

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, August 16 , 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 approve the agenda. 1st by Doug Rakowski, 2nd Al Jung, the motion passed unanimously.

3. Consent Agenda:

A. Minutes of July 19, 2016 meeting

B. Approval of Library Expenditures for July 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 Jim Knepler. The motion passed unanimously.

4. Financial Reports and Fund Balance Update: Jim Knepler

See hand out in packet.

5. Public Comments: None

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

Amy highlighted the Summer Reading program, congratulating all the volunteers that helped make it success. Teen volunteers get school credit and there are opportunities throughout the year for teens to volunteer. Summer reading program teen volunteers receive a letter of recognition and a pizza party at the end of the program.

7. Library Board President's Report: Deb Bartnikowski

Deb asked Chris Jenkins if he has gotten the information requested by the library board meeting in July that concerned the break policy from the city. Chris will request a copy of the email sent by the city in 2014 to all departments regarding the break policy.

8. Old Business:

A. MWFLS Update: Doug Rakowski (also see Library Director's report)

There will be a meeting every 2 weeks in preparation to file the new system plan with the State which is due in October. Amy Becker reported that 3 of the 4 counties have approved the merger with Sheboygan county meeting tonight, 8/16/16. A naming contest for the new library system starts on 8/17/16 and information is on the MWFLS website.

B. Library Redesign Project Update: Amy Becker

The carpet installation will begin on 8/29/16 with a hopeful completion date of 10/7/16.

The library will remain open during the project. Further information is in the library director's report.

C. 2017 Library Operating Budget Approval

1. 2017 Draft Library Budget (handout, page 2) InterCounty payments will have a net effect of \$2000.00 less funding from the county.

2. The library's portion of each department paying a share of the city audit by an outside auditor will be \$3548.00

3. Health insurance costs will see an increase of \$7000.00

Board President Deb Bartnikowski asked each board member what ideas they may have to address the shortfall in funds. JC Callen would like to see what revenue the library has generated YTD and areas that we may be able to increase. JC also recommended putting in the savings anticipated after the LED Lighting project is completed this year. Other comments were: what will our return on investment be for the LED lights and is it possible to split the 1% raise into 6 month periods. Doug Rakowski stated we need \$21,000 to meet our 2017 budget. He requested the following items be done:

1. Audit, request an itemized statement from Baker Tilly, the city auditor so the board may review the hourly charges per department. (To be done by Financial Secretary)
2. Request to review the insurance claims totals. (To be done by Financial Secretary)
3. Are all departments giving the 1% pay raise
4. Can the library go to the county and ask for an additional funding.

A discussion followed and a motion was made to:

Provide the city with our preliminary budget of \$726,562.00 for the city tax levy that includes the \$3548 for the audit, the \$7000 increase in health insurance, 1% raise, monies for Special Purposes, Materials.

1st by Doug Rakowski, 2nd by Joanne Kline. The motion passed unanimously.

9. New Business

A. Sponsorship for Family Fun Night Fundraiser (see handout)

Event is on Saturday, November 12 to raise support for 3 collections that need improvement. A discussion followed and Al Jung suggested the library reach out to it's vendors for possible sponsorship. There are 6 sponsors so far and board members were asked to consider a personal donation to the event.

B. Yearly Calendar Review

A. Amy Becker, 2017 budget to city

B. Amy Becker, Mid Wisconsin Board meeting on 9/27 will be at WBCML

10. Next regular meeting date, Tuesday, 9/20/16

11. Assigned task review

1. Amy Becker, Budget

2. Amy Becker, possible donations from vendors for fundraiser

12. Adjournment: The meeting was adjourned at 8:00 PM, 8/16/16