

MEETING MINUTES

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, February 10th, 2015

Members Present: Deb Bartnikowski, Chris Jenkins, Doug Rakowski, Joanne Kline
Karen Wachholz, Ralph Schlass, Randy Koehler, JC Callen, Kandee Payne

Members Absent: Ralph Schlass

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 Doug, 2nd Randy, the motion passed.
3. **Closed Session: (Development Director report)** Motion to move into Closed Session, 1st Doug, 2nd Deb, motion passed. (move back into open session)
4. **Consent Agenda:**
 - A. **Minutes of January 20, 2015 meeting**
 - B. **Approval of Library Expenditures for January, 2015**

Motion to approve, 1st Deb, 2nd Randy, the motion passed unanimously.
5. **Financial Reports and Fund Balance Updates:** Doug Rakowski (SEE HANDOUT)

Key Points: Actual numbers as of 12/31/14 are in BOLD. Only the Library Board can authorize expenditures from a Fund Balance. The board needs to designate monies from Fund balance as soon as we get the figures during our April, 2015 meeting. Doug has given the city our financial records for an audit to be held in March, 2015.
6. **Public Comments:** None
7. **Library Directors Report:** See handout from packet
 - A. Library Statistics, Patrons thru the door up, circulation is down. (See sheet)
 - B. Marching Across America, Wisconsin Veterans Museum (see sheet) The library will apply to receive the exhibit, it is free if we pick it up in Madison, we can have it for 3-6 weeks.
 - C. Doug complimented Amy on her efforts on cost savings and execution of expenditures for the new tables and chairs for the meeting room and the Microfilm reader. (see Dir. Report)
8. **Old Business:**
 - A. MWFLS Update: Doug Rakowski
 1. Same slate of officers to MWFLS was retained, treasurer and secretary may be combined.
 2. Jefferson County has contacted surrounding libraries and asked them to leave MWFLS and join them. MWFLS has come out with a flyer (see handout) to promote their services.
 - B. Partons Park Update: Amy Becker

The new handrails have been installed and they are meet our criteria for the park. The final bill has not yet been paid.
 - C. Strategic Plan 2015-2017

A motion was made by Doug to accept the 2015-17 Strategic Plan as presented, 2nd by JoAnne. The motion passed unanimously. Doug complimented Amy and the staff on an excellent job.

9. New Business:

A. Motion to move into Closed Session, 1st Randy, 2nd Kandee, the motion passed and the meeting moved into closed session. Motion was made to move into open session, 1st Randy, 2nd Doug, the motion passed and the meeting was moved into open session.

A motion was made by Doug and 2nd by Randy to approve the library director's decisions on salary increases as presented to the board during closed session. The motion passed unanimously.

B. Meeting Room Policy (see handout)

A projector will be made available to those requesting a room rental at an additional fee.

A motion was made to approve the new Meeting Room Policy as presented. 1st by Randy, 2nd JoAnne, the motion passed unanimously.

C. 2014 Annual Report (see sheet in packet)

A motion was made to approve the Annual Report to be submitted to the State of Wisconsin. 1st by Doug, 2nd by Deb, the motion passed unanimously.

D. Appointment of MWFLS Board Representative (see sheet/description of duties in packet)

Chris Jenkins has agreed to be the WBCML representative at MWFLS. His name will be forwarded to Washington County for approval.

E. Yearly Calendar Review (no report at this time)

10. Next meeting date: Tuesday, March 17, 2015

11. Assigned Task Review (none at this time)

12. Motion to Adjourn

A motion was made by Randy and 2nd by Deb to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 7:25 PM, February 10, 2015.