

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, July 19 , 2016

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

Members Absent: None

Staff Present: Amy Becker, Brad Ney

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

2. Approval of the Agenda: A motion was made to amend the agenda, moving item 8A up under item 3. 1st by Jim Knepler, 2nd Al Jung, the motion passed unanimously.

3. Consent Agenda:

A. Minutes of June 21, 2016 meeting

B. Approval of Library Expenditures for June 2016 (Vouchers/Check Requests)

A motion was made to approve the consent agenda with a spelling correction to the minutes, 1st by Doug Rakowski, 2nd by JC Callen. The motion passed unanimously.

8 A. Old Business, Debt Reduction Discussion

Guests Present: City of West Bend, Kraig Sadownikow, Amy Reuteman, Carrie Winklebauer,
Adam Williquette

Mayor Sadownikow asked for 90 days so that the city may research and find the documents requested by the library board. The mayor also requested that the library board continue to look for documentation to support the board's position regarding the debt reduction of the loan for the land acquisition for the previous library expansion.

The Mayor left, followed by board member Chris Jenkins and the remaining city delegates. Chris returned shortly.

Further discussion continued. Doug explained that the board has been looking for document for the last 2 years and hasn't been able to find any documents on this issue supporting the city's actions. We have looked at years of city common council archived meeting minutes and searched boxes of documents stored in the Library basement. Doug/Deb reiterated that State Statute 43 and the Capital contract between the County/City and Library is the only documentation we have.

4. Financial Reports and Fund Balance Update: Jim Knepler (see handout)

The city as appropriated the funds for the library remodel project.

5. Public Comments: None

6. Library Directors Report: Amy Becker (see handout in packet)

Amy encouraged the board to take part in Wisconsin Trustee Training Week, August 22-26, 2016

More information is available in the handout or at www.witrusteetraining.com

7. Library Board President's Report: Deb Bartnikowski No report

8. Old Business

B. MWFLS Update: Doug Rakowski (see handout in packet)

An interim board with members from each of the counties will meet 4-6 times prior to 1/1/17.

Doug is on the interim board and the first meeting will be on 8/9/16 at WBCML. MWFLS and ESLS will meet independently of this interim board and received updates from the interim board until the end of the year.

C. Library Redesign Project: Amy Becker

Last of the item substitutions have been completed, mostly due to fabric changes. The carpet install is scheduled to begin 8/29/16 upstairs. There is a display in the reference area of the project and brochures have been made up. The display will move downstairs once the summer reading program is finished.

D. 2017 Library Operating Budget Update: Amy Becker (see 2017 Budget Considerations in packet)

Amy is waiting for the allocation numbers from the city. The library will be charged approximately \$3400 for our portion of the city audit.

9. New Business

A. Quarterly Strategic Plan Review (see handout in packet)

Al Jung asked if the items that have been completed or have changed could possibly be highlighted. Amy Becker said yes and this will be done for the next quarter.

B. Code of Conduct Policy Update (see handout in packet)

A motion was made to approve the updated Patron Rules of Conduct Policy. 1st by Joanne Kline 2nd by Doug Rakowski, the motion passed unanimously. Al Jung asked how we will notify patrons of the policy. Signs will be placed around the library.

C. Release of Outreach Fund Balance – Book Club Kits

Nancy Larson has requested \$3000.00 be release from the Outreach Fund Balance for the creation of book club kits. The kits will include multiple copies of one title plus large print copies and audible books of the same title. A discussion followed and a motion was made to approve releasing \$3000.00 from the Outreach Fund balance for the creation of the kits. 1st by Jim Knepler, 2nd by Doug Rakowski. A vote was taken, voting YES were: Karen Wachholz, Deb Bartnikowski, Doug Rakowski, Chris Jenkins, Jim Knepler, Joaane Kline, Tim Harder, Al Jung. Voting NO: JC Callen. The motion passed.

D. City Employee Handbook Changes: Amy Becker

The city employee handbook has changed, eliminating the 15 minute break. The library is now enforcing the policy to come in line with the employee handbook. A discussion followed. Deb asked Chris Jenkins to bring up this issue with common council.

E. Library 101: Reference Services: (see handout in packet)

F. Yearly Calendar Review

Amy Becker, 2017 budget for review at the August meeting.

10. Next Regular Meeting Date: Tuesday, August 15, 2016

11. Assigned Task Review

Chris Jenkins, bring the Trustees' concerns to the common council regarding the changes to the employee handbook and the elimination of the 15 minute break.

12. Adjournment

The meeting was adjourned at 7:55 PM, Tuesday, July 18, 2016.