

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

Library Board Meeting Minutes
Tuesday, April 13, 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, J. Schaar, R. Lindbeck, D. Rakowski, J. Aynesworth, J. Fowler, K. Engelbrecht.
Also present: M. Tyree, S. Cantrell.

Minutes from the March 2, 2010 Meeting: Minutes were reviewed. Motion to approve by R. Lindbeck, seconded by D. Rakowski. Motion carried.

FINANCIAL SECRETARY REPORT:

- A. Motion to approve by D. Rakowski, seconded by J. Fowler. Motion carried.
- B. Library Revenues and Expenditures YTD: Reviewed by Board members.
- C. Vouchers: Vouchers for March 1-31, 2010 were reviewed. Motion to approve by P. Geidel, seconded by J. Fowler. Motion carried.

OLD BUSINESS:

- A. Building Update: To be covered under New Business.
- B. Mid-Wisconsin Federated Library System Update: Coordinator position for circulation and cataloging system to be evaluated next fall. Horicon Village Manager approached the group with a "Concept": requesting 4 acres/135 ft. long strip of land belonging to System, to be included in their TIF district. Upcoming meeting re: Open Meeting Laws – 6/15/10 @ 9:30-11am.
- C. Roof Update: See D & E
- D. SEG Roof Repairs Proposal: Discussion re: asking how much SEG would charge to prepare a report re: what it would cost to replace the roof.
- E. JT Roofing Proposal: JT Roofing, in a letter dated 12/8/09 states that they will fix trouble spots for \$3884.00. Motion to approve by P. Geidel, seconded by D. Rakowski to pay for repairs out of building fund money. Motion carried.
- F. Friends of West Bend Library Update: Good turn out for Friends of the Library meet and greet breakfast last month. \$1100 collected thus far from new members. Next friends meeting will be held on 4/14/10 to vote for officers, establish committees, etc
- G. Library Board and Staff Retreat Update: To be held on May 22, 2010 from 9am to noon. Amy Campbell from West Bend Mutual will run the retreat.

NEW BUSINESS:

- A. March 2010 Circulation Statistics: Reviewed first quarter stats. First quarter numbers still down a bit from 2009, but catching up. M. Tyree reports that book controversy from 1 year ago actually created increased circulation numbers.
- B. City's VOIP Phone System: Installed, and includes paging and voice mail system. Discussion re: Auto Attendant. Board members agree that it's a good idea, to take pressure off of staff members at the circulation desk, as long as patrons are informed that they can press "0" at any time to speak with a staff member.
- C. Repair of South Elevator: Schindler would repair elevator for \$31,253. Per Warren Kraft, City insurance, The Chubb Group, will most likely cover cost of repairs. South Elevator will be unavailable for at least 3 weeks while repairs are done. Patrons will still be able to use North Elevator.
- D. Resignation of Financial Secretary: P. Geidel announced her resignation. She has been a board member since 1989, and financial secretary since 1999. B. Deters thanked Patti for her many years of service. Motion to nominate J. Fowler as new financial secretary, seconded by K.

Engelbrecht. Motion carried. Motion that D. Rakowski will be the second signature on library board financial statements and checks (as requested by auditors) by R. Lindbeck, seconded by K. Engelbrecht. Motion carried.

~~E. Election of Officers: D. Rakowski nominated for President by P. Geidel, J. Schaar nominated for Secretary by K. Engelbrecht. J. Aynesworth will continue as Vice President. All Approved.~~

F. New Board Members: K. Engelbrecht's term is up and she will not pursue reappointment. B. Deters term is up and her name has been submitted for reappointment. Mayor Deiss has submitted names to City Council for reappointment and new members will be determined later this month. J. Schaar volunteered to be the new MWFLS representative to replace P. Geidel.

G. Scott's Landscaping Proposal: To clean up and repair salt damages on library lawn areas. Motion by D. Rakowski to approve use of library building funds in the amount(s) of \$1925 and \$250 to make these repairs. Seconded by P. Geidel. Motion carried.

Next meeting of the Library Board will be Tuesday, May 4, 2010 at 7:00pm. Motion to adjourn at 8:55pm by J. Aynesworth, seconded by K. Engelbrecht. Motion carried.

Respectfully Submitted,
Kathryn Engelbrecht,
Board Secretary