

# WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, April 14, 2015

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

Members Absent: Randy Koehler

Guest: Ann Fowler

(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, 1<sup>st</sup> Deb, 2<sup>nd</sup> Doug, the motion passed.

**3. Consent Agenda:** Motion to approve the Minutes of March 17, 2015 meeting and Library

Expenditures for March 2015. 1<sup>st</sup> Deb, 2<sup>nd</sup> Kandee, the motion passed unanimously.

**4. Financial Reports:** Doug Rakowski (see handout)

Doug reported that fund balance numbers from the city for 2014 are accurate.

Under **Notes, #4**, there is \$1,129,235.47 that now can be designated. He suggest we leave 20% of that amount for an emergency fund. Doug will work with Amy and make recommendations for specific designations of expenditures from this fund.

**5. Public Comments:** Ann Fowler

Ann Fowler wanted to know when the 2 phase of the park would be started. Deb and Doug reported that we can not confirm a date yet because we are still in the quiet development stage of the fund raising for phase 2 of the park. We continue to collect donations for the "Donor Bricks" and those donors will be notified by Deb once we have a specific date.

**6. Library Director Report:** Amy Becker ( see handout in packet)

A. MWFLS Update, Strategic Planning will begin at the May 2015 meeting. Tech Group purchasing will be complete on 5/22/15. Currently working on preliminary budget numbers for 2016.

B. Amy will graduate from the Leadership Greater West Bend Class of 2015 of the West Bend Chamber of Commerce on 5/21/15 during a luncheon sponsored by the chamber. If you would like to attend please see the flyer handed out at the meeting.

C. Interior Design Process. (see director's report) Amy would like to move forward with the renovations of the upstairs before moving on to the basement renovations. Renovations to the 1<sup>st</sup> & 2<sup>nd</sup> floor will have a more immediate benefit to the library patrons then the renovation of the basement. The board was asked to give their input into as to what was the priority. A discussion followed and Doug suggested that we invite the interior designer to the next meeting in regards to the best utilization of the space on the 1<sup>st</sup> & 2<sup>nd</sup> floor.

## **7. Old Business:**

### **A. Patron's Park Update**

1. Fiscal Agent for Fundraising. Deb reported that we do not need a special fiscal agent, we already have the account set up and the city does manage that for the library.
2. Security Cameras: Cost to mount 4 wireless security cameras to the light poles is \$6260.09. Amy requested a motion to approve this expenditure from the Building Fund. A discussion followed. A motion was made to spend \$6260.09 from the building fund: 1<sup>st</sup> by Deb, 2<sup>nd</sup> by Joanne. The motion passed by a vote of 7 Yes and 1 No vote by Doug Rakowski.
3. Sprinkler System: First quote came in at \$21,800.00, we are waiting for a 2<sup>nd</sup> quote. Doug requested that we see if we can find another source of water that will be closer to the park other than the side of the building so we do not need to go through the parking lot. Amy will contact the City to see if there are other areas we may tap into. Doug suggested that the sprinkler system come out of the funds raised for Phase II of the park, that the cost could be paid back to the building fund from the Phase II funds. A motion was made with a special addendum once we get the 2<sup>nd</sup> bid that will be sent to the board to spend up to \$21,800.00 from the building fund on the sprinkler system for Patron's Park. 1<sup>st</sup> by Kandee, 2<sup>nd</sup> by Ralph, the motion passed on a vote of 7 to 1 with Doug Rakowski voting no.

### **B. MWFLS: Doug Rakowski**

1. Doug will continue to be our rep at MWFLS, not Chris Jenkins.
2. Potential withdrawal of Jefferson from WMFLS (see sheet in packet) MWFLS is looking at ways to delay Jefferson County from withdrawing from MWFLS. The costs to MWFLS to individual libraries will go up if they leave the system. It will cost Jefferson \$50,000 upfront and annual fees to join Waukesha.

## **8. New Business**

A. 2016 Operating Budget Time Line (see handout)

B. Upgrade iPad Lab for Outreach Proposal (see handout)

A motion was made to spend \$3000 from Outreach Fund balance, 1<sup>st</sup> Doug, 2<sup>nd</sup> Deb, the motion passed unanimously.

C. Roof repairs: There is a major leak by the east, bay windows, estimated cost to repair is \$5980.00, Amy will get a 2<sup>nd</sup> estimate and Chris requested an inspection of the entire roof.

D. Yearly Calendar Review: Election of officers in May, Budget

**9. Next meeting date:** May 19<sup>th</sup>, 2015 6:30 PM

## **10. Assigned Task Review**

1. Doug and Amy will review what are the priority areas for possible fund designations.
2. Amy, meet with interior design team to see how we may better utilize the space on the 1<sup>st</sup> & 2<sup>nd</sup> floor.
3. Amy, 2<sup>nd</sup> quote for the sprinkler system and check with the city on other possible source of water to tap into for the system.
4. 2<sup>nd</sup> quote for the roof repair and preventative maintenance required for the roof.

## **11. Adjournment**

A motion was made to adjourn the meeting, 1<sup>st</sup> by Deb, 2<sup>nd</sup> by Kandee. The meeting was adjourned at 7:34 PM, April 14, 2015

