

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

Library Board Minutes
October 26, 2010

The Board meeting was called to order at 6:30 pm by board president, Jim Fowler.
Board members present: Deb Anderson, Jack Chamberlain, Jim Fowler, Dave Krochalk, Ted Neitzke, Marianne Olson, Doug Rakowski, Judy Schaar, and Courtney Spousta.
Also present: Sue Cantrell and Michael Tyree.

Minutes of the September 21, 2010 Meeting: Two corrections were made to the minutes. Under Old Business D, the sentence should read, "After reviewing the calendar and discussion, it was decided the calendar will be provided each month as a rolling calendar with the next meeting month listed as the first month. "Next" was added. Under New Business A, the sentence should read, "During the discussion Dave shared his recent experience at a library where there is a coffee area. Doug was changed to "Dave." After noting the corrections, it was moved by Dave Krochalk, seconded by Deb Anderson and carried to approve the minutes of the September 21, 2010 meeting.

Minutes of the October 11, 2010 Special Board Meeting: It was moved by Doug Rakowski, seconded by Dave Krochalk and carried to approve the minutes of the October 11, 2010 special board meeting.

Minutes of the October 13, 2010 Committee Meeting: It was moved by Doug Rakowski, seconded by Courtney Spousta and carried to approve the minutes of the October 13, 2010 committee meeting.

Financial Reports:

- A. Financial Secretary's Report – Library Board Financials for September 2010: Doug distributed the financial report for September 30, 2010 with the notation that detail included is reflected with data provided as of October 19, 2010. This will be noted on future financial secretary's reports. It was moved by Dave Krochalk, seconded by Deb Anderson, and carried to approve the Library Board Financials for September 2010.
- B. Library Revenues and Expenditures YTD: Board members reviewed the library revenues and expenditures. It was noted that the amount for the CoWdTele continues to be high.
- C. Approval of Library Expenditures for September 2010 (Vouchers/Check Requests): Vouchers for September 1 – 30, 2010 were reviewed. It was moved by Ted Neitzke, seconded by Doug Rakowski, and carried to approve the Library Expenditures for September 2010 as presented to the board.

Friends of the West Bend Library Update:

The Friends had a successful bake sale on October 23rd. The unofficial amount raised was \$484. Photos of the bake sale are on the West Bend Library Facebook page. Another bake sale will be held December 4th. Future activities for the Friends include participation in this year's Holiday Parade. The Friends would like to place donation jars in the library. Since the library already has a collection jar for the Food Pantry at the checkout desk, it was suggested the Friends' jar be placed in the children's section. The executive Committee of the Friends meets on the second Monday of the month at 4 p.m. Everyone is welcome to come.

Old Business:

- A. Building Update: There were leaks in the basement and water in the lobby due to rain. Leaves blocking the storm drains on the street caused the problem. Michael contacted the city and Scott's Landscaping Co. Mary Driscoll, D. Melvin's Administrative Assistant, will let the department of public works know about this problem. Scotts is willing to clear the leaves for an additional charge. Board members agreed that the city is responsible for clearing leaves from the street. There were no roof leaks or leaks in the windows.
- B. Mid-Wisconsin Federated Library System Update: Walter Burkhalter, MWFLS Director, will be presenting an overview of MWFLS at the November meeting. Judy, Marianne, Michael and Sue attended the Breaking the Mold of Library Advocacy workshop presented by Anita Duckor. Members were provided

with a copy of the PowerPoint presentation. Jim, Jack, Marianne, Judy and Sue attended the 2011 Trustee Dinner. The guest speaker, Anita Duckor talked about Facing the Seven Deadly myths.

- C. Library Board and Staff Retreat Update: At this point, item H was discussed. The Powerpoint presentation handed out was referenced as a resource for discussion material at the retreat. Ted recommended the board post the upcoming retreat along with an agenda to ensure we are abiding by the Open Meeting law. The agenda for the retreat was reviewed. It will include an opportunity for board members and the library staff to meet and get to know each other better and recommendations for a 3-year plan. The retreat will be held at the library on Saturday, November 6th from 9 to noon.
- D. Repair of South Elevator Update: Additional work was done by Schindler Elevator Corp. to remove the remaining liquid at the bottom of the elevator. This bill was paid and the insurance company will reimburse the library for this amount. A one-year maintenance contract was signed in August with Schindler Elevator. The service year is August 1 thru July 31. Badger Elevator submitted a bid in December. Bids will be reviewed when it is time for renewal next year.
- E. Library Board Calendar Update: The calendar was reviewed by the board and accepted as presented.
- F. Budget Review – Update: The public hearing will be held November 15th at 6:30p.m. The 2011 library Budget Highlights were reviewed with \$45,459 transferred from the reserve fund to offset the library levy. Members were reminded that capital expenses are paid for from the building fund. Michael distributed a copy of the Library Undesignated Fund Balance sheet for the board members to review and discuss.
- G. Consideration of a Food Policy – Update: The questions and concerns from the committee meeting on October were reviewed and discussed. The board decided Michael and Sue should develop a food policy that will include an administrative rule that allows the staff to make changes if deemed necessary. The board will vote on this policy next month.
- H. New Computers – Update: The city has requested all invoices be submitted early in November. It would not be possible to make the computer purchases and submit the invoices within this time frame. As a result, this item will be tabled until January.

New Business:

- A. Naviant – Microfilm Readers/Printers Proposal: Board members agreed Michael and Sue would meet and make a decision on this purchase. Prior to that, Michael will find out if he needs to bid this purchase out. If bids are needed, then Michael will do so. The board will approve the contract when it is ready.

Next Meeting: The library Board and Staff Retreat will be held on Saturday, November 6th from 9a.m. to noon. The next regular Library Board meeting will be Tuesday, November 16th at 6:30p.m.

Adjournment: It was moved by Ted Neitzke, seconded by Jim Fowler and carried to adjourn the meeting at 8:30 p.m.

Respectfully Submitted,
Judy Schaar, Recording Secretary