

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, November 15, 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 Doug Rakowski, 2nd Al Jung, the motion passed unanimously.

3. Consent Agenda:

A. Minutes of October 18, 2016 meeting

B. Approval of Library Expenditures for October 2016

A motion was made to approve the consent agenda, 1st by Doug Rakowski, 2nd by Jim Knepler.

The motion passed unanimously.

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

The decrease in Emergency Fund 121 and 126 balance is due to expenditure for the north elevator repair. Jim reported that he is working on Doug Rakowski's request that the specifics of the expenditures be listed on the "Changes of Library-Controlled Funds" portion of the report.

5. Public Comments: None

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

A. Review of Library Statistics

Amy Becker reported that attendance was up but circulation has remained the same and that program offerings are up but attendance is down, this may be to school starting up.

Doug Rakowski asked if we can track the following items on the monthly statistic report:

1. Electric cost savings from the LED lighting conversion.
2. Volunteer hours
3. Dementia Resource Center, circulation
4. Collections on overdue materials.

Amy reported that 1-3 listed above can be added but collections might be difficult. The library Has just started working with the police department and that a letter on past due materials has been in place for the last month. A quarter of the individuals contacted have returned materials.

B. Strategic Plan Update

A few items have been moved back due to the Patron's Park fund raising campaign and a revision will be presented in February 2017 that will include 2018 goals. Tim Harder asked if the library has a facilities or infrastructure plan. Chris Jenkins will check with the city to see if the city has a plan for facilities.

C. North Elevator

The insurance will cover most of the cost of the north elevator repair and a check was received for \$32,000. A motion was made to transfer that money backing into Emergency Fund 21.

First by Doug Rakowski, 2nd by Jim Knepler, the motion passed unanimously.

7. Library President's Report: Deb Bartikowski

Deb would like to recognize those individuals that made donations to the library last month by reading the list out loud. She also mention that the obituary for Jacqueline Schlicht listed the library as one of her chosen memorials.

8. Old Business:

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

A directors council has been formed that allows all library directors input. Last meeting for MWFLS will be on 11/29/16. The first meeting of the new Monarch system will be on 1/12/17 at West Bend.

B. Library Redesign Project Update: Amy Becker

The final bills have come in and the project came in .6%, \$3400.00 over budget. Doug Rakowski Requested we send a letter to JL Business Interiors thanking them for the work on the project. Deb Bartnikowski will write the letter on behalf of the board.

C. LED Lighting Project Update: Amy Becker

The first floor is almost complete, the 2nd floor conversion will start next week. We have not yet received the rebate.

9. New Business:

A. 2017 Library Operating Budget Revision: Amy Becker

The city has authorized a 2% raise for all city employees, to do this the library would to cut more costs to be in line with other city departments. The city has suggested cutting from the materials budget to cover the additional \$8000 in salary. The Materials line is lower than recommended, has been for several years, and reaching a recommended level of Materials funding is a Board priority. Doug Rakowski suggested we take the \$8000 from the energy savings projected by the LED conversion. His other suggestion was to close the library early 1 ½ hours per month. A discussion followed. A motion was made to approve the amended budget with the 2% increase for salary with the \$8000 additional funds coming from the LED light conversion cost savings. First by Doug Rakowski, 2nd by Joanne Kline. The motion passed unanimously.

B. South Sump Pump Replacement: Amy Becker

The cost to repair the south elevator is \$1867.00. Amy reported insufficient monies in the Building Maintenance fund and request funds be taken from Emergency Fund 21 to cover the repair to the south elevator. A motion was made to approve taking \$1867.00 from Emergency Fund 21 to cover the cost of the repair. First by JC Callen, 2nd Al Jung, the motion passed unanimously.

C. Monarch Library System Membership Agreement Approval

D. Monarch Library System ILS Membership Agreement Approval

Deb Bartnikowski asked if we had any questions of these 2 agreements that were previously presented to the board. It was also pointed out that there are provisions in the agreement to protect smaller libraries. A motion was made to approve both agreements, 1st by Chris Jenkins, 2nd by Doug Rakowski, the motion passed unanimously.

9. New Business

E. 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 Al Jung, 2nd JC Callen. A roll call vote was taken.

Voting YES: Al Jung, JC Callen, Karen Wachholz, Joanne Kline, Deb Bartnikowski, Doug Rakowski, Jim Knepler, Tim Harder, Chris Jenkins. The motion passed and the meeting was moved into closed session.

F. Reconvene into Open Session: 8:30 PM

G. Yearly Calendar Review

10. Next regular meeting date Tuesday, December 20, 2016

11. Task Review

A. Deb Bartnikowski, letter to JL Business Interiors

B. Chris Jenkins, find out if the city has a facilities or infrastructure plan.

12. Adjournment

The meeting was adjourned at 8:32 PM, Tuesday November 15, 2016