- A. Building Update: Discussion of this item was moved and joined with discussion of New Business item D.
- B. Mid-Wisconsin Federated Library System Update: P. Geidel summarized the main Library points of interest from the MWFLS's end-of-January meeting – some officers were re-elected, approval of annual report, and a seminar will be held next week. M. Tyree reported that Jefferson County has initiated a detailed study of the pros and cons if their county libraries switched to a different system group. This will take a considerable length of time; and should they eventually make a decision to switch, it would further take a complex process of local governmental approvals to proceed.
- C. Roof Update: Majority of discussion of this item moved and joined with discussion of New Business item D. M. Tyree did report though that there were no new leaks.

**NEW BUSINESS:**

- A. 2009 Circulation Statistics: M. Tyree and S. Cantrell shared their report to the board. As with recent years our circulation counts have increased. The increase here however was not as much as has been noted elsewhere due to the economic recession.
- B. ALA Mid Winter – Intellectual Freedom Award: M. Tyree shared the award presented to our library. Pursuant to a motion by T. Neitzke, seconded by R. Lindbeck, M. Tyree will get it enclosed in a glassed frame by Slesar Glass for \$185.00 and have it displayed with other awards in the library for all to see. We were honored to receive this very special and revered award recognizing the patient and respectful effort by the library staff and board to stand firm for intellectual freedom in light of external requests at censorship.
- C. Deters, M. Tyree and K. Pekoll attended the ALA event held in Boston in January.
- D. Friends of West Bend Library: M. Tyree reported that the group has met now 5 times and is composed of at least 8 energized members. By-laws may very well have been approved at its

last meeting. The Friends will have a booth set up at Celebrate Families on 2/14/2010. They will have a Meet-&-Greet breakfast for new and interested members and the public on 3/27/2010 in the Children's Story Time room. On 4/14/2010 they will hold their first Annual Membership meeting at 6:30pm in the Children's Story Time room.

- E. SEG Roof Repairs Proposals: M. Tyree lead a review and discussion of (1) the letter of response back from SEG (regarding our request to have them provide us a cost estimate for reviewing the roof defects), (2) a quote from SEG for providing us a detailed review of roof defects and needed repairs, and (3) a quote from SEG for providing a complete roof replacement. Motion by P. Geidel, seconded by J. Aynesworth, to spend \$2,400.00 from the Library Building Fund to have SEG survey and report back the repair vs. replacement costs on the roof. Motion approved.
- F. Letter to Mayor Regarding Roof Repair: B. Deters shared her draft of a letter coming from the Board to Mayor Deiss. Friendly amendments to the letter were made from various Board members present. Motion followed by J. Schaar, seconded by J. Aynesworth, to have B. Deters send the amended letter to the Mayor. Motion approved.
- G. Review of Patron Rules of Conduct Policy – Suggested Changes: M. Tyree led a review of the existing policy document and the noted/intended changes. Various members brought forth friendly amendments. Motion by P. Geidel, seconded by J. Schaar to approve the amended policy. Motion passed.
- H. Review of Proctor Exam Policy – Suggested Changes: M. Tyree led a review of the existing policy document and the noted/intended changes. A friendly amendment was brought forth from the discussion. Motion by T. Neitzke, seconded by P. Geidel to approve the amended policy. Motion passed.
- I. MWFLS Resource Library Contract – Services Provided to System: M. Tyree shared with the Board suggestions for additions/changes in services provided coming
- J. Member library directors: (a) Cir. Services – training sessions and manuals – on-line meetings suggested as cheaper and easier, (b) Automation services – translate existing highly technical language to more common language to ease understanding. P. Geidel shared with the Board her conversation with the MWFLS director. Stating he would back us not adding more labor-intensive responsibilities to the contract. Consensus from Board members to hold off on adding or changing responsibilities within the contract until and when the contract is up for review and renewal.
- K. Library Board and Staff Retreat Dates: Consensus from Board members present to pursue scheduling of a retreat on the Saturday mornings of either 5/8/2010 or 5/22/2010. Various notions as to facilitators to use were brought forth. M. Tyree will begin working with suggested names to arrange the retreat on the suggested dates.

Next meeting of the Library Board will be Tuesday, March 2, 2010 at 7:00pm. Motion to adjourn at 8:45pm by J. Fowler, seconded by J. Aynesworth. Motion carried.

Respectfully Submitted,  
J. Fowler, Recording Board Member of Date