

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, May 19, 2015

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

Members Absent: JC Callen, Kandee Payne, Ralph Schlass

Guest: Vanessa Estep, Jordan Wolf, PH Design
(Minutes submitted by Karen Wachholz, Secretary)

1. Call to order: 6:30 PM, Chris Jenkins

2. Approval of the Agenda: A motion was made amend the agenda, moving item 9A, Library Redesign Project up under agenda item 2 by Doug, 2nd by Deb, the motion passed.

Item 9A, Library Redesign Project: Vanessa Estep & Jordan Wolf, PH Design

1. A technical engineer has come in and measured the stacks and the floor plan.
2. Preliminary cost have been gathered for the carpeting and furniture.
3. Carpet tiles will be used for ease of replacement in the future, a separate company will be contracted to move the stacks.
4. A preliminary was shown and a full presentation with a 3D rendering will be presented to the board at a later date.
5. Phase 2 of the project will be the renovation of the basement into a conference center that may seat 100-125 people.

3. Consent Agenda

A. Minutes of April 14, 2015 meeting

B. Approval of Library Expenditures for April, 2015

A motion was made by Doug and 2nd by Joanne to approve the minutes and expenditures.
The motion passed unanimously.

4. Financial Reports: Doug Rakowski (See handout)

Doug feels this is finally an accurate accounting of the funds as reported by the city.
\$12,000.00 payment for Zinio has not been paid out of Fund 127 yet.

5. Public Comments: None

6. Nomination & Election of Officers:

Current president Chris Jenkins will not run again and called for nominations.

1. Doug nominated Deb Bartnikowski for president, 2nd by Joanne. Deb was elected unanimously.
2. Doug nominated Joanne Kline for vice president, 2nd by Karen. Joanne was elected unanimously.
3. Doug Rakowski has volunteered to stay on as treasurer. Deb 1st, Chris 2nd, Doug was elected unanimously.
4. Doug nominated Karen Wachholz as secretary, 2nd Deb, Karen was elected unanimously.

7. Library Directors Report (see handout)

Deb asked about the revenue for the cook book sale. \$230.00 in cooks books, over \$300 from the bake sale.

8. Old Business

A. MWFLS UPDATE: Doug Rakowski

Washington and Dodge counties as well as the MWFLS board are trying to maintain a 2 county system. Jefferson County for all intents and purposes is out of MWFLS. The MWFLS board will look at the system from the bottom up and to look into what individual libraries want. Money from the State goes to the system to provide services to the libraries, not to balance a monetary shortfall. Maintaining a 2 county system has the least financial impact on the libraries. The State has set aside \$500,000 to study the library systems in the state.

Chris asked who decides where the WBCML goes, right now it is MWFLS. Amy Becker wants the new 2 county system work for 2016 and then maybe explore other options such as partnering with another system. By staying in the system for 2016 this give us time to research the costs associated with the 2 county system or leaving to go to another system.

B. Patron Park Update: Amy Becker

A contract was signed with ACME Systems for the sprinkler system and installation will begin the week of 5/25/15. Funding is coming from the building fund which will be paid back to this fund from funds raised for Phase 2 of the park.

C. East Bay Window/Roof Repair: Amy Becker

BE Controls has inspected the roof, the estimate will be reviewed and Amy will get 2 more quotes.

9. New Business

B. Designation of Fund Balance: Doug Rakowski (see handout)

Doug presented a plan for designation of funds from Fund 21 and Fund 126. Doug presented these figures to the board: Emergency Fund \$150,000, Technology Support \$50,000, Library Strategic Plan \$885,252 (carpeting, furniture, basement). A motion was made by Deb and 2nd by Chris to accept the plan, placing individual categories of carpet, furniture and basement under the heading of Library Strategic Plan. The motion passed unanimously and Doug will add a line to the financial reports. It was also stated that we can redesignate these monies at a later date as needed.

C. Board Development and Positional Candidate Recommendations to the Mayor: Joanne Kline

When looking for new candidates for the library board we should be looking at what skill sets they can bring to the board. The board should look for more diversity and take an active role in recruiting potential candidates to recommend to the mayor.

D. Yearly Calendar Review: Amy Becker

2016 budget, Amy should have some preliminary numbers by next month.

10. Next meeting date, Tuesday, June 16, 2015

11. Assigned task Review

Amy: sprinkler system, roof estimates and repairs order new A/V equipment and use funds donated by the West Bend Lions and Lioness club.

12. Adjournment:

The meeting was adjourned at 7:55 PM, Tuesday, May 19, 2015.