

# 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, November 13, 2018 6:30 PM  
630 Poplar Street, West Bend, WI 53095

### 1. Call to Order

Attendee Name	Title	Status	Arrived
Deborah Bartinkowski	President	Present	
Joanne Kline	Vice President	Present	
James Knepler	Treasurer	Present	
Karen Wachholz	Secretary	Present	
Douglas Rakowski	Board Member	Excused	
Jessica Tortomasi	Board Member	Present	
Al Jung	Board Member	Present	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Aldersperson	Present	

### 2. Approval of the Agenda

- a. A motion was made to approve the agenda

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Timothy Harder, School District Representative
<b>SECONDER:</b>	Joanne Kline, Vice President
<b>AYES:</b>	Bartinkowski, Kline, Knepler, Wachholz, Tortomasi, Jung, Harder, Jenkins
<b>EXCUSED:</b>	Rakowski

### 3. Consent Agenda

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	James Knepler, Treasurer
<b>SECONDER:</b>	Jessica Tortomasi, Board Member
<b>AYES:</b>	Bartinkowski, Kline, Knepler, Wachholz, Tortomasi, Jung, Harder, Jenkins
<b>EXCUSED:</b>	Rakowski

- a. Approval of the Minutes from Tuesday, October 16, 2018  
Library Board - Regular Meeting - Oct 16, 2018 6:30 PM
- b. Approval of the Library Expenditures for October 2018

### 4. Financial Reports and Fund Balance Update

- a. Library Financial Reports for October 2018

The library received the last installment payment from the county of about \$123,000. In Memoriam donations last month: Mary Norton Memorial \$500 and Bill Josten Memorial \$820 WB Kiwanis Early Risers \$3000. Amy Salminen reported the city passed to 2019 budget with no changes to the library budget approved by the board.

**RESULT: DISCUSSED**

5. Public Comment - 5 Minutes

6. Library Director's Report

a. Library Director's Report for November 2018

Amy reported that Brad Ney was instrumental in carrying out the Fire Emergency Training on 11/1/18. All supervisors are now doing staff evaluations. These are due to the city by 12/1/18. All library staff will receive a 2% raise. Washington County Libraries are collaborating on marketing materials with the theme of Libraries Transform, a national campaign set up by ALA. The goal is to get Washington County residents to increase utilization of libraries in our county and decrease patrons from crossing into neighboring counties for materials, programs and services. A sample/draft brochure was previewed. These will be distributed throughout the county and information posted on Facebook and newsletters. The cost of printing will be shared by the libraries in the county.

Statistics: Everything was up except for volunteer hours and patron count. There 9 school tours of approximately 700 children.

**RESULT: DISCUSSED**

7. Library Board President's Report

Nothing to report.

8. Old Business

a. Monarch Library System Update for November 2018

1. Monarch Connect and Share was launched at the last directors's meeting. A training session was held after the last meeting in West Bend. System libraries will now be able to collaborate and share online using the Monarch Connect and Share portal.
2. A decision was made by the Circulation Committee to clean up long expired cards with fines \$50 and under. Libraries are given the option of not participating in the program. West Bend has opted out and will not forgive fines. It was also decided that all cancelled holds will be removed from patrons accounts immediately.
3. Lori Kreis was introduced as the new director of the Kewaskum Public Library.

**RESULT: DISCUSSED**

b. Library Website Redesign Project Update

Staff are currently loading content and beta testing is occurring, as problems arise ByteStudies is fixing them. This process will take a few months as staff tests the site and loads more content. Tim Harder asked that once the site is up and running will there be a support contract or will issues be resolved using billable hours. Question was also asked about who would be hosting the site. Currently Monarch is the host for the website at a cost of about \$45 per year. ByteStudios would charge \$45 per month. A discussion followed. It was suggested that ByteStudios the host at least for the 1<sup>st</sup> year.

<b>RESULT:</b>	<b>DISCUSSED</b>
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## 9. New Business

### a. Collection and Equipment Policy Approval

A motion was made to approve the Collection and Equipment Policies. 1<sup>st</sup> by Chris Jenkins, 2<sup>nd</sup> by Jessi Tortomasi. A discussion followed. The motion passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Jenkins, Alderperson
<b>SECONDER:</b>	Jessica Tortomasi, Board Member
<b>AYES:</b>	Bartinkowski, Kline, Knepler, Wachholz, Tortomasi, Jung, Harder, Jenkins
<b>EXCUSED:</b>	Rakowski

### b. Memorandum of Understanding For Outreach Services Approval

A motion was made to approve the Memorandum of Understanding for Outreach Services. 1<sup>st</sup> by Jessie Tortomasi, 2<sup>nd</sup> by Joanne Kline. A discussion followed. The motion passed unanimously. This will now go to the other participating libraries in the county for approval.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jessica Tortomasi, Board Member
<b>SECONDER:</b>	Joanne Kline, Vice President
<b>AYES:</b>	Bartinkowski, Kline, Knepler, Wachholz, Tortomasi, Jung, Harder, Jenkins
<b>EXCUSED:</b>	Rakowski

## 10. Next regular meeting date

Tuesday, December 18, 2019

## 11. Assigned Task Review

Chris Jenkins will check with the city to see if library fines may be added to the tax bill.

## 12. Closed Session

1. 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.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Timothy Harder, School District Representative
<b>SECONDER:</b>	Al Jung, Board Member
<b>AYES:</b>	Bartinkowski, Kline, Knepler, Wachholz, Tortomasi, Jung, Harder, Jenkins
<b>EXCUSED:</b>	Rakowski

## 13. Adjournment

Meeting adjourned at 7:34pm.