

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 21, 2019 6:30 PM
630 Poplar Street, West Bend, WI 53095

1. Call to Order

Attendee Name	Title	Status	Arrived
Deborah Bartinkowski	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	
Chris Jenkins	Aldersperson	Present	

a. Introduction of Library Board Members

RESULT: DISCUSSED

2. Approval of the Agenda

a. A motion was made to approve the agenda

RESULT: ADOPTED [UNANIMOUS]
MOVER: Douglas Rakowski
SECONDER: Joanne Kline
AYES: Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

3. Election of Library Board Officers

a. A motion was made to elect Deb Bartnikowski Board President

RESULT: ADOPTED [UNANIMOUS]
MOVER: Joanne Kline
SECONDER: Douglas Rakowski
AYES: Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

b. A motion was made to elect Jessica Tortomasi Board Vice president

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joanne Kline
SECONDER:	Chris Jenkins, Alderperson
AYES:	Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

c. A motion was made to elect Karen Wachholz Board Secretary

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Chris Jenkins, Alderperson
SECONDER:	Joseph Legate, Treasurer
AYES:	Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

d. A motion was made to elect Joseph Legate Board Treasurer

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Douglas Rakowski
SECONDER:	Jessica Tortomasi, Vice President
AYES:	Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

4. Consent Agenda

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

- a. Approval of the Minutes from April 16, 2019
Library Board - Regular Meeting - Apr 16, 2019 6:30 PM
- b. Approval of the Library Expenditures for April 2019

5. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update

Amy Salminen reported that the library has received numerous donations for the summer reading program and park maintenance with more donations to be listed in the report at the next meeting. Jay Shambeau from the city was present to explain the funding difference between and Enterprise Department and a Special Department. The library is a Special Department that receives it's funding from the city and the county and retains their own fund balance. State statues require library funds remain separate from city and county funds. The board voted at the April 16, 2019 meeting to move \$33236.67 from Library Fund 21, Emergency Fund to Library Fund 21, Operating Expense Fund to cover a deficit in the Operating Expense fund. Doug Rakowski asked if we can wait to transfer the funds until the end of the year. Amy Salminen reported that we can carry a negative balance only if we can cover it by the end of the year. Since the board already approved the transfer there is no need to wait until the end of the year.

RESULT:	DISCUSSED
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6. Public Comment - 5 Minutes

None

7. Library Director's Report

a. Library Director's Report for May 2019

"A Universe of Stories" is the theme for this year's summer reading program. The Ice Cream Social Event will be June 6th in patron's Park. The sprinkler system required an emergency repair due to a failure of the 3" valve on the 2nd floor. The cost of the repair was \$6842.00 and the funds were taken from the building maintenance budget. The Strategic Planning Committee has been meeting and a 2 page Strategic Plan will be presented at the June meeting. Full time staff received CPR and Stop the Bleeding training from the West Bend Fire Department on May 9 & 10. Funds will be budgeted for all staff to receive the training next year. Amy also reported that circulation was up under the statistic portion of the board packet.

RESULT:	DISCUSSED
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8. Library Board President's Report

a. Patron CD Player Issue

Aaron Trimmer stated that one of the stickers from a library CD had come loose and damaged the CD player in his car. He is seeking \$428.00 for the replacement of the CD player. When signing up for a library card, the patron signs that they will be responsible for the materials they check out. The library is not responsible for devices owned by the borrower. A discussion followed.

RESULT:	DISCUSSED
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b. A motion was made not reimburse Mr. Trimmer for the cost of the CD player and to follow the policy listed when you apply for a library card.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Douglas Rakowski
SECONDER:	Joseph Legate, Treasurer
AYES:	Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

9. Old Business

a. Monarch Library System Update for May 2019

The new interim System Director will be Jennifer Chamberlain starting on June 3rd, 2019. Librarians within the system will be at all county fairs this summer and the cost will be covered by the system. The Monarch System Technology Department brought a Network Hardware Proposal to the Directors Council for consideration and approval. This would get all the libraries on the same type of system. The replacement of the hardware would occur every 5-6 years. The proposal would also create an account where libraries would pay into yearly to cover the cost.

RESULT:	DISCUSSED
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b. Library Basement Renovations Update

An initial estimate for the renovation from Zimmerman came it at a projected cost of \$381,086 plus design fees of \$26,100. Craig Hoepfner from the Park, Recreation and Forestry department stated that they can try and get this down to \$300,00 by having Park & Recreation be the general contractor, using local contractors and other forms of funding such as donations for services and grants. A discussion followed that included a time frame for the project. Craig would like to be ready to use the basement for programming by January

2020. Other items discussed were to take \$279,000 from Fund 21 and the possible use of a commercial lease agreement between Park & Recreation and the library. It was agreed upon to move forward with the project but agree not to commit a specific dollar amount at this time.

RESULT:	DISCUSSED
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10. New Business

a. Library Roof Assessment

Aerial photos were shown of the flat roof section that is in need of repair. One of the beams that holds the Trane HVAC unit is also deteriorating and needs to be replaced with a steel beam. The estimated cost of the roof and beam replacement is \$283,000. The library will need to go to the City for the funds to repair the roof. Chris Jenkins will go to the Common Council and request the funding which would be a 50% match between the city and the county in the 2020 budget.

RESULT:	DISCUSSED
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b. Library Card Registration Policy

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Douglas Rakowski
SECONDER:	Cindi Warnier
AYES:	Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

c. Collection and Equipment Policy

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

d. Tornado Emergency Policy Approval

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Douglas Rakowski
SECONDER:	Jessica Tortomasi, Vice President
AYES:	Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

e. Self Check Machine Replacement

Brad Ney presented statistics as to the usage of the machines and a proposal from Bibliotheca for a replacement machine for the one that is can no longer be serviced due to age. The cost to replace the machine is \$17,276.20. Tim Harder asked what is the cost of the yearly maintenance agreement. Brad Ney reported that is \$2000.00 per year. Other items of discussion were what is the life cycle of these machines, what types of self check out machines are other libraries using, can we put this item into the 2020 budget. Tim Harder also asked if the library can go thru the state contracts for the purchase of this item. No action was taken n the purchase of a new self checkout machine at this time.

RESULT:	DISCUSSED
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11. Assigned Task Review

Chris Jenkins will speak with the common council regarding the funding of the roof.

12. Next regular meeting date -- Tuesday, June 18, 2019

13. Adjournment

The meeting was adjourned at 8:15, Tuesday, May 21, 2019