

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

Library Board Minutes
November 16, 2010

The Board meeting was called to order at 6:35 pm by board president, Jim Fowler. Board members present: Deb Anderson, Jim Fowler, Dave Krochalk, Marianne Olson, Doug Rakowski, Judy Schaar, and Courtney Spousta. Also present: Sue Cantrell, Michael Tyree and Brad Ney, Library Intern.

Minutes of the October 26, 2010 Meeting: It was moved by Dave Krochalk, seconded by Doug Rakowski and carried to approve the minutes of the October 26, 2010 meeting.

Financial Reports:

- A. Financial Secretary's Report – Library Board Financials for October 2010: Doug distributed the financial report for October 2010 with the notation that detail included is reflected with data provided as of November 16, 2010. In the future, the Financial Secretary's Report will be included with the board packet for review prior to the meeting. It was moved by Dave Krochalk, seconded by Marianne Olson, and carried to approve the Library Board Financials for October 2010.
- B. Library Revenues and Expenditures YTD: Board members reviewed the library revenues and expenditures.
- C. Approval of Library Expenditures for October 2010 (Vouchers/Check Requests):
- D. Vouchers for October 1 – 31, 2010 were reviewed. The finance department's accounting practices are responsible for the numbers listed for the phone account. A journal entry can be done to have funds taken from another phone account. It was moved by Dave Krochalk, seconded by Deb Anderson, and carried to approve the Library Expenditures for October 2010 as presented to the board.

MWFLS – Walter Burkhalter, MWFLS Director:

Walter Burkhalter presented an overview of the Mid-Wisconsin Federated Library System, its purpose and impact on libraries. A handout included: the Library Systems in Wisconsin, a brief history of Mid-Wisconsin Federated Library System, state mandated services, and the role of the MWFLS Board of Trustees. Walter encouraged board members to stay in touch with our state legislators. The next Library Legislative Day is February 22, 2011. More information on this will be provided in the future. Members are encouraged to attend.

Friends of the West Bend Library Update:

The final amount raised was \$493. The next event will be held December 11th. The Friends will not be participating in the Holiday Parade after all because they would not be able to promote the library. A tally sheet to track volunteer hours will be developed. This will help provide a means of acknowledging the volunteers. The Friends would like to begin purchasing items for the library and re- requested ideas from the library staff on useful items. The next meeting will be in January. The president of the Hartford Library Friends will be there.

Old Business:

- A. Building Update: There were no issues to report.
- B. Budget: The budget as approved by the board was approved by the City Common Council, Monday, November 15, 2010.
- C. Library Board Calendar: This item will not be on the agenda in the future. It will be included in the packet.
- D. Consideration of a Food and Drink Policy – Update: Michael did research on what other libraries are doing, the impact it has in their library, and shared this information. It was moved by Judy Schaar, seconded by Deb Anderson and carried to approve the Beverage Policy with the addition of specification that spill proof cups or bottles with caps will be included for clarification.

New Business:

- A. Strategic Planning: Michael is waiting for information from Amy who facilitated the Board Retreat. When this is received, it will be shared with board members.
- B. Photograph Authorization and Release: The sample included in the board packet was reviewed. Michael explained why this is needed. No action was necessary by the board.

Next Meeting: The next regular Library Board meeting will be Tuesday, December 21st at 6:30pm. Members were reminded that we will go into closed session for the library director's annual review.

Adjournment: It was moved by Doug Rakowski, seconded by Courtney Spousta and carried to adjourn the meeting at 8:13 p.m.

Respectfully Submitted,
Judy Schaar, Recording Secretary