

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, January 17, 2017

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

Members Absent: Joanne Kline, Doug Rakowski

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 JC Callen, the motion passed unanimously.

3. Consent Agenda:

A. Minutes of December 20, 2016 meeting

B. Approval of Library Expenditures for December 2016

A motion was made to approve the consent agenda, 1st by Jim Knepler, 2nd by Al Jung.
The motion passed unanimously.

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

Jim pointed out that there were donations (\$750.00) for some of the used furniture and from the Kiwanis (\$3000.00) for Family Fun Night.

5. Public Comments: None

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

A large printout of the library statistics was given out. Volunteer hours are now being tracked as well as patron complaints and suggestions. Circulation is down on print materials but up in program attendance and eBooks and audio books. (See handout for full breakdown)

7. Library President's Report: Deb Bartnikowsk

Assigned Task Review

1. Deb Bartnikowski, a thank you letter was sent to JL Business Interiors

2. The transfer of county funds agreement was signed by Jay Shambeau of the city and Deb Bartnikowski.

3. Amy Becker, Break Room Items, staff request are listed in the Library Director's report.

8. Old Business

A. Monarch Library System Update: Amy Becker

A contact information sheet was handed out for the Monarch System Board of Trustees.

Tim Harder asked if there were training materials available for patrons on the new system. There are pamphlets and patrons can request/schedule time with staff to go over the new system. There was a need to create a 3rd delivery route for all the transits. The next Board of Directors meeting is February 9, 2017.

B. LED Lighting Project Update: Amy Becker (see handout in packet)

There has been some savings, these will continue to be tracked. We will be getting an \$8500.00 rebate from Focus on Energy and that money will be deposited back into the Emergency Fund.

Amy complimented Josh from the city on a wonderful job on the lighting installation.

C. North Elevator Update: Amy Becker

The old jack has been removed, the new jack that arrived was not correct, a replacement has been ordered and will be installed the next day as soon as it arrives.

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

Deb asked how soon this could be done. A discussion followed regarding if we should get another quote from a 2nd vendor or if we should include this upgrade in the RFP for future elevator contractual services. There was no motion to approve the quote for the upgrade from Schindler and the item was table to a future meeting.

E. Strategic Plan Review

A discussion followed if it would be more advantageous for the board to get specifics on what has been accomplished. Possibly a one page summary quarterly. Tim Harder would like to see an alignment of the goals and actions and the steps taken to achieve these goals. More measurable data. Tim Harder and Al Jung would like to know how patron's surveys drive the goals and objectives in the strategic plan. Chris Jenkins would like to see a more simplified strategic plan. Amy will update and revise the strategic plan for 2017-2019.

9. New Business

A. Library Priorities for 2017: Board members were asked for 2 priorities for the library in 2017.

Al Jung: Proactive marketing plan, highlighting programs, people and all we have to offer.
Customer service and efficiency

Tim Harder: Infrastructure plan, a sustainable financial plan for infrastructure.
Strategic plan 5 years out with expanded services.

Chris Jenkins: Patrons/customer based technology
Revenue ideas get creative with funding.

JC Callen: Marketing, Infrastructure and Financial plan

Jim Knepler: Marketing, reach outside the community to more young people.
Structural plan and community fund raising appeals.

Karen Wachholz: More utilization of Patrons Park. Marketing

Doug Rakowski: Monarch Transition, Strategic Plan

Joanne Kline: Building and grounds, finish basement clean up
Programs coordinating with the schools, Boys & Girls Club, YMCA

Deb Bartnikowski: Business opportunities, Building maintenance.

B. Library Facilities Plan: Amy Becker

Amy is currently working on the project with Brad Ney and has compiled a partial list of systems and technologies.

C. East bay Window Repair Proposal (see proposal in packet)

A motion was made to take \$4980.00 from the Emergency Fund for roof repairs by the east bay window. 1st by Karen Wachholz, 2nd by Jim Knepler. The motion passed unanimously.

D. Library Director's Evaluation Form: Deb Bartnikowski

A discussion was tabled until the next meeting. Deb would like the board to review the form prior to the next meeting.

E. Carry Forward Funds Request: Amy Becker (see handout in packet)

A motion was made to carry over funds from 2016 into 2017. 1st Chris Jenkins, 2nd Jim Knepler. The motion passed unanimously.

9. F. Yearly Calendar Review:

Amy Becker, Annual report due for review and approval next month for submittal in March 2017.

10. Next regular meeting date, Tuesday, February 28, 2017

11. Assigned task Review: Amy Becker, priorities list.

12. Adjournment: The meeting was adjourned at 7:44 PM, Tuesday, January 17, 2017.

Minutes submitted by Karen Wachholz, WBCML secretary.