

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, December 17, 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	Excused	
Chris Jenkins	Alderman	Present	

2. Approval of the Agenda

A motion was made to approve the agenda, moving item 8C up to 8B. 1st by Doug Rakowski, 2nd by Chris Jenkins. The motion passed unanimously.

3. Consent Agenda

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

- a. Approval of the Library Board Meeting Minutes from November 19, 2019
Library Board - Regular Meeting - Nov 19, 2019 6:30 PM
- b. Approval of the Library Expenditures for November 2019

4. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update for November 2019

Joseph Legate has created a separate line, County Capital Fund in Library Fund 21. In order for the city to move those funds they are requesting a approval from the library board.

RESULT:	DISCUSSED
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A motion was made to create a separate line in Library Fund 21 listing the County Capital as a separate entity and that entity is a restricted fund balance

A motion was made to create a separate line in Library Fund 21 listing the County Capital as a separate entity and that entity is a restricted fund balance. Joseph Legate will put on the bottom of the sheet why it is restricted. These monies need to be matched by the city.

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

5. Public Comment - 5 Minutes

None

6. Library Director's Report

a. Library Director's Report for December 2019

- A. The Washington County Library Services survey will continue through February 22, 2020
- B. A quote was received from USA Fire Protection for the replacement of the other 3 runs of pipe in the attic. The cost for news runs and sprinkler heads is \$78,496. This is a CIP project in the next 2 years.
- C. Network switches were installed on December 10th. New router access points were installed on 12/16. The library is now 5G.
- D. A boiler system leak, main line was able to be repaired by city maintenance prior to the opening of the library.
- E. Doug Rakowski has requested that 2 board members be present at the Director's evaluations. This will be added to next month's agenda for the creation of a policy or procedure.

Statistics: Circulation is up 2% but patron count is down. Electronic circulation continues to skyrocket. There are over 800 computer logins per month, this numeric is down, possibly due to patrons bringing in their own devices.

RESULT:	DISCUSSED
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7. Library Board President's Report

None.

8. Old Business

a. Monarch Library System Update

Monarch Library System has now turned 3 years old. The Resource Advisory Workgroup has packed most of the STEM kits and they will be ready for circulation in the new year. Doug Rakowski reported that there was no Monarch Board meeting in December.

RESULT:	DISCUSSED
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b. Library Recreation Center Lease Agreement Discussions

There is no draft of a lease agreement yet. Doug Rakowski asked if there will be a cap on the monies spent by the library also if the city will commit money to the project. That can only be matched if the library board chooses to use County Capital funds. Nick Lemke stated that a lease agreement will be finalized prior to

construction. Park and Rec needs a financial commitment from the board to go to the common council to request permission to go out and bid the project. Chris Jenkins said we could approve the funds contingent on a signed MOU. Further discussion followed.

RESULT:	DISCUSSED
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c. Library Recreation Center Funding Approval

Joseph Legate and Amy Salminen met on December 9, 2019 and discussed best funding options for the project. Their recommendations are to take the following amounts for the Rec Center from these funds. \$29793.90 from Building Fund, \$40,206.10 from Fund 21 Strategic Plan, \$80,000 from Fund 126 Strategic Plan for a total of \$150,000. \$100,000 as an initial commitment and \$50,000 to be paid back over a period of time. The term and conditions of this payback will be included in the lease agreement. A discussion followed.

A motion was made to approve the Library Recreation Center funding of \$150,000 contingent on a signed lease agreement between the library board and Park & Rec with a payback of \$50,000 over a period time. 1st Joanne Kline, 2nd Cindi Warnier. The motion passed with Doug Rakowski voting no.

RESULT:	APPROVED [7 TO 1]
MOVER:	Joanne Kline
SECONDER:	Cindi Warnier
AYES:	Bartnikowski, Tortomasi, Wachholz, Legate, Kline, Warnier, Jenkins
NAYS:	Rakowski
EXCUSED:	Harder

9. New Business

a. Monarch Library System Agreement Approval

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

10. Next regular meeting date

Next Meeting Date is January 21, 2020.

11. Assigned Task Review

1. Joseph Legate add a line under Fund 21, County Capital Restricted Fund
2. Amy Salminen, add to agenda a discussion of a policy to have 2 board members be part of the Library Director's evaluation.
3. Amy Salminen, send Jessie Tortomasi any teen program information to distribute.
4. Amy Salminen, explain/report on the relationship between revenue and circulation.
5. Update on the common councils approval of going out to bid on the Rec Center project.

12. Adjournment

The meeting was adjourned at 7:26 PM, Tuesday, December 17, 2019