

# WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, November 17, 2015

Members Present: Deb Bartnikowski, Karen Wachholz,  
Doug Rakowski, Joanne Kline, JC Callen, Al Jung, Jim Knepler, Tim Harder, Chris Jenkins  
Members Absent, None

(Minutes submitted by Karen Wachholz, Secretary)

**1. Call to Order:** 6:30 PM Deb Bartnikowski, President

**2. Approval of the Agenda:** Motion was made to approve the agenda, 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by JC Callen, the motion passed unanimously.

**3. Consent Agenda:**

**A. Minutes of October 20, 2015 meeting.**

**B. Approval of Library Expenditures for October 2015.**

A motion was made, 1<sup>st</sup> by Doug, 2<sup>nd</sup> by Chris Jenkins to approve the minutes and expenditures.  
The motion passed unanimously.

**4. Financial Reports and Fund balance Updates:** Doug Rakowski, (see hand out)

Doug asked Amy Becker why Fund 128 is in the negative for this quarter. Amy explained that the bills For Outreach are billed at the end of the quarter and went out the end of October and therefore are a quarter behind. The city works on a 30 Days Net in billing and we should receive these payments by the end of November. There is also a separate hand out breaking down the costs and profits for Mystery Night At The Library with a net profit from the event being \$2035.46.

**5. Public Comments:** None

**6. Library Director's Report:** Amy Becker ( See hand out)

The Scholastic Book Fair was a success, selling \$1000.00 in books. The library will receive a \$400.00 credit from Scholastic to be used to purchase books or incentives for the summer reading program.

**7. President's Report:** Deb Bartnikowski

A. Deb passed out an informational sheet from the League of WI Municipalities with information on "What is the relationship between the library board and the governing body". This document lays out the relationship between the municipality and the library board. Deb would like the board to review and add it as an agenda item for the December meeting.

B. Chris Jenkins had an article in the West Bend paper in an effort to recruit more volunteers for the library. There have been some calls to the library from community members and setting up a Friends of the Library group will be added to the December agenda.

C. Deb would like to send a thank you letter from the board to the common council members who met with board members in our efforts to explain the libraries position during the budget process.

## **8. Old Business**

### **A. MWFLS Update:** Doug Rakowski

The merge committee made a fact finding visit to Arrowhead and Eastern Shores Library Systems. This Thursday, 11/19/15, the committee will meet and then make a recommendation to the MWFLS board.

### **B. Library Redesign Project:** Amy Becker

Some brief estimates, provided by the designer have come in, this includes estimates for moving the shelves and for the new art work. They are also stating that the library will need to be closed for 4-5 weeks during the installation. A discussion followed and Amy will ask if this can be done in phases to keep the library open. JC suggested requesting an Option Bid to have the work done in off hours and to have the design firm to act as the general contractor.

### **C. Library Budget Approval:** The common council approved the library 2016 budget on Monday night, 11/16/15.

## **9. New Business**

### **A. Mystery Event Fundraiser Report & Digital Creation Lab:** Amy Becker (see hand out)

\$2035.46 was raised, Mara and Sarah visited the Grafton Library to look at their DC Lab. It was discussed to have a contingency fund for supplies, software updates and equipment breakdowns. It was further discussed the possibility of leasing the equipment. They will have a proposal for the board at the January meeting. Doug suggested that we allow overtime pay for them to work on this proposal.

### **B. Christmas Lights in Patrons Park:** Doug

This will be added to the agenda in mid spring for discussion.

### **C. Approval of the Library Director's Goals & Objectives**

This was tabled until the December meeting, after the performance review has been done.

### **D. Closed Session, Library Director's Review**

Motion was made, 1<sup>st</sup> by Doug, 2<sup>nd</sup> by Al to move into closed session. A role call was taken and the meeting moved into closed session.

### **E. Reconvene into Open Session**

### **F. Yearly Calendar Review:** Amy Becker Evaluation

## **10. Next Meeting Date:** Thursday, December 17, 2015

## **11. Assigned Task Review**

- A. Review hand out from Deb, League of WI Municipalities
- B. Amy, Define role of volunteers at the library for formation of a Friends group.
- C. Amy, Library Redesign Project, time line, options, contractor.
- D. Board members, return emails to Deb by 12/7/15

## **12. JC Callen presented Amy with a check for \$200 for the library from WI Lift Truck.**

## **13. Meeting was adjourned at 7:57 PM. November 17, 2015**