

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, July 21, 2015

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

(Minutes submitted by Karen Wachholz, Secretary)

1. Call to Order: 6:30 PM by Deb Bartnikowski

2. Approval of the Agenda: A motion was made to approve the Agenda with the revision of moving item 9A, Mystery at the Library up under item 3 of the agenda. 1st by Doug, 2nd by Al, the motion passed unanimously.

3. Consent Agenda

A. Minutes of the June 16, 2015 meeting

B. Approval of Library Expenditures for June 2015

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

9A. Mystery at the Library Event: Sara Davister and Mara Riebau (see hand out in packet)

There have been requests for music, video creation and editing software as well as 3D printing software. The Mystery Library Event will be to raise money for the development and creation of a "Digital Creation Lab". Deb requested that the sponsorship letter that will be sent out be reviewed by Joan Rudnitzki to ensure no conflicts with solicitations. A discussion followed and a motion was made approve the proposal and the expenditure of \$200 from donations. 1st by Joanne, 2nd by JC, the motion passed unanimously.

4. Financial Reports and Fund Balance: Doug Rakowski (see hand outs)

Doug presented a new format that will be utilized for future reports. This new format is easier to read and give a clearer picture of the library's finances.

5. Public Comments: None

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

Wisconsin Trustee training Week is 8/17-21, 2015 (see hand out for more information) and the Library staff & Trustee Luncheon is August 20, 2015 from 11:30-3:30 in Horicon, more information may be found in your packet.

A. Winnefox Library System (see report) Doug questioned if we want to be part of this system.

B. Book Prices: Doug asked for a more detailed explanation of the cost of purchasing new book and if it would be more cost effective to go to discount retailer verses the publisher. Amy explained that the library receives a discount and added value such as book jackets from the publisher which brings the cost of the item in line with the discount retailer.

7. Library Board President's Report: Deb Bartnikowski

Kandee Payne has resigned, Jim Knepler has replaced her.

Ralph Schlass has resigned. Ted Neitzke of the West Bend School Board will appoint a new representative

8. Old Business

A. MWFLS Update: Doug Rakowski

The 2016, 2 county system budget was approved. The MWFLS board moved into closed session to discuss the sale of the building and land. No decision was made at this time.

B. Patrons Park Update: Amy Becker, (see director's report)

Joan will be at the August meeting with an update on the fundraising for Phase II

C. Library Redesign Project: Amy Becker

PH Design will give a presentation to the library staff at 8:00 AM on 7/22/15. They will be looking for feedback for the designs for the 1st & 2nd floor.

D. 2016 Library Operating Budget

1. A suggestion was made by Doug and discussed by the board to remove the Mission Statement, Vision, Achievements, 2015 Challenges and 2016 Goals from the budget.

2. On 7/20/15, Amy received an email from Steve Volkert, City of West Bend Assistant Administrator, that there will now be additional expenses to cover human resources and finance positions at city hall and these should be accounted for in the library budget. Human Resource cost, \$7201.00 Finance cost, \$11,391.00 A discussion followed and the board would like to know what we will getting for these additional costs. The board will request this information from the city.

3. A motion was made by Doug and 2nd by Joanne to approve the budget as prepared for the 7/21/15 meeting, excluding the additional expenses for Human Resources and Finance. The motion passed unanimously.

E. Library Board Bylaws (see hand out in packet)

A motion was made by Chris Jenkins and 2nd by Al Jung to approve the changes to the bylaws. The motion passed unanimously.

9. New Business

B. Laptop Loan Policy (see hand out in packet)

A motion was made by Doug and 2nd by Karen to approve the Laptop Loan Policy. The motion passed unanimously.

C. Hold Fall Off Charges (see handout)

There is a .25 charge for all holds not picked up within 7 days. A discussion followed and a motion was made to drop the .25 fee and only hold materials for 5 days. 1st by Doug, 2nd by JC, the motion passed unanimously.

D. Ammended Trio Agreement (see hand out in packet)

This was tabled until the August meeting.

E. Resource Library Contract with MWFLS Approval (see sheet in packet)

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

F. Yearly Calendar Review

Amy, budget for August

10. Next meeting date, Tuesday, August 18, 2015

11. Assigned Task Review

1. Doug, new financial report format. 2. Trustee Training week and System Luncheon.
3. Chris, gather information on the city budget process to present at the August meeting.

12. Adjournment: The meeting was adjourned at 8:47 PM, July 21, 2015