

# WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, April 19, 2016

Members Present: Deb Bartnikowski, Karen Wachholz, Chris Jenkins

Doug Rakowski, JC Callen, Tim Harder, Joanne Kline, Jim Knepler

Members Absent: Al Jung

**1. Call to Order:** Deb Bartnikowski, 6:32 PM

**2. Approval of the Agenda:** A motion was made to approve the agenda, 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Chris Jenkins, the motion passed unanimously.

**3. Consent Agenda**

**A. Minutes of March 15, 2016 meeting.**

**B. Minutes of April 1, 2016 special meeting.**

**C. Approval of the Library Expenditures for March 2016.**

A motion was made to approve items A, B and C of the consent agenda. 1<sup>st</sup> by JC Callen, 2<sup>nd</sup> by Joanne Kline, the motion passed unanimously.

**4. Financial Reports and Fund Balance Updates:** Doug Rakowski (see handout)

Doug made note that these figures were compiled after the audit.

**5. Public Comments:** None

**6. Library Director's Report:** Amy Becker (see handout in packet for full report)

1<sup>st</sup> quarter report on Library Director Goals and Objectives for 2016 is in your packet. Please see Amy privately if you wish to discuss them further. Deb would like the board to give any comments or concerns regarding this report to her by the May meeting for a possible closed session review in June.

**7. Library Board President's Report:** Deb Bartnikowski

As discussed in a prior meeting, the board would like some resolution to the debt reduction issue as it pertains to the past land purchase associated with the library expansion. Deb and Doug met with the city and were told our concerns would be sent on to the city attorney for review. As of this date no reply has been received from the city attorney. The option of hiring an independent attorney was discussed with no action taken on this at this time. The monies in question are received from the county but there has been no approval by the library board for these funds to be used for debt reduction of the library expansion debt. Deb would like the money this year and going forward to come to the board and we decide how it should be used for debt reduction.

A resolution was made to: Pursue resolution of debt reduction library capitol finance issues  
Including; state statute, city handling and county contracts.

A vote was taken, voting YES were: Deb Bartnikowski, Karen Wachholz, Doug Rakowski, JC Callen, Tim Harder, Joanne Kline, Jim Knepler with Chris Jenkins obtaining. The motion passed.

Deb Bartnikowski will send a letter to the city that will include the state statute and the information from the Wisconsin League of Municipalities.

## 8. Old Business

**A. MWFLS Update:** Doug has been attending the Eastern Shores meetings. There is a detailed MWFLS Update in the library director's report under MWFLS and Merger Committee.

**B. Library Redesign Project Update:** Amy Becker

Advertisement for bids were out on 4/6 and 4/13. The bids will come in on 5/13 and be reviewed by Amy Becker, Karen Wachholz and JC Callen.

**C. Lighting Conversion to LEDs:** Amy Becker ( see handout in packet)

Total energy savings annually, \$20,352.00. There will also be a savings on building maintenance due to a reduction in the frequency city staff will need to come and replace bulbs in the building. The city will pay for the installation of the LED bulbs.

A motion was made to approve the conversion to LED lighting at a cost of \$31,280.

1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Tim Harder, the motion passed unanimously.

## 9. New Business

**A. Digital Creation Lab Policies Approval:** (See handout in packet)

A motion was made to approve the Digital Creation Lab Policy and the Digital Creation Lab User Agreement. A discussion followed and Tim Harder asked for an update after three months on how the Lab will be marketed and shared/usage. A vote was taken, voting for approval were: Deb Bartnikowski, Doug, Rakowski, Chris Jenkins, Karen Wachholz, Tim Harder, Jim Knepler, Joanne Kline. Voting No, JC Callen. The motion passed.

**B. 2017 Library Operations Budget:** (See section under Director's Report in packet)

Amy will be sending out RFP's for elevator maintenance and landscaping and snow removal. Amy asked the board what should the focus be. A discussion followed that included salary adjustments to go up, addition of computer games for check out/rental, more digitalization, adding digital hot spot technology for check out. Amy will also be getting the numbers and cost estimates for ongoing contracts and technology. Amy will present the 2017 budget with and without a merger with another library system.

**C. Library 101: Transits: How a Book gets to a patron from Another Library** ( see handout in packet)

Doug said it was an outstanding report and shows why we need the staff to handle all the steps in the process.

**D. Yearly Calendar Review:**

1. Elections of offices at the May 17<sup>th</sup> meeting

2. Budget update at the June meeting, budget needs to be in to the city by August.

## 10. Next meeting date, Tuesday, May 17, 2016

### 11. Assigned Task Review:

1. Review the self-performance evaluation that Amy provided (in the 4/19 packet) and bring them to the May 17<sup>th</sup> meeting, or send to Deb before then.

2. Consider Amy's proposed allotments for the fund balance designations (in the 4/19 packet) and be prepared to vote on designations at the next meeting.

