

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, April 16, 2019 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	
Jessica Tortomasi	Board Member	Present	
Al Jung	Board Member	Absent	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Aldersperson	Present	

2. Approval of the Agenda

- a. A motion was made to approve the agenda

RESULT: ADOPTED [UNANIMOUS]
MOVER: Douglas Rakowski, Board Member
SECONDER: Joanne Kline, Vice President
AYES: Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Tortomasi, Harder, Jenkins
ABSENT: Jung

3. Consent Agenda

RESULT: APPROVED [UNANIMOUS]
MOVER: Douglas Rakowski, Board Member
SECONDER: Jessica Tortomasi, Board Member
AYES: Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Tortomasi, Harder, Jenkins
ABSENT: Jung

- a. Approval of the Library Board Minutes from February 19, 2019
Library Board - Regular Meeting - Feb 19, 2019 6:30 PM
- b. Approval of Library Expenditures for February and March 2019

4. Financial Reports and Fund Balance Update

- a. Financial Reports for March 2019

Jim Knepler noted that there were no donations during the month of March. He acknowledged a donation of \$500 from the estate of Andrea Gail Johnson in April. The library is expecting some significant donations to come in by the end of April for the Summer Reading Program.

RESULT: DISCUSSED

- b. Transfer Restricted Funds to Undesignated Fund Balance to cover 2018 operating loss - *Amendment*

The audit has been completed and there is a deficit of \$33,236.67 for the Operating Expense Fund. Deb Bartnikowski suggested that \$33,236.67 be transferred from the Emergency Fund to the Operating Expense Fund. A discussion followed.

A motion was made to move \$33,236.67 from Library Fund 21, Emergency Fund to Library Fund 21, Operating Expense Fund. 1st Chris Jenkins, 2nd Joanne Kline, voting yes: Deb Bartnikowski, Joanne Kline, Karen Wachholz, Jessie Tortomasi, Chris Jenkins, Tim Harder, Jim Knepler. Voting no: Doug Rakowski. The motion passed.

RESULT: APPROVED [7 TO 1]
MOVER: Chris Jenkins, Alderperson
SECONDER: Joanne Kline, Vice President
AYES: Bartinkowski, Kline, Knepler, Wachholz, Tortomasi, Harder, Jenkins
NAYS: Rakowski
ABSENT: Jung

5. Public Comment - 5 Minutes

None.

6. Library Director's Report

- a. Library Director's Report for March/April 2019

There is a leak with a loss in pressure of the sprinkler system on the 2nd floor. Estimates are being sought for scaffolding to access the area and the repair work from USA Fire Protection.

One of the self-check machines is over 20 years old and is no longer supported by Biblioteca under the maintenance contract. Brad Ney is working to get a quote for the cost of replacement if and when the machine breaks down and we wish to replace it. Brad will also try and retrieve the data from the machines to see how many people actually use them.

There was an increase in digital resources use in March and program attendance was up; 1039 in February, 1510 in March.

Doug Rakowski asked if staff names may be added to the library organizational chart.

RESULT: DISCUSSED

7. Library Board President's Report

Deb Bartnikowski would like to thank Jim Knepler and Al Jung for their service on the library board. Both men will be leaving the library board.

8. Old Business

- a. Monarch Library System Update

The Wisconsin Library Standards Program continues with a second group of libraries participating. Amy has been reviewing the standards and some of the standards seem a bit unreasonable. Doug Rakowski asked what happens if we do not meet the standards, Amy reported nothing will happen.

Share Point continues to be developed and is now being used by library directors. The system is able to post many helps and instructions here for the librarians to use and refer to.

The Monarch System Board has conducted interviews for the director's position and an offer has been made. The board is waiting on a reply.

RESULT:	DISCUSSED
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9. New Business

a. Library Basement Renovations

Craig Hoepfner from Park, Recreation and Forestry spoke to the board on their need for a new space for programming purposes as the city is selling Mutual Mall. Craig and Amy have worked with Zimmerman Architects on a design to remodel the library basement that would meet both Park and Rec as well as the library's needs. Craig suggested this be accomplished in 2 phases, referring to the detailed floor plan provided. The mechanical units of the library have been checked and have sufficient capacity to provide heating and air conditioning. Area for phase one is approximately 9000 square feet. Phase one of the project would need to be completed when fall programs resume.

A discussion followed. Concerns were raised about the initial build out costs. Deb Bartnikowski stated that the library will receive approximately \$53,000 from the county for capital improvements and the city would have to match 50% of that amount. Other items discussed were what the rental fees would be, would the library have access to these areas for programs, what would be the library's return on investment. The initial estimate for phase one is \$200,000-300,000. Doug Rakowski would like to see a more accurate cost projection of the project. Craig and Amy will Meet with Zimmerman and present a more detailed proposal at the May board meeting.

RESULT:	DISCUSSED
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b. Patrons Park Maintenance

A motion was made to contract with Scott's Landscape for the maintenance of Patrons Park at a cost of \$6400 per year with funds coming from the Patrons Park Fund. 1st by Joanne Kline, 2nd by Doug Rakowski, the motion passed unanimously.

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

10. Next regular meeting date -- Tuesday, May21, 2019

11. Assigned Task Review

Amy Salminen, check with the city as to the time requirements to transfer funds to the Operating Expense Fund.

12. Adjournment

The meeting was adjourned at 7:26 PM, Tuesday, April 16, 2019