

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, June 16, 2020 6:30 PM
1115 S. Main Street, West Bend, WI 53095

1. Call to Order

Attendee Name	Title	Status	Arrived
Deborah Bartnikowski	President	Present	
Jessica Tortomasi	Vice President	Present	
Cindi Warnier	Secretary	Excused	
Joseph Legate	Treasurer	Present	
Joanne Kline		Present	
Douglas Rakowski		Present	
Karen Wachholz	Secretary	Present	
Timothy Harder	School District Representative	Present	
Brett Bergquist	District 3 Alderman	Present	

2. Approval of the Agenda

- a. A motion was made to approve the agenda

RESULT: ADOPTED [UNANIMOUS]
MOVER: Douglas Rakowski
SECONDER: Timothy Harder, School District Representative
AYES: Bartnikowski, Tortomasi, Legate, Kline, Rakowski, Wachholz, Harder, Bergquist
EXCUSED: Warnier

3. Consent Agenda

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

- a. Approval of the Minutes from May 19, 2020
Library Board - Regular Meeting - May 19, 2020 6:30 PM
- b. Approval of the Library Expenditures for May 2020

4. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update for May 2020

RESULT: DISCUSSED

A motion was made to rename the line for Fund 128 Restricted Fund Balance to Outreach Operating Expense Line.

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

A motion was made to designate \$100,000 from Outreach Fund 128 Fund Balance to a new Designated Line entitled Outreach Restricted Fund Balance.

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

5. Public Comment - 5 Minutes

No public comment.

6. Library Director's Report

a. Library Director's Report for June 2020

We are serving between 250-450 people a day since reopening. Summer reading program has started as of yesterday. We are using Beanstack.com. We are doing reading challenges, Lego challenges, adults are doing a reading program. Performers are still doing their program, but are doing it virtually. We are taking attendance using Zoom and FB live. We also have started a "story walk" that is now on display. 2020 budget is delayed this year. Emails should be coming June 30th. Amy started the Dale Carnegie program. She is learning much and is appreciative of the opportunity to attend. She will be giving us an update on her experience once it is completed. Deb asked what attendance was at pre-virus to compare to our numbers now. Amy said about 500-600 a day. Doug is asking if we have improved our techniques and procedures with dealing with Covid. Are we more efficient. Is it mandated to hold materials for 72 hours in quarantine? Can we move it to 48 hours? Is it safe? There is a staffing issue. Tim asked if we have staff working outside of regular library business hours. Amy said everyone leaves by 5:00. We have had volunteers pull books in the past for holds. We do not have volunteers at this time. Amy is looking at reinstating our volunteers if they sign a waiver for liability concerns.

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

7. Library Board President's Report

Nothing to report.

8. Old Business

a. Monarch Library System Update

ILS agreement with Dell has been signed. Hardware coming in July 17th. Libraries will be getting a 5% increase in to Overdrive for next year. Still no system director for Monarch. They are working on filling that position as soon as possible. Beaver Dam may be joining Monarch Catalog.

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

b. Library Recreation Center Discussion

Parks department is wanting an MOU. Deb is asking Joanne to be our point person for coming up with things on what the library is getting out of the agreement. Joanne agreed to do the list and asked Tim to assist with the

list. Tim agreed. Doug also expressed interest in helping to compile this list. Deb is concerned that some of the things that the city would like to do would require the library to give up responsibility for, which she is not sure can be done. Doug asked if there was a summary of all of the things each party would be responsible for. Tim explained that we need to get creative to satisfy both parts. Bids are due July 2nd. There is a pre-bid meeting June 24th. We currently have \$400,000. There are still quite a few unknowns with Covid and how things will progress. Tim would like a timeline of what are our steps moving forward realistically.

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

9. New Business

a. Outreach Fund Balance Proposal

Nancy Larsen requesting funds for special projects. Up to \$2,000. She wants to enhance DVD's collection, easy reading materials for adults, and Reminisce Materials. Money would come from Fund balance for Outreach. We budget about \$4,000 for Outreach materials. Doug expressed concern with returning to fund balance for materials.

Tim made a motion to approve the request for \$2,000 and to use any extra money per materials needs. Money will be taken it from the Outreach fund undesignated fund balance.

RESULT:	APPROVED [7 TO 1]
MOVER:	Timothy Harder, School District Representative
SECONDER:	Joanne Kline
AYES:	Bartnikowski, Tortomasi, Legate, Kline, Wachholz, Harder, Bergquist
NAYS:	Rakowski
EXCUSED:	Warnier

b. Approval of Adding Saturday Library Hours Beginning June 27

Doug asked what other libraries in the county doing. They are open on Saturdays. One library has regular hours. We can't go back to regular hours because we don't have enough staff. Amy does have a plan to return to regular hours in August, but is not sure at this time if it is doable. She is hoping to move to Stage 3 in our plan in August. Adding any additional hours was not in any of the plans proposed last month. Doug asked if Amy has done any training of her staff how to do circulation, as the board has brought up in the past.

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

A motion was made to allow the library director to increase to our standard hours without board approval, but if a decrease in current hours needs to take place, she would need board approval.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Timothy Harder, School District Representative
SECONDER:	Joanne Kline
AYES:	Bartnikowski, Tortomasi, Legate, Kline, Rakowski, Wachholz, Harder, Bergquist
EXCUSED:	Warnier

10. Next regular meeting date -- July 21, 2020

11. Assigned Task Review

Amy: Tim would like a timeline of what are our steps moving forward realistically for the Library Recreation Center.

Amy: Can you provide the background information for Joanne and Tim to look at and give feedback?

Amy: Discuss with Outreach group whether or not the \$2,000 is enough.

Tim and Joanne will meet to create a list of things the library will get out of the rec. project.

Amy: Send the board the PDF of Carnegie brochure.

12. Closed Session

1. Entertain a Motion to Adjourn into Closed Session Pursuant to State Statutes Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility -- Library Director Evaluation

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

13. Adjournment

The meeting was adjourned at 9:20 PM

Minutes Submitted by Jessica Tortomasi