

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 19, 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 within two business days at <https://westbend.viebit.com>

1. 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	

2. Approval of the Agenda

A motion was made to approve the agenda. 1st by Doug Rakowski, 2nd by Cindi Warnier. The motion passed unanimously.

3. Election Of Officers

A motion was made for Deb Bartnikowski to continue to serve as President. 1st by Doug Rakowski, 2nd by Jessie Tortomasi. Motion passed unanimously

A motion was made for Jessie Tortomasi to continue to serve as Vice President. 1st by Joanne Kline, 2nd by Doug Rakowski. Motion passed unanimously

A motion was made for Cindi Warnier to serve as Secretary. 1st by Deb Bartnikowski, 2nd by Doug Rakowski. Motion passed unanimously.

A motion was made for Joseph Legate to continue to serve as Financial Secretary. 1st by Doug Rakowski, 2nd by Jessie Tortomasi. Motion passed unanimously.

4. Consent Agenda

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

a. Approval of Minutes from April 23, 2020

Library Board - Special Meeting - Apr 23, 2020 6:30 PM

b. Approval of Library Expenditures For April 2020

5. Financial Reports and Fund Balance Update

a. Financial Reports and Fund Balance Update

RESULT: DISCUSSED

b. Outreach Funds

A motion was made to modify the Fund Balance Report to show an Operating Expense Line and a Restricted Fund Balance Line for Fund 128 Outreach Funds. 1st by Doug Rakowski, 2nd by Joanne Kline. Motion passed unanimously.

A motion was made to use \$3300 of the Outreach Fund Balance and not charge the 3 libraries for services for 1 quarter due to COVID 19. 1st by Doug Rakowski, 2nd by Joanne Kline. Motion passed unanimously.

c. 2019 Undesignated Fund Balance Designation Approval with Summer Reading Proposal

Amy Salminen presented a recommendation for use of the Undesignated Fund Balance from 2019. Modification were made as follows:

	Fund 21	Fund 126	Total
Materials	\$10,000.00	\$10,000.00	\$20,000.00
Sp. Purpose for SRP	\$500.00	\$500.00	\$1,000.00
Tech. Support Fund Balance	\$3,000.00	\$3,000.00	\$6,000.00
Emergency Fund Balance	\$31,051.52	\$16,372.36	\$47,423.88
Total	\$44,551.52	\$29,872.36	\$74,423.88

A motion was made to approve this amended recommendation. 1st by Doug Rakowski, 2nd by Joanne Kline. Motion passed unanimously.

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

6. Library Director's Report

a. Library Director's Report for May 2020

See Report in Packet.

RESULT: DISCUSSED

7. Library Board President's Report

On May 13, 2020 Amy Salminen celebrated her 7th year with the West Bend Community Memorial Library. During the June meeting there will be a closed session to discuss the library director's mo. evaluation. The bylaws discussion will be postponed for a later date.

8. Old Business

a. Monarch Library System Update

Delivery of materials started April 24th. The goal of starting delivery was to return items to their home library. Libraries are not to pull holds for other libraries at this time.

Beanstack is being set up for libraries through funding from DPI. This app will allow for virtual tracking of reading and activities for the Summer Reading Program.

Doug Rakowski reported that the search for a new system director is ongoing.

RESULT:	DISCUSSED
----------------	------------------

9. New Business

a. Approval to Reopen the Library Monday - Friday 9am-5pm Starting May 20, 2020

The plan for reopening the library and moving to the next phase was discussed. Conversation occurred around safety precautions the library is taking to protect the staff and patrons. Items of discussion included signage around the library for restrooms and elevator use, wearing masks, 72 hour quarantine of returned materials, cleaning expectations and a time limit recommendation for patrons, and clear and consistent messaging. Tim also would like to see a task list for staff to work on during down time.

A motion was made to open the library Monday-Friday 9am to 5pm starting May 20, 2020. 1st by Deb Bartnikowski, second by Karen Wachholz. The motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Deborah Bartnikowski, President
SECONDER:	Karen Wachholz, Secretary
AYES:	Bartnikowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Bergquist

b. Social Distancing Policy Approval

There was discussion on why we would need to have this policy. Amy Salminen reported that many libraries are doing this with the recommendation from DPI. It will help the library staff enforce social distancing in the library. Tim recommended that this policy only be in effect when the library is in the phases designated with social distancing.

A motion was made to adopt the social distancing policy to be in effect while the library is in the Partial Open with Social Distancing or Open with Social Distancing phases. 1st by Tim Harder, 2nd by Jessie Tortomasi. The motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Timothy Harder, School District Representative
SECONDER:	Jessica Tortomasi, Vice President
AYES:	Bartnikowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Bergquist

10. Next regular meeting date -- Tuesday, June 16, 2020

11. Assigned Task Review

Amy Salminen: Create signage with regards to social distancing policy and elevator usage

Amy Salminen: Create a list of tasks for staff to do during the down time

Board Members: Come prepared with feedback for Library Director appraisal

12. Adjournment

The meeting was adjourned at 8:10 PM.