

# WEST BEND COMMUNITY MEMORIAL LIBRARY

630 POPLAR STREET, WEST BEND, WISCONSIN 53095 PHONE: 262.335.5151



## MINUTES

### West Bend Community Memorial Library Board Meeting Thursday, April 23, 2020 6:30 PM 630 Poplar Street, West Bend, WI 53095

The public is able to monitor the meeting through local cable access channel 987 and live online at <https://westbend.viebit.com>. A recording of the meeting will be available on demand within two business days at <https://westbend.viebit.com>

#### I. 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	
Brett Bergquist	District 3 Alderman	Present	

#### II. Resolution Temporarily Amending the West Bend Community Memorial Library Board Bylaws

The resolution was written to allow the library board to hold meetings using a digital format, telephone or video conferencing for the duration of the COVID-19 emergency. A motion was made to approve the resolution, 1<sup>st</sup> by Joanne Kline, 2<sup>nd</sup> Jessie Tortomasi. A discussion followed. The motion passed unanimously.

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

#### III. Consent Agenda

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

1. Approval of the Minutes from February 25, 2020  
Library Board - Regular Meeting - Feb 25, 2020 6:30 PM
2. Approval of the Library Expenditures for February 2020 and March 2020

#### IV. West Bend Community Memorial Library Bylaws Review

Deb Bartnikowski, Library Board President requested all board members review the bylaws and send any issues or concerns to Amy Salminen. Amy and Deb to update and to possibly add ways to digitally vote on issues that pertain to the library.

**RESULT: DISCUSSED**

**V. Budget Impact of COVID-19**

Amy Salminen gave a brief synopsis. Due to the closure of the library there is a projected loss of income of \$4,463.40. There is also a projected loss of income from the county for the Outreach Budget. If no Outreach services are offered the library cannot bill the county. A discussion followed. Concerns brought up by board members were: What has staff been doing during the closure, does the Library have a layoff plan, will we receive any income from curbside pickup, do individuals who have chosen not to work receive health insurance.

Amy Salminen reported that those who chose not to work were part time and do not receive health insurance. Staff have been cleaning, developing programming, collection development. There will also be some cost savings from those staff who have chosen not to work. No monies for extra services like printouts or copies will be generated from curbside pick up.

**VI. Impact of Library's Closure on the Community**

Amy Salminen reported one significant impact on patrons has been the loss of access to technology/computers. WIFI is available outside the building. The suspension of in person programming for adults and children. No free notary service. No ILLs transfers, no tutoring and proctored exams. No printing services available.

**RESULT: DISCUSSED**

**VII. Plan to Reopen the Library**

Curbside pickup of materials will begin on Monday, April 27, 2020. Amy Salminen explained how the process will be implemented. A discussion followed. A draft of the 3 step plan is in the board packet. Doug Rakowski read a list of questions concerning the reopening that he will also email to Amy Salminen.

**RESULT: DISCUSSED**

**VIII. Ajournment**

**Task Review**

Doug Rakowski will email his list of question to Amy Salminen.

Board members to review the bylaws and send and concerns or issues to Amy Salminen.

Amy Salminen, look into possible ways to provide print services for patrons

The meeting was adjourned at 7:40 PM, Thursday, April 23, 2020

The next meeting will be Tuesday, May 19<sup>th</sup> 2020.

Minutes submitted by  
Karen Wachholz  
WBCML Secretary