

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, December 20, 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

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

2. Approval of the Agenda: A motion was made to approve the agenda. 1st by Al Jung, 2nd Chris Jenkins, the motion passed unanimously.

3. Consent Agenda:

A. Minutes of November 15, 2016 meeting

B. Approval of Library Expenditures for November 2016

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

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

Jim presented the Project Recap Report for major expenditures. Doug Rakowski complimented Jim on an excellent and thorough report.

5. Public Comments: None

Doug Rakowski stated that former library board member John Kane has told Doug that he received three compliments on the WBCM Library. Deb Bartnikowski also stated that she has received positive comments relating to the programs offered at the library.

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

A. Review of Library Statistics: Doug Rakowski asked for clarification on the 38 meeting rooms booked versus the 16 room rentals. Some of the rooms booked were for book clubs, some were Library programs.

The migration to the Polaris system went well and they did find a few problems that have gotten fixed. The staff was able to get through 16 carts of back logged items on the day the library was closed. (see the Director's report for further information) Joanne Kline congratulated the staff on their accomplishments getting Polaris launched.

The Digital Creation Lab is near completion and should launch on February 1, 2017. A marketing Plan will beginning in January 2017.

7. Library Board President's Report: Deb Bartinkowski

Deb Bartnikowski will send a thank you letter the JL Business Interiors.

Chris Jenkins reported that the city does not have a facilities plan but a capitol improvements plan. Doug Rakowski stated we should be setting up a facilities plan for the infrastructure of the building. JC Callen stated we should budget for a facilities maintenance plan. Doug requested we add this item to the January 2017 meeting agenda.

Deb Bartnikowski reported that Germantown Library is handing out sheets to its patrons explaining The effects of Act 420 passed in 2006 that has resulted in Washington County paying out \$124,000 to other facilities when patrons use a library outside the county. Deb suggested we look into doing this in the future to make patrons aware and keep funds in the county.

8. Old Business:

A. MWFLS Update: Doug Rakowski

The first meeting of the Monarch System will be 1/12/17 at WBCML, 48 more meetings are scheduled to be held at WBCML. The MWFLS building has been emptied out and materials dispersed and the building is for sale

B. LED Lighting Project: Amy Becker

We are waiting on the "Can" lights to come in and installation should wrap up early in 2017. The bills should also be in by the end of this year and the library has already seen a savings on the electric bill. Josh from the city has done a great job on the installation.

C. North Elevator Update: Amy Becker

Work is scheduled to begin on 1/4/17 and should take about 2 weeks to complete. Amy has coordinated with Schindler and the insurance company to be present at the extraction of the elevator jack.

1. Schindler Proposed Upgrade Proposal (see handout in packet)

After review of the proposal a discussion followed. The board would like to see an itemized breakdown of the proposal costs; parts and labor. Also, what is the warranty on the upgrades that will be installed. Amy will request this information from Schindler and present it at the January meeting.

D. Debt Reduction Discussion and Resolution: Deb Bartnikowski

Deb Bartnikowski and Doug Rakowski met with Adam Williquette and Jay Shambeau from the to resolve the debt reduction from the previous library expansion. There were no official documents regarding the debt issue. The majority of information was hear say. The City had one understanding of the issue and the Library a different understanding. Since never could be proven right, we settled on a resolution which was satisfactory to both sides.

A motion was made to accept the recommendation of Deb Bartnikowski and Doug Rakowski and to authorize the city to use the monies from the 2017/18 County Capitol Funds allocated to the library during the next 2 budget cycles to pay off the library expansion debt. 1st by Joanne Kline, 2nd by Chris Jenkins, the motion passed unanimously. A formal letter of agreement to the debt resolution will be written and signed by all parties.

9. New Business

A. Approve transfer of County Capitol Funds to pay Debt on Library Building

A motion was made to approve the 2016 County Capitol Funds to pay debt reduction on the library building. 1st by Chris Jenkins, 2nd by Al Jung, the motion passed unanimously.

B. Library Staff Christmas Thank You:

In the past the board has authorized a \$30 WB Chamber gift certificate for all library employees. The money would come from donations. Deb Bartnikowski stated no other city employees are getting a Christmas bonus. Joanne Kline suggested the board pay for the gift and not use library funds and or purchase an item them employees may want for the break room. Doug Rakowski made a motion to provide a \$30 thank you gift certificate, 2nd by Al Jung.

A roll call vote was taken: voting YES, Karen Wachholz, Doug Rakowski, Al Jung

Voting NO: JC Callen, Tim Harder, Chris Jenkins, Jim Knepler, Joanne Kline, Deb Bartnikowski

The motion failed. Amy will ask the staff what items they may like to see for the break room.

C. Entertain a motion to go into Closed Session pursuant to s.19.825(1)© of the Wisconsin State Statutes – Library Director's Evaluation

A motion was made to go into closed session, 1st by Doug Rakowski, 2nd by Joanne Kline

The meeting moved into closed session.

D. Reconvene into Open Session

A motion was made to approve the 2016 annual review of library director Amy Becker and to authorize a 2% raise. 1st by Chris Jenkins, 2nd by JC Callen, the motion passed unanimously.

E. Yearly Calendar Review:

Doug Rakowski: Put on the May agenda to authorize the transfer of County Capitol Funds To the city for debt reduction.

10. Next regular meeting date, Tuesday January 17, 2017

11. Task Review

- A. Panera Bread Fund raising night 1/18/17 (board)
- B. Facilities Plan discussion/agenda item for January meeting (board)
- C. Amy Becker, obtain a detailed quote from Schindler braking down costs for the elevator.
- D. Deb Bartnikowski, Draft a letter outlining the debt reduction details agreed to with the city.
- E. Chris Jenkins will initiate a resolution on County Transfer of Funds for 2016.
- F. Amy Becker, Data on volunteers and the Dementia Resource Center
- G. Amy Becker, check with staff on what item they may like for the break room.

12. Adjournment:

The meeting was adjourned at 7:55 PM, December 20, 2017

Minutes submitted by Karen Wachholz, WBCML secretary.