

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 19, 2019 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		Present	
Douglas Rakowski		Present	
Cindi Warnier		Present	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Aldersperson	Present	

2. Approval of the Agenda

A motion was made to approve the agenda, 1ST Doug Rakowski, 2nd Tim Harder. The motion passed unanimously.

3. Consent Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Douglas Rakowski
SECONDER:	Joanne Kline
AYES:	Bartnikowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

- a. Approval of Minutes from October 15, 2019
- b. Approval of Library Expenditures for October 2019
Library Board - Regular Meeting - Oct 15, 2019 6:30 PM

4. Financial Reports and Fund Balance Update

- a. Financial Reports for October 2019

Joseph Legate noted a \$760 donation in memoriam of Diane Rosenheimer. Doug Rakowski requested that the interest generated on the fund balances be listed under and go back into those specific funds. He also requested that the \$100,000 already committed to the basement renovation be listed on the report as well as a line added showing \$53,687 for capital improvements from the county that needs to be matched by the city.

RESULT:	DISCUSSED
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5. Public Comment - 5 Minutes

Joanne Kline attended Story Time on November 13 and commented on the quality of the programming and what a positive experience it was.

6. Library Director's Report

a. Library Director's Report for November 2019

- A. A marketing committee was formed the past month and has met twice. Items discussed were to create branding for all advertisements, events in the area to have informational booths/tables and to become more involved in the West Bend Chamber, possibly hosting a Business After Hours event in 2020.
- B. Boiler System repairs. Expansion joints in Pump 1 & 2 failed as well as a gasket failure in Pump 2. Total cost of the repair was \$1200, coming from the Building Maintenance account.
- C. Library Roof. There is a 2nd option to repair the roof that will add 10 years of life to the roof. This option would seal and repair the blisters on the roof. Building Maintenance is waiting on a 2nd quote.
- D. Statistics: Circulation is up 2% and electronic circulation has seen a significant increase. Patron count is slightly down. 125 people attended the Wreck of the Edmund Fitzgerald program.

RESULT: DISCUSSED

7. Library Board President's Report

Deb Bartnikowski attended the Trustees Dinner last month and gave a report.

8. Old Business

a. Monarch Library System Update

- 1. The directors discussed the trend of "Fine Fee" libraries. At the ALA Midwinter Meeting in 2019 a resolution was approved urging libraries to work towards being fine free in the future. If WBCML would adopt this it would mean a loss of \$33,000 in revenue. Amy Salminen will further research the subject.
- 2. MacMillan Publishing has instituted an 8 week embargo on all new eBooks, allowing one copy per consortium. The lease price for eBooks has also increased.

RESULT: DISCUSSED

b. Library Recreation Center Update

A 3D CAD presentation was shown. All of the infrastructure will be completed in Phase 1 of the project. A discussion followed. Tim Harder would like a separate meeting to discuss and draft a build out and lease agreement. Doug Rakowski hand out and read a list of his concerns on this project. Park & Rec has offered to contribute \$150,000 to the project and is requesting the library increase its commitment from \$100,000 to \$150,000 with a payback from Rec over no less the 10 years. Deb Bartnikowski took a role call of the board to move forward with the project. YES: Joseph Legate, Joanne Kline, Tim Harder, Chris Jenkins, Cindi Warnier, Karen Wachholz, Jessie Totomassi, Deb Bartnikowski. NO: Doug Rakowski. Deb Bartnikowski directed Joseph Legate to look into where this funding, what fund balances can be used to fund this project. He will look at both a \$100,000 and a \$150,000 expenditure for a formal vote at the December meeting.

RESULT: DISCUSSED

c. 2020 Library Budget Recap

Deb Bartnikowski would like to see quarterly budget updates. Amy Salminen will write a summary to give to Chris Jenkins to present to the common council.

RESULT:	DISCUSSED
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9. New Business

a. Monarch Library System/WBCML Network Equipment MOU

A motion was made to accept the Network Equipment MOU with the costs being \$2325.00 and and total Network replacement cost of \$557.26. 1st by Jessie Tortomasi, 2nd Doug Rakowski. A discussion followed. The motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Jessica Tortomasi, Vice President
SECONDER:	Douglas Rakowski
AYES:	Bartnikowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

b. Library Outreach Van

A motion was made to sign a new lease for the library Outreach Van. 1st by Doug Rakowski, 2nd by Chris Jenkins. A discussion followed. The motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Douglas Rakowski
SECONDER:	Chris Jenkins, Alderperson
AYES:	Bartnikowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

c. 2020 Summer Reading Program Proposal

A motion was made to commit \$1800 towards the 2020 Summer Reading Program from 2019 carry forward funds. 1st Doug Rakowski, 2nd Joanne Kline. A discussion followed that included where the funding should come from. Funding for Summer Reading Programs should be added to the budget going forward for 2021. The motion passed unanimously.

RESULT:	APPROVED [8 TO 1]
MOVER:	Douglas Rakowski
SECONDER:	Joanne Kline
AYES:	Bartnikowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder
NAYS:	Jenkins

d. Library Closed Dates for 2020

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

10. Next regular meeting date - Tuesday, December 17, 2019

a. Library Board Meeting Dates for 2020

Library board meeting dates were set for the 3rd Tuesday of the month at 6:30 PM.

RESULT:	DISCUSSED
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11. Assigned Task Review

1. Joseph Legate: Show the \$53,687 for Capitol Improvement in the financial report.
Show the interest earned per fund on the financial report
Research where the funding will come from for the basement renovations.
2. Amy Samlinen and Nick Lemke: Draft of a lease.
3. Amy Salminen, write a brief summary for Chris Jenkins to present to the common council.

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. -- Library Director's Evaluation

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Deborah Bartnikowski, President
SECONDER:	Jessica Tortomasi, Vice President
AYES:	Bartnikowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

13. Adjournment

The meeting was adjourned at 8:35 PM on Tuesday, November 19, 2019.