

# WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Thursday, December 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 November 17, 2015 meeting.**
  - B. **Approval of Library Expenditures for November 2015.**

A motion was made, 1<sup>st</sup> by Doug, 2<sup>nd</sup> by Jim Knepler to approve the minutes and expenditures.  
The motion passed unanimously.
4. **Financial Reports:** Doug Rakowski (see handout)  
Subtotal dates were in correct and should be 11/30/15. Doug will correct this for future reports.
5. **Public Comments:** None
6. **Library Director's Report:** Amy Becker (see handout in packet)
  - A. **LRB-1760, Return of Library Materials Bill**

Currently the library sends letters to try and recoup fines and materials. There is a \$50 minimum for overdue fines and materials before the West Bend police department can become involved.
  - B. **Library Legislative Day**

Amy plans on attending, let her know if you would like to also attend.
  - C. At the January board meeting Amy will have updates on the strategic plan, the past year in year in review.
  - D. **Wild Wisconsin Winter Web Conference: January 20-22, 2016**

Amy encourages the board to check out the website for the event for these free webinars. Doug suggested that the library staff participate for continuing education purposes during their normally scheduled work shift if possible.
  - E. **Updating Patron Record Files ( see director's report)**

Brad will have this completed by the 1<sup>st</sup> quarter of 2016
7. **Library Board President's Report:** Deb Bartnikowski
  - Christmas gift to the staff from the board:** It was discussed and Doug made a motion that we give each staff member a \$30 West Bend Chamber gift certificate. 2<sup>nd</sup> by Chris Jenkins. The motion passed

unanimously. Monies for the certificates to come for the checking account. Doug will call the chamber and get the certificates.

## **8. Old Business**

**A. MWFLS:** Doug Rakowski, January, 2016 there will be new officers on the MWFLS board.

Also see MWFLS Directors Council and merger committee reports in the library directors report.

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

On track for a September/October, 2016 start date on the project. Bids will go out in spring, 2016.

The bid paper work is not finalized yet and Palmer Hamilton is creating the bid paperwork.

Estimate of the cost will be presented at the January 19, 2016 board meeting.

## **9. New Business**

**A. Discussion of relationship between Library Boards and Municipalities**

(Please refer to the handout Deb distributed at the November meeting) A discussion of the best way to distribute this information to city officials. Deb would like Amy to write a letter to the mayor and CC the city administrator and the common council that includes the information from the League of Wisconsin Municipalities.

**B. Discussion of the Role of the Volunteer/Friends Group**

Chris Jenkins asked if there was any increased interest from the community in volunteering.

Amy reported that there were some initial phone calls but no increase in actual volunteers.

It was discussed that a Friends of the Library volunteer group is needed but further action for developing/cultivating a group be table at this time.

**C. Digital Creation Lab Plan** (See handout in packet)

Doug would like to see a budget before we approve the plan, so far there is only one estimate.

Tim Harder said that they should also look at any additional costs that may be involved with the set up of the space as part of the redesign project. A budget and cost estimates will be presented at the January meeting.

**D. Closed Session, Library Director's Evaluation:**

A motion was made by Doug, 2<sup>nd</sup> by Joanne Kline to move into closed session. The motion passed and the meeting was moved into closed session.

**E. Reconvene into Open Session**

**F. Yearly Calendar Review**

Annual Report, Library Director Evaluation

## **10. Next meeting date January 19, 2016**

## **11. Assigned task Review**

Amy Becker, letter to mayor and city administrator and council members.

Deb Bartnikowski, Library Director Evaluation

## **12. Adjournment:** meeting was adjourned at 8:09 PM, Thursday, December 17, 2015