

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, January 19, 2016

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:** A motion was made to approve the agenda, 1st by Doug Rakowski, 2nd by Jim Knepler, the motion passed unanimously.
- 3. Closed Session: Evaluation of Rudnitzki and Associates:** A motion was made to move into closed session, 1st by Al Jung, 2nd by JC Callen, the motion passed unanimously and moved into closed session.
- 4. Reconvene into open session**
- 5. Consent Agenda**
 - A. Minutes of December 17, 2015 meeting.**
 - B. Approval of Library Expenditures for December 2015.**

A motion was made to approve the minutes and expenditures, 1st by Doug Rakowski, 2nd by Chris Jenkins, the motion passed unanimously.
- 6. Financial Reports and Fund Balance Update:** Doug Rakowski (see handout)

Interest from the CD is \$236.50, see the break down on the utilization on the back of the sheet.
- 7. Public Comments:** None
- 8. Library Director's Report, 2015 Year in Review:** Amy Becker (see handouts in packet for complete report)
 - A. Zinio will not be renewed at the end of January, 2016. OverDrive now offers periodicals.
 - B. Doug requested that the library statistics include a comparison to 2014 with a +/- percentage.
 - C. The 2015 budget verses the preliminary actual expenditures shows the library came in at \$54,268.58 under budget. Doug asked what will be done with the savings and Amy will present options at the for distribution of the surplus monies when the audit is complete.
 - D. Amy will be meeting with Palmer Hamilton to review the bid numbers for the library redesign project and will present these numbers to the board at the February meeting.
 - E. The annual report will be ready for the February board meeting.
 - F. Brad is working on purging all the old library patron/card holders files from the system. Once this is done then it will be done on an annual basis. Doug asked what we can do to contact people before their records are removed from the system. Amy suggested a "blast" email to all those individuals before they are removed from the system. An email does go out to patrons if they have not used their card in over a year.
- 9. Library Board President's Report:** Deb Bartnikowski

The board received a thank you card from the staff for the Christmas gift cards.

10. Old Business

A. MWFLS Update: Doug Rakowski

There has been a detailed response from Eastern Shores about a possible merger and little response from Arrowhead. MWFLS has a slate of officers for approval at the next meeting on 1/26/16 and a special meeting will be held on 1/28/16 on the possible merger. Amy Becker reported that Mike Gelhausen is working on the MWFLS annual report and Patrick Busch is working on Word Press Collaboration Day for those who work on websites for their libraries using WordPress. Tips and tricks will be offered as well as how to get started instructions.

B. Library Redesign Project: Amy Becker

Amy is meeting with Jason, our new designer from Palmer Hamilton and Teri from PH who is preparing the bid numbers. Those figures will be available at the February meeting for the board.

C. Debt Reduction: Deb Bartnikowski

An extra, closed session meeting was scheduled for 2/2/16 at the library. After this a meeting will be scheduled with the city.

11. New Business

A. Director's Goals and Objectives Approval: A motion was made to approve the goals and objectives for the library director. 1st by Doug, 2nd by Chris, the motion passed unanimously.

B. Outreach Proposal: Nancy Larson (see handout in packet)

The library will be participating in the Dementia Friendly Washington County Project. The proposal is asking for \$13,000 from Outreach Fund 128. A discussion followed and a motion was made by Karen Wachholz to approve the request for release of outreach funds from Funds 128. 2nd by Joanne Kline. Yes vote: Chris Jenkins, JC Callen, Joanne Kline, Al Jung, Deb Bartnikowski, Jim Knepler, Tim Harder, Karen Wachholz. Against: Doug Rakowski. The motion passed.

C. Strategic Plan Revision 2016: Amy Becker (see handout in packet)

This is a first revision only and will incorporate more of the goals and objectives just given to her. Specific areas such as reference and the teen librarian will be asked to look at specific programs that may be included in the strategic plan. Deb would like and changes/revisions highlighted or in s different color to make comparisons to earlier drafts more readable. The board would like to see the technology plan and Outreach included in the strategic plan. Another draft will be drawn up and sent out in the next weeks for review before the next board meeting. Tim asked if each department had its own strategic plan and they do not at this time.

D. Library 101: Terms and Acronyms: Amy Becker (see handout in packet)

E. Yearly Calendar Review:

1. Annual Report, Amy will have the report done for the February meeting.
2. Bid for Library Redesign Project, Amy will have those figures for the February meeting.

12. Next meeting date is Wednesday, February 17, 2016 in the story room.

13. Assigned Task Review

- A. Amy, comparison of library statistics for 2014/15
- B. Amy, work with Palmer Hamilton the bid for the redesign project.
- C. Amy, revise/update the strategic plan.
- D. Doug, remove old dates from the financial report.

14. Adjournment: The meeting was adjourned at 7:54 PM, January 19, 2016