

# WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, March 15, 2016

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

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

**2. Approval of the Agenda:** A motion was made to approve the agenda, 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Al Jung, the motion passed unanimously.

**3. Consent Agenda**

**A. Minutes of the February 17, 2016 meeting.**

**B. Approval of the Library Expenditures for January 2016.**

A motion was made to approve items A, B of the consent agenda. 1<sup>st</sup> by JC Callen, 2<sup>nd</sup> by Karen Wachholz, the motion passed unanimously.

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

Doug noted that there was an increase in the Patron's Park fund of \$25,000 from the Schlegal Foundation for the water feature in Phase 2 of Patron's Park. The Schlegal Foundation will be making payments in 3 installments for the water feature.

**5. Public Comments:** None

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

**A. SRLAAW Proposal:** SRLAAW would like a voluntary contribution from local libraries of 1/10 of 1% of their funding to help cover the cost of a legislative action lobbyist. This would amount to \$710. Doug asked if we have \$710 in our budget to donate. Deb asked if this was a onetime fee or a yearly donation? Amy reported that WLA has had lobbyist services for many years; this is the first time they are requesting that libraries help pay for the service. Doug suggested we wait and see what other libraries will do.

**B. Return of Library Material Bill:** This bill only deals with lost materials, for us that is approximately \$3000 per year. Unique Management Services will be the contractor used to recover monies and or materials. The cost to the library would be \$8.95 per individual.

**7. Library Board President's Report:** Deb Bartnikowski

**A. Letter from City Attorney:** See handout in packet which includes Deb's reply.

**8. Old Business**

**A. MWFLS Update:**

See the Library Director's Report: MWFLS Directors Council and Merger Committee/Joint Negotiating Committee. A discussion followed and it was reported that there is no deadline for the proposed merger to take place.

**B. Library Redesign Project:**

The Bid paperwork came in today and Amy would like a motion to submit it to the City to put out for bid. A discussion followed with a suggestion submitted by Joanne Kline that we also include the disposal of the old materials in the bid and that she would like to have no carpeting go into a landfill. Amy will get the bid paperwork updated to include disposal. A motion was made to approve and submit the library redesign bid paper work with the amendment to include the disposal to the city. 1<sup>st</sup> by Doug, 2<sup>nd</sup> by Al, the motion passed unanimously.

## **9. New Business**

### **A. Lighting Conversion (see director's report)**

Amy reported that we are spending approximately \$2000 per year to replace the existing bulbs. Our final cost after rebate would be \$24,840 to replace all the interior bulbs with LED bulbs. The library has a current budget of \$90,000 for electricity. Doug asked where this \$24,840 would come from and if the library would see a significant cost reduction in our electric bill. A discussion followed and Amy will gather information for the lighting company on the cost savings of the LED bulbs versus the current bulbs installed at the library and present it at the April meeting.

### **B. Holidays Library will be Closed for 2016: (see handout in packet)**

A motion was made to approve the closure of the library the Friday before the Saturday holiday and the Monday after a Sunday holiday. 1<sup>st</sup> by Doug, 2<sup>nd</sup> by JC. The motion passed unanimously.

### **C. Acceptable Internet use Policy: (see handout in packet)**

Amy asked for a motion to approve the updated Acceptable Internet Use Policy. A discussion followed and Tim Harder asked if a similar policy was in place for wireless use. Amy stated that the wireless policy states that "users are expected to comply with the Acceptable Internet Use Policy" when using wireless services in the library. A motion was made to approve the updated Acceptable Internet Use Policy. 1<sup>st</sup> by Doug, 2<sup>nd</sup> by Karen, the motion passed unanimously.

### **D. Library 101: Library Systems**

Services offered Through MWFLS (see handout)

Doug complimented Amy how this was a wonderful tool to educate library board members. He would like to take some of this information and make it available to other library boards in our system. Amy stated some of the information she provides the board as part of Library 101 is specific to our library. Doug will meet with Amy to consolidate the information into more generalized topics that may be shared with other library boards.

### **E. Yearly Calendar Review:**

Individuals up for reappointment: Chris Jenkins, Joanne Kline, Jim Knepler

## **10. Next meeting date: Tuesday April 19, 2016**

### **11. Assigned Task Review**

- A. Amy Becker, cost comparison for LED lighting conversion.
- B. Amy Becker, revision of Redesign Bid paperwork to include disposal.

### **12. Adjournment**

The meeting was adjourned at 7:27 PM, Tuesday, March 15, 2016