

WEST BEND COMMUNITY MEMORIAL LIBRARY

630 POPLAR STREET, WEST BEND, WISCONSIN 53095 PHONE: 262.335.5151



MINUTES

**West Bend Community Memorial Library Board Meeting
Tuesday, October 17, 2017 6:30 PM
630 Poplar Street, West Bend, WI 53095**

1. Call to Order

Attendee Name	Title	Status	Arrived
Chris Jenkins	Aldersperson	Present	
Deborah Bartinkowski	President	Present	
Joanne Kline	Vice President	Present	
James Knepler	Treasurer	Present	
Karen Wachholz	Secretary	Present	
Douglas Rakowski	Board Member	Present	
Andrew Chevalier	Board Member	Present	
Al Jung	Board Member	Present	
Timothy Harder	Board Member	Absent	

2. Approval of the Agenda

- a. Motion was made to approve the agenda, adding the word minutes to

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Al Jung, Board Member
SECONDER:	Joanne Kline, Vice President
AYES:	Jenkins, Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Chevalier, Jung
ABSENT:	Harder

3. Consent Agenda

A motion was made to approve the meeting minutes of September 19, 2017 and the Library Expenditures for September, 2017. Doug Rakowski would like to see the library board president listed first in the attendee column. 1st by Doug Rakowski, 2nd by Chris Jenkins, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Douglas Rakowski, Board Member
SECONDER:	Chris Jenkins, Aldersperson
AYES:	Jenkins, Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Chevalier, Jung
ABSENT:	Harder

- a. Library Board - Regular Meeting - Sep 19, 2017 6:30 PM
b. Approval of Expenditures for September 2017

4. Financial Reports and Fund Balance Update

Jim Knepler reported it was a typical month for expenditures. Al Jung asked what ETSY was in the expenditures. It was stated to be a type of craft website that may be utilized in programming. Doug Rakowski asked if we can find out specifically what it is used for. Al Jung asked if Family Fun Nights are sponsored by local civic groups. Jim reported many of them are sponsored by local groups and businesses.

- a. Financial Reports for September 2017

5. Public Comment - 5 Minutes

None.

6. Library Director's Report

Brad Ney, reporting for Amy Becker asked if there were any questions concerning the report. He also passed around the new marketing materials for the Patron's Park Buy a Brick promotion. Doug Rakowski asked for some clarification on the cost to replace the floor outlet covers.

- a. Library Director's Report October 2018

7. Library Board President's Report

- a. Assigned Task Review from Previous Meeting

1. Library board, review of library director's goals and objectives.
2. Amy Becker, MinuteTraq, searchable documents, not available at this time.
3. Amy Becker, update board on state budget. See Monarch Library System report.
4. Karen Wachholz, contacted GiftBricks.com and received current pricing and lead time.

8. Old Business

- a. Monarch Library System Update October 2017

Doug Rakowski reported the Monarch board met in Lomira and that things are moving ahead and the systems seem to be blending. He reported the 2 systems are ironing out some differences and are adapting to one system. The personnel, policy and contract committees are meeting and continue the organization into one system.

Brad Ney showed the board the initial brochure that will be used for Libby app that will be replacing the Overdrive system.

9. New Business

- a. West Bend Community Memorial Library Interlibrary Loan Policy Update

Currently 5 items per week that are not in our system and are at least 6 months old can be requested as an ILL. This can add up to 260 items per year with a mailing cost of between \$3-5. Amy Becker is proposing the WBCML limit this to 5 items per week with a max of 150 items per year. Doug Rakowski asked if we have a line item in the budget for this and do we have an idea of how many patrons are using the service. A discussion followed that included the question of whether we can charge a fee for this service. Brad Ney reported that under state statute we cannot charge for this service. The board requested a report of all costs associated with ILL by the November meeting. Action on the ILL policy was tabled until the November meeting.

RESULT:

TABLED (NO VOTE)

Next: 11/14/2017 6:30 PM

- b. WBCML as Fieldwork Facility for UW-Milwaukee SOIS Students

Brad Ney reported that is an updated version from 1998 that allows UWM students to do fieldwork and internships at WBCML. The agreement between UWM and WBCML has been approved by the city attorney. A motion was made to approve the agreement, 1st by Chris Jenkins, 2nd by Al Jung. The motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Chris Jenkins, Alderperson
SECONDER:	Al Jung, Board Member
AYES:	Jenkins, Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Chevalier, Jung
ABSENT:	Harder

- c. Entertain a Motion to Adjourn into Closed Session Pursuant to State Statutes Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director's Evaluation)

A roll call vote was taken during the meeting to go into closed session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Douglas Rakowski, Board Member
SECONDER:	Al Jung, Board Member
AYES:	Jenkins, Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Chevalier, Jung
ABSENT:	Harder

- d. Reconvene into Open Session

The board reconvened into Open Session at 8:02 PM.

10. Next regular meeting date

- a. Tuesday, November 14, 2017

11. Assigned Task Review

- A. Amy Becker, adjust board member names as they appear on the minutes.
- B. Amy Becker, add the word minutes under the consent agenda
- C. Amy Becker, gather information as to the total cost of an ILL.

12. Adjournment

Meeting adjourned at 8:02 PM.