

# 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, March 20, 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	Present	
Andrew Chevalier	Board Member	Absent	
Al Jung	Board Member	Present	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Aldersperson	Late	

### 2. Approval of the Agenda

- a. Motion was made to approve the agenda

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Douglas Rakowski, Board Member
<b>SECONDER:</b>	Timothy Harder, School District Representative
<b>AYES:</b>	Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Jung, Harder
<b>ABSENT:</b>	Chevalier, Jenkins

### 3. Consent Agenda

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

- a. Approval of the Minutes from February 14, 2018  
Library Board - Regular Meeting - Feb 13, 2018 6:30 PM
- b. Approval of Library Expenditures for February 2018

### 4. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update for February 2018

Doug Rakowski suggested we look at designating some of the funds from the Nonrestricted Money Market Account. Brad Ney suggested the funds go to the Emergency Fund. This will be added to the April meeting agenda.

**RESULT: DISCUSSED**

5. Public Comment - 5 Minutes

6. Library Director's Report

a. Library Director's Report for March 2018

Amy Becker ( see handout in packet ): Due to a backed up sewer line the library had to close at 3:00 PM on Monday, March 19th. The restrooms had to be closed and by law the building could not remain open with no access to public restrooms. The library reopened on Tuesday, March 20<sup>th</sup> at 9:00 AM. There was some backup in the basement. Doug Rakowski asked if we knew why this occurred. Karen Wachholz suggested that public works department take a look at the sewer line with their camera equipment to look for other potential problems.

Statistics: Overdrive and Programs saw an increase in February but circulation was down as compared to last year.

Back to School, Back to Books: Doug Rakowski asked why we would have to wait until September to launch the program. Deb Bartnikowski stated that there needs to be time to develop a policy and practice/process. This type of program that gives patrons the opportunity to purchase materials for the library with the caveat that they would get first dibs on the materials purchased has been done at other libraries. Al Jung suggested adopt/adapt a policy from another library. A discussion followed and Amy stated they need to work out the logistics of the program and it may be possible to move the program up to August. A time line for the Back to Books program will be on the April agenda.

**RESULT: DISCUSSED**

7. Library Board President's Report

Website redesign added to agenda

8. Old Business

a. Monarch Library System Update

Trustee Event, April 19<sup>th</sup> at West Bend Mutual. Tony Evers from the state will be the speaker. There are 2 spots open and the cost is \$5.00. He will be speaking on PLSR, Public Library Redesign Project. The Reconciliation Report will start on May 1<sup>st</sup>. The Monarch Director's Council set guidelines to the holds/buy ratios. There is a new routing sequence based on net minuses and pluses from last year. This looks at the pick list and who will be first at filling that hold. The In Demand Collection that is managed by Mead Public Library, the funding will be allocated for DVD's at a ratio of 5 to 1.

**RESULT: DISCUSSED**

b. Website Redesign Project Update

Amy's hoping to get a timeline for the project by the next meeting. Joanne Kline asked if we can get a preview of the concept for the new website. Tim Harder would like to see an overview of the project. Amy will submit those requests to Byte Studios.

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

### a. Patrons Park Water Feature Bid Award

Max Marechal, the city engineer gave a summary of the bid process for the water feature and a recommendation that the contract be awarded to Blaze Landscape Contracting in the amount of \$33,900.00 with a contingency fund of \$1,700.00 with a total not to exceed \$35,600.00. Monies will come out of the Schlegel Family Foundation donation that was donated specifically for a water feature for the park. Doug Rakowski requested we get a quote from Blaze for the maintenance of the water feature and that we designate the remaining funds of the Schlegel donation for maintenance. Al Jung asked if it has to be Blaze or another contractor and Amy will work with Max on that. Chris Jenkins asked if we should put it out there for bid again since we only received one bid. Max stated they researched the materials to be used and the pricing Blaze gave was comparable to their numbers. Deb Bartnikowski called for a motion to accept the bid from Blaze and award them the contract to install the water feature in Patron's Park. 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Joanne Kline. The motion passed unanimously.

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

## 10. Next regular meeting date -- Tuesday, April 17, 2018

## 11. Assigned Task Review

Amy Becker: Recommendations for designation of nonrestricted funds. Request an inspection of the sewer by the city. Back to School, Back to Books time line. Website preview.

## 12. Adjournment

The meeting was adjourned at 7:02 PM, March 20, 2018