

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, May 15, 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	
Al Jung	Board Member	Present	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Aldersperson	Present	

2. Approval of the Agenda

A motion was made to approve the agenda, 1st Doug Rakowski, 2nd, Al Jung. The motion passed unanimously.

- a. Motion was made to approve the agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Douglas Rakowski, Board Member
SECONDER:	Al Jung, Board Member
AYES:	Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Jung, Harder, Jenkins

3. Consent Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joanne Kline
SECONDER:	James Knepler, Treasurer
AYES:	Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Jung, Harder, Jenkins

- a. Approval of Minutes from March 20, 2018
Library Board - Regular Meeting - Mar 20, 2018 6:30 PM
- b. Approval of Minutes from April 17, 2018 Meeting
Library Board - Regular Meeting - Apr 17, 2018 6:30 PM
- c. Approval of Library Expenditures for March and April 2018
A motion was made to amend the agenda, moving item 10. C earlier on the agenda, prior to line item 4, Election of Officers

Entertain a Motion to Adjourn into Closed Session Pursuant to State Statutes Section 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. (Employee Medical Leave)

Reconvene in Open Session

Meeting Resumed at 6:40pm.

4. Election of Officers

The following individuals were elected as officers of the library board.

Deb Bartnikowski President
Joanne Kline Vice President
Karen Wachholz Secretary
Jim Knepler Treasurer

5. Financial Reports and Fund Balance Update

a. Financial Reports and Fund Balance Update for March and April 2018

Jim Knepler reported that the library received the quarterly payment from the county.

Doug Rakowski pointed out a discrepancy between the March and April reports in Outreach Fund 128.

Jim will look into that and report at the next meeting.

RESULT:	DISCUSSED
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6. Public Comment - 5 Minutes

None.

7. Library Director's Report

Building maintenance expenditures were up significantly, draining the building and maintenance supply budget. Amy Becker will be asking for some of the undesignated fund balance to be transferred to the operating budget under that line item.

a. Library Directors Report For April 2018

RESULT:	DISCUSSED
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b. Library Directors Report for May 2018

RESULT:	DISCUSSED
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8. Library Board President's Report

None.

9. Old Business

a. Monarch Library System Update

The Wisconsin Standards for Public Libraries was released in April. Amy Becker will be reviewing the standards. The standards are not mandatory. The system is conducting a pilot project with 6 libraries for 6 months to get an estimate of where the system is in terms of the new standard. The Monarch Agreement has

been passed and will go to the Monarch Library System Board for approval, and then to all the library boards for approval.

RESULT: DISCUSSED

b. Website Redesign Project Update

The target date to be up and running is August.

RESULT: DISCUSSED

10. New Business

a. Designation of Library Undesignated Fund Balance

A motion was made to move this action to the June 19, 2018 meeting. 1st by Chris Jenkins, 2nd by Al Jung, the motion passed with Doug Rakowski voting no.

RESULT:	TABLED [7 TO 1]	Next: 6/19/2018 6:30 PM
MOVER:	Chris Jenkins, Alderperson	
SECONDER:	Al Jung, Board Member	
AYES:	Bartinkowski, Kline, Knepler, Wachholz, Jung, Harder, Jenkins	
NAYS:	Rakowski	

b. Back To School -- Back to Books Timeline

The program was discussed and it was suggested that we drop the Back To School - Back To Books program and go with the "Giving Tree" program that was highlighted in the report. Doug Rakowski thanked Amy Becker for all of her work on the program.

A motion was made to drop the Back To School - Back To Books program. 1st by Doug Rakowski 2nd by Chris Jenkins, the motion passed unanimously.

RESULT: DISCUSSED

c. A motion was made to drop the Back To School – Back To Books program.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Douglas Rakowski, Board Member
SECONDER:	Chris Jenkins, Alderperson
AYES:	Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Jung, Harder, Jenkins

11. Next regular meeting date -- Tuesday, June 19, 2018

12. Assigned Task Review

1. Joanne Kline will send a letter to Andrew Chevalier thanking him for his time on the board and willingness to continue to remain on the facilities committee.
2. Jim Knepler will look into the discrepancy in Outreach Fund 128
3. Brad Ney will put the open positions on the library website.

13. Adjournment

The meeting was adjourned at 7:10 PM, Tuesday, May 15, 2018