

MEETING MINUTES

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, January 20, 2015

Members Present: Deb Bartnikowski, Chris Jenkins, Doug Rakowski, Joanne Kline

Karen Wachholz, Ralph Schlass, Randy Koehler, JC Callen

Members Absent: Kande Payne

Guest: None

(Minutes submitted by Karen Wachholz, Secretary)

1. **Call to Order:** 6:30 PM, Chris Jenkins
2. **Approval of the Agenda** Motion to approve the agenda, 1st by Doug, 2nd Randy, the motion passed unanimously.
3. **Motion to go into closed session: (Development Director Evaluation)** 1st Doug, 2nd Randy, motion passed unanimously.
Motion to go into open session: 1st Deb, 2nd Joanne, motion passed unanimously.
4. **Consent Agenda** Motions were made to approve the following:
 - A. Minutes of December 16th, 2014 meeting. 1st Deb, 2nd Randy, passed unanimously.
 - B. Approval of Library Expenditures for December 2014 1st Deb, 2nd Randy, passed unanimously.
5. **Financial Reports** Doug Rakowski (see handout)
 - A. NOTE 1 on sheet; funds used to go into the general fund and now will go into the checking account to be used for programs.
 - B. CASH ACCOUNT, \$624,454.00 will be used for 2015 operations.
 - C. Fund 21 amount can now be designated for specific purposes. Doug will work with the city to get an accurate balance for this account.
6. **Public Comments** None
7. **Library Director's Report** See handout
 - A. Roof repair, \$492.00 will come out of the building & maintenance fund.
 - B. We will not be paying the \$15,000 maintenance fee for TRIO for 2015 and those funds for something else.
8. **Old Business**
 - A. MWFLS Update, Doug is now the representative for Washington County. We now need someone from the WBCM library board to represent the library at MWFLS. The individual needs to be appointed by our board and approved by Washington County since we are the resource library. This item was put on the agenda for the February meeting.
 - B. Patron's Park Update Amy Becker
Not all the railing have been installed, they should arrive and be installed this week.
 - C. Strategic Plan 2015-17 (see handout)
A discussion in the Strategic Plan as presented resulting in the following recommendations:
 1. More specific on goals, objectives and action items.
 2. More aggressive timeline to accomplish these items.
 3. Goals, objectives and action items should be more track able.

4. More concise wording and move certain goals to 2015 calendar year.
5. Amy will revise the Strategic Plan and present at the February meeting.

9. New Business

A. Designation of Fund Balance Discussion. (see sheet)

Doug presented some figures for fund balance designation for review. No funds were designated at this time. It was suggested that instead of designating funds of \$15,000 for the Microfilm Reader that we use the money from the savings of not paying the TRIO fee this year. Ralph and Randy would like an 2 RFP's for the Microfilm reader.

B. MWFLS Board REP (See A under Old Business)

The representative will attend 6 meetings per year, approx. 2 hour commitment each meeting.

C. Table and chairs for Proctor room so it may be used as additional meeting room.

Furnishing the Proctor room would create another meeting room that could be a source of new revenue. Amy presented a proposal from JL Business Interiors for \$2614.00. A discussion followed and Amy will get one more quote. A motion was made to purchase the furniture after a 2nd quote is received and not to exceed \$2614.00. 1st Deb, 2nd Doug, the motion passed.

D. Director's Goals and Objectives Deb (see sheet)

Deb would like to see a weighted scale for next years evaluation. A motion was made to adopt this format, 1st Randy, 2nd JC, the motion passed unanimously.

E. Yearly Calendar Review

10. Next meeting date, Tuesday February 10, 2015

11. Assigned Task Review

- A. Update Strategic Plan, Amy
- B. 2nd quote for table and chairs, Amy
- C. 2nd quote for Microfilm Reader, Amy

12. Adjournment

Motion was made by Randy and 2nd by Deb to adjourn the meeting. The meeting was adjourned at 7:44 PM.