

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, October 18, 2016

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

Members Absent: None

Staff Present: Amy Becker, Brad Ney

Guest: Jay Shambeau, West Bend City Administrator

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 September 20 2016 meeting

B. Minutes of October 6, 2016 Emergency meeting.

C. Approval of Library Expenditures for October 2016

A motion was made to approve the consent agenda, 1st by Joanne Kline, 2nd by Doug Rakowski. The motion passed unanimously.

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

The decrease in fund balance(s) is due to expenditures for the carpet, furniture and the repair of the elevator. Doug Rakowski requested that the specifics of the expenditures be listed on the "Changes of Library-Controlled Funds" portion of the report. Amy Becker will request from the city the budget journal entries on a going forward basis.

5. Public Comments: None

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

A. Review of Library Statistics: Card holders are down due to the purge of inactive card holders.

Computer log in time down, possibly due to the carpet installation. Meeting room rental has increased.

7. Library Board President's Report: Deb Bartnikowski

A. Last month Assigned Task Review:

1. Marketing Meeting Rooms: Amy Becker will meet with Al Jung to develop a marketing plan to increase room rentals.

2. Health Insurance Calculation for Library Budget:

Amy Becker and Jim Knepler met with Jay Shambeau, the city administrator to go over the cost for health insurance for the 2017 budget. Total cost for the 2017 budget is \$107,139.72. \$91,764.00 is for library employees who take the insurance. \$15,375.72 additional premium goes towards the premium for the full time maintenance person at the library as well as a percentage of the premium of the finance, HR and maintenance staff at city hall.

A discussion followed with board members asking Jay Shambeau to explain why the library must now budget for additional health insurance cost for city hall employees. Mr. Shambeau explained that the library is an Individual Enterprise Fund, same as the sewer and water department and cable TV. These other entities are paying a percentage of the premiums. The main concern of board members is the library's lack of means to generate income other than fines, rental of meeting rooms and program fees that may help offset these costs to the library.

3. Audit Expense Calculation for Library Budget: Amy Becker, Jay Shambeau

The audit expense for the 2017 city budget is \$66,900. The library's portion of this expense is \$3548.00. The sewer and water department does their own audit, using the same company. The library percent is 3% from Fund 121 and 2.24% from Fund 126. The audit will occur in March 2017.

8. Old Business

A. MWFLS Update: Doug Rakowski, also see Library Director's Report

Implementation of the merger of the 2 systems is on track. The MWFLS board discussed at the September meeting the sale of the MWFLS property. If not sold by 1/1/17 ownership will transfer to the Monarch System. The MWFLS board will offer the building and land to the city of Horicon and surrounding business for \$300,000. The appraised value is \$350,000, if there is no interested then a realtor will be hired. Staff has taken inventory of the building contents and items will be offered to smaller libraries first, then larger in our system then to libraries in Eastern Shores.

Amy Becker also asked the board to review the Monarch Library Membership Agreement and Draft of "New Changes Coming to the West Bend Community Library December 2016" for the November meeting.

B. Library Redesign Project: Amy Becker

Carpet will be fully installed by the end of the week. Furniture placement will soon be finalized. The final payment to JL Business Interiors has not been paid yet.

C. LED Lighting Project Update: Amy Becker

Most of the Children's are complete, there is no specific completion date.

D. Authorization of Emergency Funds for the North Elevator Repairs: JC Callen, Amy Becker

JC Callen reviewed the maintenance records for the north elevator and him and Amy met with Rodney from Schindler Elevator Corp. JC was satisfied with what he saw and that all preventative maintenance was performed. It was suggested that a thorough review of the contract be done next year, citing concerns over some of the vague language. An insurance claim has been submitted and Amy is waiting to hear if the repair will be covered by the policy.

A motion was made to sign the contract with Schindler to authorize the repair of the north elevator. Funds to come from ½ of the Emergency funds, Fund 121 and Fund 126 at a cost of \$53,689.00 with the potential of an additional \$2500.00 in environmental costs. 1st by Doug Rakowski, 2nd Al Jung, the motion passed unanimously.

9. New Business

A. Closing for Polaris Go Live Day on Thursday, December 15, 2016

A motion was made to close the library on 12/15/16 and 12/16/16 to allow staff a chance to process materials and to test the new Polaris system as it goes live on 12/15/16.

1st by Doug Rakowski, 2nd JC Callen. A discussion followed concerning the need to close 2 days to allow staff time to check in 7 days worth of materials and test the new system. A vote was taken with 3 yes and 6 no, the motion failed.

A motion was made to close the library on Thursday 12/15/16 and partially on Friday, 12/16/16, Opening at noon. There was no 2nd on this motion.

A motion was made to close the library on Thursday, 12/15/16 to allow for check in of materials with the new Polaris system. 1st by Chris Jenkins, 2nd Tim Harder, the motion passed unanimously.

B. Yearly Calendar Review

1. Closed session for annual evaluation of Library Director.
2. Budget, common council meeting on 11/14/16, Amy Becker

10. Next regular meeting date, Tuesday, November 15, 2016

11. Assigned Task Review

1. Library board, Amy Becker annual evaluation.
2. Library board, Library System Aggrement

12. Adjournment

The meeting was adjourned at 7:47 PM, Tuesday, October 18, 2016

Minutes submitted by:

Karen Wachholz

Secretary

West Bend Community Memorial Library Board