

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, July 21, 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	Excused	
Cindi Warnier	Secretary	Present	
Joseph Legate	Treasurer	Present	
Joanne Kline		Present	
Douglas Rakowski		Present	
Karen Wachholz		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:	Joanne Kline
AYES:	Bartnikowski, Warnier, Legate, Kline, Rakowski, Wachholz, Harder, Bergquist
EXCUSED:	Tortomasi

3. Consent Agenda

Joanne noted a correction that needed to be made in the minutes that Karen Wachholz should not be listed as Secretary. Motion was made to accept the correction.

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

- a. Approval of the Minutes from June 16, 2020
Library Board - Regular Meeting - Jun 16, 2020 6:30 PM
- b. Approval of the Library Expenditures for June 2020

4. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update
- a. Joseph reported there were donations from Delta Defense and Hetzel Law Offices for the Summer Reading Program

- b. There was a discussion about monies from the County for Outreach

RESULT: DISCUSSED

5. Public Comment - 5 Minutes

No Public Comment

6. Library Director's Report

a. Library Director's Report for July 2020

Back to regular hours starting Monday July 20, 2020. Monday through Thursday 9am - 9pm, Friday 9am - 6pm, and Saturday 9am - 1pm. Stats: getting there. 32,000 circs. Patron count is low. Regular hours for the remainder of July should help. Tim asked Amy about how the library would serve patrons who have health issues? Amy said there would be a possibility of using curbside service, but that she would work with staff. There have not been inquiries yet. The times for curbside are to be determined. The 2021 operating budget is being worked on. She will present the budget at the August Library Board meeting. Deb and Doug asked Amy to gather budget info now for an anticipated budget and fill in numbers once received. The Summer Reading Program will end in July. The craft bags have been successful - all have been given out. There were 300 total, with 100 going to each age group. The cost was built into the budget for programming. A discussion was made regarding the stats due to COVID and that the projected totals will be down. Amy reported on the Dale Carnegie course that she attended. The course focused on communication and leadership skills. The attendees had to give 4 to 5 presentations for each class, with a duration of 1 to 2 ½ minutes per presentation. Amy said the takeaways were that she has increased confidence, she is able to start a conversation, and she has learned how to back up her views with evidence.

RESULT: DISCUSSED

7. Library Board President's Report

No report.

8. Old Business

a. Monarch Library System Update

Kimberly Young will be the new Director of the Monarch Library System. Beaver Dam will be joining Monarch. Doug said Kimberly will bring experience to Monarch. National Library Card Sign Up Month will be in September. Monarch is working with Bridges (??). There will be a focus on getting people to use their local library. Search Engine Marketing will be used to bring awareness. There will be 1 billboard in each county advertising the National Library Card Sign Up Month. Amy said she is hoping for a 5% increase for the month of September. OverDrive will be purchasing RBD Digital. The library uses both. Materials will be moved to OverDrive for 1 portal.

RESULT: DISCUSSED

b. Library Recreation Center Discussion

There was a discussion regarding the MOU. Tim said that there are benefits for both parties. Efficiencies will be looked as to not have overlap. The odd language will be taken out. Looking at cost sharing. Doug was concerned about additional utility costs, including janitorial and lawn care. Deb said for snow removal and lawn care - we are paying \$800 per month for Patrons Park for Scott's for lawn care. Those services would be given to the library for the additional \$50,000 committed by the Library Board. Tim wants utilities as actuals, not estimates. The MOU makes it more clear cut as to who does what and when. There was a discussion regarding staffing and new library programming and shifting responsibilities. Deb said she and Amy had

discussed utilizing space on the 1st floor for programming purposes. Tim asked what the timeline was of when we need the MOU back from PRF. Amy said the end of this week. Joanne said that if the board had any additional questions that we should send them to Amy.

RESULT:	DISCUSSED
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9. New Business

a. Award Library Recreation Center Bids

Awarding of bids for the Library Rec Center. The HVAC has been rebid. Hoping to receive bids back by July 30. Deb asked that if the HVAC bid is so large, do we have the opportunity to get out of other contracts? The question has been asked of the City Attorney.

RESULT:	APPROVED [7 TO 0]
MOVER:	Karen Wachholz
SECONDER:	Joanne Kline
AYES:	Bartnikowski, Warnier, Legate, Kline, Wachholz, Harder, Bergquist
ABSTAIN:	Rakowski
EXCUSED:	Tortomasi

10. Next regular meeting date

Next Regular Library Board Meeting will be August 18, 2020

11. Assigned Task Review

Amy -- come up with an ideal budget, cost of the craft kits, and notify the City of West Bend that the Board has approved the bids.

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's Evaluation

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Timothy Harder, School District Representative
SECONDER:	Brett Bergquist, District 3 Alderman
AYES:	Bartnikowski, Warnier, Legate, Kline, Rakowski, Wachholz, Harder, Bergquist
EXCUSED:	Tortomasi

13. Adjournment

The meeting was adjourned at 7:35 PM

Respectfully submitted,
Cindi Warnier, Secretary