

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, April 18, 2017

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

Members Absent: None

Staff Present: Amy Becker, Brad Ney

Guests: Amy Birtell and Nancy Larson

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. Meeting Minutes, March 21, 2017

B. Approval of Library Expenditures for March 2017

A motion was made to approve the meeting minutes of March 21, 2017 and the Library Expenditures for March, 2017. 1st by Jim Knepler, 2nd by JC Callen, the motion passed unanimously.

4. Financial Reports: Jim Knepler (see handout in packet)

The final grant money from the Schlegel Foundation has been received for the water feature. Doug Rakowski requested the water feature and installation be put on the May meeting agenda.

5. Public Comments: None

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

The new HR director, Michelle Hoey, for the city came out to the library for a tour and met with the staff. City Administrator Jay Shambeau spent a morning at the library, shadowing different librarians and observe story time and work at the reference desk.

Doug Rakowski asked if there was any other recourse we could take regarding the denial of the insurance claim for the north elevator (see handout in packet from the insurance company). Amy Explained that there was no other recourse and the claim is closed.

Super Glue Vandalism: Doug Rakowski asked if we have done everything to address the issue. Amy Becker stated that a restitution request has been filled out. Joanne Kline asked if there is a timeline for receiving restitution. Amy said that all depends on the court. Jim Knepler asked if we can file an insurance claim if we do not get restitution. The restitution claim Amy filed also included the cost of labor for repairs.

6: A: Review of Library Statistics: Amy Becker

Patron count up from last month but down from last year that this time. Circulation is up. Dementia Resource use is up and 24 people attended the Memory Café last month.

7. Library Board President's Report: Deb Bartnikowski

A. Assigned Task Review: Deb has sent a thank you letter to the Schlegel Foundation for their

contribution to Patrons Park. Deb also thanked JC Callen for his service on the library board. JC's term is up at the end of April.

8. Old Business

A. Monarch Library System Update: Amy Birtell, Monarch Library System Director

Amy Birtell gave out the news letter that goes out every Friday to the library directors in the system. She went through the news letter with the board, highlighting areas such as IMLS and what the financial impact may be on local libraries in the future. Continuing education for library board members was also discussed. Please see the library director's report and the handout from Amy Birtell for more information.

8A.1 Collection Development: It was reported that we do not meet the standard but we are close.

Amy reported that it may not be feasible to obtain what Monarch wants. Depth versus breadth of the collection should be looked at. Deb Bartnikoski asked if we can get the percentage of what other libraries spend on materials.. Amy will find out what other libraries of similar size to ours in the state spend on materials and the percentage of their budgets. Collection development will be put on the agenda for the May meeting.

B. Outreach Services Overview: Nancy Larson

Amy and Nancy will be working on a Strategic Plan for Outreach Services next month. Doug Rakowski asked if there is more demand for technology. Nancy reported there is some curiosity for tablets and such and they will add technology to the strategic plan. Books still seem to be the greatest demand.

9. New Business:

A. Library Marketing Plan (see handout in packet)

Doug Rakowski complimented Amy and Al Jung for all their work on the plan. Deb Bartnikowski asked if there were any dates associated with Action Plan. Joanne Kline asked what are the costs of the marketing plan as it will relate to the next budget. She requested a budget for the marketing plan. Deb asked if a separate line could be added under Library Statistics Review to report on the progress of marketing plan.

B. Designation of Undesignated Fund balance:

A motion was made to take the undesignated fund balances from Fund 21 and Fund 126 and move the respectively to the emergency fund in Funds 21 and 126. First by Joanne Kline, 2nd by Chris Jenkins, the motion passed unanimously.

C. Yearly Calendar Review:

1. Interview new library board applicants.
2. Start looking at the 2018 budget.

10. Next regular scheduled meeting date: May 23, 2017, 6:30 PM

11. Assigned Task Review

- A. Amy Becker, Nancy Larsen, Strategic Plan for Outreach
- B. Amy Becker, budget for Marketing Plan
- C. Amy Becker, percentage of budget that other libraries spend on materials.

12. Adjournment:

The meeting was adjourned at 7:32 PM, Tuesday, April 18, 2018