

MEETING MINUTES

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, March 17, 2015

Members Present: Deb Bartnikowski, Chris Jenkins, Ralph Schlass
Karen Wachholz, JC Callen, Kandee Payne

Members Absent: Doug Rakowski, Joanne Kline, Randy Koehler

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 Deb, 2nd JC, the motion passed.

3. Consent Agenda: Motion to approve the Minutes of February 10, 2015 meeting and Library Expenditures for February 2015. 1st Deb, 2nd Kandee, the motion passed unanimously.

4. Financial Reports and Fund Balance Update

Amy reported for Doug Rakowski that he is looking into changing the format of the report but they will stay the same at this time. Doug has the preliminary unauditable fund amounts and he will report on those at the April meeting.

5. Public Comments: None

6. Library Director's Report (see hand out in packet)

A. Amy is currently doing preliminary work on the 2016 budget.

B. Amy is working with the city Building Maintenance department for the cleaning service of the library. The last 2 cleaning services have not worked out.

C. The new microfilm reader was installed in February.

D. The new table and chairs will be installed in the meeting room on 3/20/15 and the room will be available for use/rental on 4/1/15.

7. Old Business

A. MWFLS Update: The 2014 system report was approved and a Strategic Planning Committee was established for 2015. Jefferson has proposed leaving MWFLS for Waukesha but no action has been taken at this time.

B. Patron's Park Update: Phase 1 is officially done, the last bill has been paid. The proposed addition of a sprinkler system and security cameras will be added to the April meeting agenda.

8. New Business

A. A motion was made to go into closed session, 1st by Kandee, 2nd Deb, the motion passed and the meeting moved into closed session.

8. New Business

A motion was made to go into open session, 1st Kandee, 2nd Deb, the motion passed and the meeting was moved into open session.

A motion was made to approve the proposal from PH Design's for the proposed renovation of the library. 1st by Deb, 2nd by JC, the motion was proved unanimously. The cost associated with this would come out of the Building Fund.

B. Library Exhibits, Postings and Display Case Policy (see handout in packet)

The revised plan is more readable and the release form and disclaimers have been updated. The revision of this policy has been moved up from the original date of completion in 2017 to 2015.

A motion was made to approve the updated policy, 1st by Deb, 2nd Ralph, the motion passed unanimously.

C. Yearly Calendar Review

1. Reappointment of 3 board members
2. Budget review

9. Next Meeting date, Tuesday April 14, 2015

10. Assigned Task Review

11. Adjournment

A motion was made to adjourn the meeting, 1st Deb, 2nd JC, the motion passed and the meeting was adjourned at 6:53 PM, March 17, 2015.