

# 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, January 21, 2020 6:30 PM  
630 Poplar Street, West Bend, WI 53095

### 1. Call to Order

Attendee Name	Title	Status	Arrived
Deborah Bartnikowski	President	Present	
Jessica Tortomasi	Vice President	Present	
Karen Wachholz	Secretary	Present	
Joseph Legate	Treasurer	Present	
Joanne Kline		Excused	
Douglas Rakowski		Present	
Cindi Warnier		Present	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Alderperson	Present	

### 2. Approval of the Agenda

A motion was made to approve the agenda.

1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Tim Harder. The motion passed unanimously.

### 3. Consent Agenda

Doug Rakowski requested item 6E be amended to read only the Director

1st by Doug Rakowski, 2<sup>nd</sup> Cindy Warnier. The motion passed with the amendment unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Douglas Rakowski
<b>SECONDER:</b>	Cindi Warnier
<b>AYES:</b>	Bartnikowski, Tortomasi, Wachholz, Legate, Rakowski, Warnier, Harder, Jenkins
<b>EXCUSED:</b>	Kline

- a. Approval of the Minutes from December 17, 2019  
Library Board - Regular Meeting - Dec 17, 2019 6:30 PM
- b. Approval of the Library Expenditures for December 2019

### 4. Financial Reports and Fund Balance Update

- a. Financial Reports for December 2019

\$3395.95 listed on page two of the report is the last installment payment to the architectural firm for the basement renovation design.

<b>RESULT:</b>	<b>DISCUSSED</b>
----------------	------------------

### 5. Public Comment - 5 Minutes

None.

## 6. Library Director's Report

### a. Library Director's Report for January 2020

1. Amy Salminen thanked Eaton's Pizza for partnering with the library for the Winter Reading Program which runs now through March 6, 2020
2. The 3 remaining runs of the sprinkler system that need to be replaced will be placed on the city's Capitol Improvement Project list for 2021 or 2022. Doug Rakowski asked what the pipes fail before the scheduled replacement date. Amy Salminen will check with the city. Deb Bartnikowski stated that the city will look at funding options and become actively involved if a repair needs to be made prior to 2021 or 2022.
3. The library has applied for a \$3500 grant from the PLA Inclusive Internship Initiative. If the grant awarded then the library will post the position at area high schools with a student chosen at the end of May.

Circulation is up 2.14% and a large increase in digital circulation, Overdrive is up 23%. Circulation includes all media, books, DVD's, video games and audio.

<b>RESULT:</b>	<b>DISCUSSED</b>
----------------	------------------

### b. Relationship Between Library Revenue and Circulation

Circulation is defined as physical materials checked out. Municipal Funding from the City of West Bend is not dependent on circulation. Washington County Funding is based on rural resident circulation as outlined in the Washington County Library Services Agreement. Adjacent County Funding ( ACT 420 ) is based on rural resident circulation from adjacent counties (Dodge, Ozaukee, Sheboygan, Fond du lac and Waukesha Counties) and is outlined in Wisconsin State Statute 43.12.

A discussion followed. The amount of increase in funding to WBCML, per increase in circulation was small.

<b>RESULT:</b>	<b>DISCUSSED</b>
----------------	------------------

## 7. Library Board President's Report

Deb Bartnikowski asked if the Annual Report for the state will be ready for the board to review at February meeting. Amy Salminen reported yes.

## 8. Old Business

### a. Monarch Library System Update

Reports were given by Amy Salminen and Doug Rakowski

<b>RESULT:</b>	<b>DISCUSSED</b>
----------------	------------------

### b. Library Recreation Center Project Draft Lease Agreement and Funding Agreement

Park, Rec and Forestry would pay rent in the amount of \$450 per month which will include all the utilities for the basement as well as all janitorial services for the basement. They are asking that the additional \$50,000 for the project not be a loan but part of the libraries contribution to the project. Park, Rec and Forestry will take care of the snow removal on all the sidewalks and emergency exits around the building. This would save the library approximately \$5000 per year.

A discussion followed. Concerns brought up were: Security, additional cost of insurance, length of the Lease. Additional wear and tear on the building How was the \$450 amount calculated. Besides snow removal could part of the payback of the additional \$50,000 also be lawn care. Could this be split into 2 separate items, a lease agreement to cover utilities and a service agreement to cover snow removal and possibly lawn care.

**RESULT: DISCUSSED**

## 9. New Business

### a. The Dale Carnegie Course Funding Approval

The cost to send Amy Salminen to the course would be \$1695.00. There is \$2000 in the budget for continuing education for library staff. A discussion followed. A question was raised if the Monarch Library System offers professional development courses for the directors. The funding for the dale Carnegie Course was tabled.

**RESULT: DISCUSSED**

### b. Library Director's Evaluation Policy Approval

The policy change would require the library board president as well as an additional board member to be present when the library director receives their evaluation. A discussion followed. It was decided to leave the current policy in place. No action was taken.

**RESULT: DISCUSSED**

## 10. Next regular meeting date

Moved to 2/25/20 to accommodate local elections

## 11. Assigned Task Review

Amy Salminen all tasks

1. Find out who will pay for the repair of the sprinkler system if it breaks prior to its scheduled replacement.
2. Look for other continuing education programs that are more cost effective.
3. Policy Review on future agendas

## 12. Adjournment

The meeting was adjourned at 7:53 PM, Tuesday, January 21, 2020