

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, May 23, 2017

Members Present: Deb Bartnikowski, Karen Wachholz, Jim Knepler, Al Jung,
Doug Rakowski, Tim Harder, Chris Jenkins, Andrew Chevalier

Members Absent: Joanne Kline

Staff Present: Amy Becker, Brad Ney

1. Call to Order: Deb Bartnikowski, 6:30 PM

2. Introductions: Each board member introduced themselves to new board member Andrew Chevalier.

3. Approval of the Agenda: A motion was made to approve the agenda. 1st by Doug Rakowski, 2nd by Chris Jenkins, the motion passed unanimously.

4. Consent Agenda

A. Meeting Minutes, April 18, 2017

B. Approval of Library Expenditures for April 2017

A motion was made to approve the meeting minutes of April 21, 2017 and the Library Expenditures for April, 2017. 1st by Doug Rakowski, 2nd by Jim Knepler, the motion passed unanimously.

5. Financial Reports: Jim Knepler (see handout in packet)

Doug Rakowski asked if the expenditures under programming have netted an increase in attendance. Amy Becker said there was an increase in both children's and adult program attendance during the month of April.

6. Election of Officers: A sheet was handed out defining Library Board Officers Responsibilities.

Nominations were taken and officers were elected for the following positions:

- A. President, Deb Bartnikowski, nominated by Chris Jenkins, 2nd by Doug Rakowski, the motion passed.
- B. Vice President, Joanne Kline, nominated by Doug Rakowski, 2nd by Andrew Chevalier, motion passed.
- C. Treasurer, Jim Knepler, nominated by Tim Harder, 2nd by Chris Jenkins, the motion passed.
- D. Secretary, Karen Wachholz, nominated by Doug Rakowski, 2nd by Tim Harder, the motion passed.

7. Public Comments: None

8. Library Director's Report: Amy Becker (see handout in packet)

Summer reading program starts on 6/8. Amy Becker read a list of all the business and service groups that are supporting the summer reading programs. These donors will be recognized at the specific event, on the Facebook page and on posters. The library has also received many donations in memory of Nancy Newhouse.

8A. Review of Library Statistics: Please see handout in packet

8B. Marketing Efforts: Library staff will be at the Farmer's Market, the news letter is going out and there has been an increase in Facebook postings. Library staff is looking at updating the website. The website is hosted by the district and the library currently uses Word Press but could use something else if it was easy to learn and use. The last time the website was redesigned was 2010.

9. Library Board President's Report: Deb Bartnikowski

A. Assigned Task Review:

1. Strategic Plan for Outreach: Amy and Nancy are working on it but right now are in the process of hiring an outreach assistant.

2. Budget for Marketing Plan: No report at this time.

3. What do other libraries spend on marketing: No information at this time.

The board requested that there should be a marketing budget added into the 2018 budget. Amy reported that there is a marketing line in the budget listed under contracts.

10. Old Business:

A. Monarch Library System Update: (see library director's report in packet)

The Monarch System committees will be meeting before the next Monarch board meeting.

Doug Rakowski is on the Personnel and Contracts committees and stated things are working well.

11. New Business:

A. Patron's Park Water Feature Timeline

Amy Becker will contact SAA, the architectural firm that designed the park concerning getting an RFP written for publication for bid for December 2017 or January 2018. There was a discussion about going directly to Blaze, the company that did the work but it was decided to contact SAA for the bid proposal. The water feature will be added to the June meeting agenda and the board would like to see a picture of the water feature.

B. Library Postings, Display Cases, and Exhibition Policy: (see handout in packet)

A motion was made to approve the library Displays Policy. 1st by Chris Jenkins, 2nd by Andrew Chevalier, the motion passed unanimously.

C. Library Program Policy (see handout in packet)

A discussion ensued after a review of the policy. Al Jung asked if we could run it by the city attorney. Amy Becker stated that would, cost the library about \$100 per hour. Amy looked at what other libraries had in place in Wisconsin and in other states. WLA also provides sample policies to look at. Doug Rakowski asked if WLA would give us their opinion on the policy. The policy as written will give staff and patrons clear guidelines to follow. The approval of the policy will be moved to the June meeting after WLA review.

D. Yearly Calendar Review:

2018 Operating Budget, Amy hopes to have the numbers from the city and a draft of the budget by the June meeting.

12. Next regular meeting date, Tuesday, June 20, 2017

13. Assigned Task Review:

Amy Becker: 1. Water Feature Picture
2. Review of Program Policy
3. Contact SAA about RFP for water feature and put on June agenda

14. Adjournment: The meeting was adjourned at 7:13 PM, May 23, 2017