

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Wednesday, February 17, 2016

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

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

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. Consent Agenda

A. Minutes of the January 19, 2016 meeting.

B. Minutes of the February 2, 2016 meeting.

C. Approval of the Library Expenditures for January 2016.

A motion was made to approve items A, B, C of the consent agenda. 1st by JC Callen, 2nd by Tim Harder, the motion passed unanimously.

4. Financial Reports & Fund Balance Update: Doug Rakowski (see report)

Doug has completed the annual reports that will be submitted to Baker-Tilley for the yearly audit.

5. Public Comments: None

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

Under the last item of the Director's Report; Converting to LED Lighting, Doug asked what the cost would be to convert and would the library do it all at once or as needed. See report for further details. Doug suggested the monies come from the Emergency Fund.

7. Library President's Report: Deb Bartnikowski

Nothing to report at this time.

8. Old Business:

A. MWFLS Update: Doug Rakowski

Doug was present at a meeting of the directors, presidents of MWFLS, Eastern Shores and Bruce Smith. It was a positive meeting and all parties want to make this merger work. There was some concern from the small libraries in Dodge county that an increase in fees that may come out of the merger may cause them to close. West Bend would no longer be the resource library at a loss of revenue to us of \$12,000. Eastern Shores is looking at developing a fee structure that is viable to us. The merger would almost double our collection of holdings in our catalog. A 4 county system is possible down the road. A merger committee with sub-committees has been formed and Amy has been asked to serve on the negotiating committee. We will be using the Polaris System once we merge and Eastern Shores has tech support staff to assist in the transition.

B. Library Redesign Project Update: Amy Becker

1. Project management Contract Approval (see handout in packet)

The price came in at \$875,000, Amy would like to keep it at \$800,000. A discussion followed and it was suggested that there be more specifics in the contract as to the costs and that the city attorney review the contract. No actions were taken at this time and the contract will be part of the March board meeting. Delaying signing the contract will not affect the start date of the project.

9. New Business

A. 2015 Annual Report Approval (see handout in packet)

A motion was made to approve the 2015 Annual Report. 1st by Chris Jenkins, 2nd by Doug Rakowski. A discussion followed. Doug complimented Amy and all the library staff on their efforts on the report. The report is due on 2/29/16 and used to compare year by year in the city audit in March. The motion passed unanimously.

B. Digital Creation Lab: (see handout in packet)

Projected date to be up and running is 1/1/17. A discussion followed and Tim will work with Brad and Amy on possible other vendors to purchase the computer from. The purchase of the equipment for the lab is schedule for September and they will get an updated quote in August prior to the purchase. A policy and fee schedule will be created and brought to the board for approval. Doug made a motion that we increase the budget for the digital lab to \$7500.00 and that these funds come from the Technology Fund. 1st by Doug, 2nd by Karen, the motion passed unanimously. Amy will work with Palmer Hamilton regarding appropriate flooring and acoustic shielding for the digital lab.

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

Doug said it was an excellent plan, well done by the library staff and that we implement the plan. Reviews will be done on a quarterly basis and we can monitor and change on a yearly basis. A motion was made to approve the 2016-2018 Strategic Plan. 1st by Doug, 2nd by Chris, the motion passed unanimously.

D. Library 101: Library Funding Sources (see handout in packet)

JC complimented Amy on a nice job. Great explanation of funding sources.

E. Yearly Calendar Review:

Nothing at this time. Amy reminded board members who are up for renewal to turn in their paper work to the city for approval by the common council. Amy reported that the new budget process will start in late April or early May.

10. Next meeting date, March 15, 2016

11. Assigned Task Review: Joanne Kline

- A. Amy will work with Palmer Hamilton to refine the language in the Project Management contract and have the city attorney review it.
- B. Brad and Tim will review items in the Digital Lab Proposal and see if they can find any cost reductions.
- C. Amy will work with Palmer Hamilton regarding the design of the Tower Room that will be used for the digital Creation Lab.

12. Adjournment

The meeting was adjourned at 7:27 PM, Wednesday, February 17, 2016