

# 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 18, 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	

### 2. Approval of the Agenda

A motion was made to approve the agenda with moving item 8B up, Basement Remodel Update before the Consent Agenda. 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Tim Harder The motion passed unanimously.

### 3. Old Business

#### 1. Basement Renovation Update

The committee, with representatives from Parks, Recreation, Forestry and the Library met on June 5, 2019. Discussions included funding and design costs as well as security and access to the basement by staff and the public. Original design cost estimates were \$26,000. The committee looked at ways to reduce this cost. By having the architectural firm prepare scope documents for mechanical, electrical, plumbing as well as the architectural design the cost would be reduced to \$16,500 that would be split equally between Park/Rec and the library. The architectural firm Zimmerman would also include oversight of the project.

**RESULT: DISCUSSED**

A motion was made to take \$8,250 from the Building Fund to cover the cost.

Craig Hoepner from the parks department stated the design process would take 3-4 weeks, after which the committee would meet and send out for bids. Stretching the bid process out to 90-120 days may save on costs but Park & Rec would like to be able to move in by 1/1/2020. The committee will come back to the library board with some numbers at the August meeting.

**RESULT: ADOPTED [UNANIMOUS]**  
**MOVER:** Joanne Kline  
**SECONDER:** Timothy Harder, School District Representative  
**AYES:** Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder, Jenkins

### 4. Consent Agenda

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

- a. Approval of the Minutes from May 21, 2019
- b. Approval of the Library Expenditures for May 2019

## 5. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update

Joseph Legate acknowledged to donations to the Summer Reading Program from: Knights of Columbus, Delta Defense, First Bank, West Bend Dental and Hetzel Law Office.

<b>RESULT:</b>	<b>DISCUSSED</b>
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## 6. Public Comment - 5 Minutes

Deb Bartnikowski introduced Jennifer Chamberlain, the new interim director of the Monarch Library System.

## 7. Library Director's Report

- a. Library Director's Report for June 2019

Brad Ney was part of and graduated from the Leadership West Bend program on May 16, 2019. Samantha Lawson, a journalism student from UWM-Washington County is the summer intern and she is assisting with marketing, blog posts and the Instagram page. The initial meeting for the 2020 Operating Budget for department heads is scheduled for June 26, 2019. Staff has begun work on getting estimates for services for next year. There is an expected 2-5% in costs for most services. Budget numbers are also coming in for technology and the Outreach van lease is up in February 2020. Over 600 people attend the Ice Cream Social in Patrons Park. Star Lab, a portable planetarium came June 14<sup>th</sup> for 3 shows. The library also has 60 teen volunteers this summer.

<b>RESULT:</b>	<b>DISCUSSED</b>
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## 8. Library Board President's Report

No Report

## 9. Old Business

- a. Monarch Library System Update

On Sunday, August 18, 2019 the annual ILS upgrade will occur after 6:00 PM. The cost of the upgrade is \$3000 and the funds will come from the ILS Replacement Fund. After the upgrade, RB Digital titles will be integrated into the Monarch catalog at a onetime cost of \$400 which will come from the ILS Replacement Fund.

OverDrive costs for 2020 will go up by 5% for next year's annual fees due to high demand. This increase will go for the purchasing of more titles of popular items to help with hold lists.

A proposal was sent to the Director's Council in regards to network hardware that will need to be replaced as we are at the end of life of our router and access points.

Joanne Kline asked to see the responses to a survey sent out last year from the system to see how West Bend compares to other libraries in the system. Jennifer Chamberlain will check on that.

<b>RESULT:</b>	<b>DISCUSSED</b>
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## 10. New Business

### a. Strategic Plan 2019-2022

The Strategic Planning Committee, consisting of: Jessie Tortomasi, Bradford Ney, Susan Robbins, Emily Laws, Debra Jacoby and Amy Salminen has been meeting since March. The team has formulated a new mission statement, vision statement and values statements that are more concise and to the point. Also included are goals and objectives for the next 3 years. The new Strategic Plan was presented to the board and a discussion followed.

Tim Harder and Doug Rakowski would like to see more Action Steps under the objectives that are more measurable. It was suggested to swap the Partnerships section under Goals with the Partnerships listed in the 2020-21 Objectives. No action was taken by the board at this time and the committee will meet again to address board suggestions and make revisions for a future presentation to the board.

<b>RESULT:</b>	<b>DISCUSSED</b>
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### b. Sprinkler System Pipe Replacement

A proposal was present by Amy Salminen from United States Alliance Fire Protection for the replacement of the pipes utilizing the existing schedule 10 pipe or the heavier schedule 40 pipe. A discussion followed.

A motion was made to replace the section of the sprinkler system pipe with the schedule 10 pipe. The cost will be \$51,287 and the funds will come equally from Funds 21 and 126, Library Strategic Plan. 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Tim Harder. The motion passed unanimously.

Amy Salminen will get the cost to switch over the system in the future to a nitrogen rather than an air based system.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Douglas Rakowski
<b>SECONDER:</b>	Timothy Harder, School District Representative
<b>AYES:</b>	Bartinkowski, Tortomasi, Wachholz, Legate, Kline, Rakowski, Warnier, Harder
<b>ABSENT:</b>	Jenkins

## 11. Next regular meeting date

Tuesday, July 16, 2019

## 12. Assigned Task Review

1. Strategic planning committee to develop action items.
2. Amy Salminen, sprinkler system future upgrade to a nitrogen based system cost.

## 13. Adjournment

The meeting was adjourned at 8:00 PM, Tuesday, June 17, 2019