

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, September 15, 2015

Members Present: Deb Bartnikowski, Chris Jenkins, Karen Wachholz, ,
Doug Rakowski, Joanne Kline, JC Callen, Al Jung, Jim Knepler, Tim Harder

Members Absent, None

(Minutes submitted by Karen Wachholz, Secretary)

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

2. Approval of the Agenda: Motion to approve the agenda was made by Doug Rakowski, 2nd by Al Jung, the motion passed.

3. Consent Agenda

A. Minutes of August 18, 2015 meeting.

B. Approval of Library Expenditures for July 2015

A motion was made by Chris Jenkins and 2nd by Doug Rakowski, the motion passed unanimously.

4. Financial Reports and Fund Balance Updates: Doug Rakowski (see handout)

A. A copy of the minutes of the August 18, 2015 meeting need to be submitted to the city so we may move the .22 and .31 of funds 21 and 126 into the Strategic Plan balance of each account.

B. All of the 2104 fund balances have been designated.

5. Public Comments: None

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

A. MYSTERY NIGHT AT THE LIBRARY: Tickets are still available; there is a youth ticket price of \$15.00

B. WBCML is once again a drop off site for Condella's Coats for Kids

C. IOL Statistics, there has been a significant increase. We are lending more than we are borrowing.

Patrons have expressed concerns over long waits to receive an item they have reserved. WBCML can not borrow new items from other libraries and the number of copies available and the number of requests for an item will affect the wait time for a library patron.

7. Library Board President's Report: Deb Bartnikowski

Joan will be at the October meeting to give a report on the fund raising for stage 2 of Patron's Park.

8. Old Business

A. MWFLS: (Doug Rakowski) Washington & Dodge County Library Services board have approved the search for a possible new system to merge with. The search committee first meeting will be on 9/22. The timeline for this process would need to be completed by 11/15/15.

B. Library Redesign Project: Teri Wilson-Ruggles, PH Design

Teri Wilson-Ruggles of PH Design presented to the board the possible library redesign with flooring and fabric samples. Doug requested we receive approximate costs, broken down by flooring and furniture before we start making any changes to the design. This project needs to go out for bids by the city and PH Design can supply the board with supporting documentation for the materials they are suggesting. PH Design can provide the board with a "ballpark" figure for the approximate cost. The redesign also increases the amount of seating and includes charging and technology stations.

C. Attendance Clarification (Library Board Members) Doug

Doug requested we consider amending the change to the Library Board Bylaws Attendance policy to be more specific in regards to regularly scheduled meeting and specially called meetings. A discussion followed and Doug made a motion to amend to bylaws, there was no 2nd and the motion was dropped.

8. Old Business

D. 2016 Library Operating Budget: Amy Becker

Amy met with Steve Volkert and revised some of the numbers. The library budget is still over the allocated amount from the city by \$25,935.00. Amy is willing to go to the common council meeting and ask for an increase in the tax levy to cover this shortfall. The assigning of the city of the "Outside Funding" label to monies taken in by the library to cover the cost of HR and finance personnel at city hall is still a point of dispute. A motion was made by Doug Rakowski and 2nd by Joanne Kline to submit our budget as approved at the August board meeting. The motion passed unanimously.

9. New Business

A. Directors Evaluation: Please fill out the fill out the Library Director Performance Goals & Objective for 2015 form with written comments and using a scale of 1-5, with 1 being Unsuccessful and 5 being Exceptional. Return to Deb Bartnikowski at the October meeting and the final review will be in November.

B. Amendment to Appendix B of the trio Agreement (see sheet in packet)

A motion was made to approve the amendment, 1st by Chris Jenkins, 2nd by Al Jung, the motion passed unanimously.

C. Yearly Calendar Review

Budget, Amy Becker

MWFLS meeting, 9/29/15 at WBCML at 6:00 in the story room.

10. Next meeting date, Tuesday October 20, 2015, 6:30 PM

11. Assigned Task Review

A. Library Director Performance Goals & Objective form, all board members

B. Amy Becker, budget

C. Preliminary cost from PH Design for renovation project.

12. Adjournment: The meeting was adjourned at 7:50 PM, September 15, 2015