

# WEST BEND COMMUNITY MEMORIAL LIBRARY

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## MINUTES

West Bend Community Memorial Library Board Meeting  
Tuesday, August 18, 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	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:** Brett Bergquist, District 3 Alderman  
**AYES:** Bartnikowski, Tortomasi, Warnier, Legate, Kline, Rakowski, Wachholz, Harder, Bergquist

### 3. Consent Agenda

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

- a. Approval of the Minutes from July 21, 2020  
Library Board - Regular Meeting - Jul 21, 2020 6:30 PM
- b. Approval of the Library Expenditures for July 2020

### 4. Financial Reports and Fund Balance Update

There was a brief discussion on County Funds. The third quarter payment will be approved on Thursday, August 20, 2020 by the Washington County Library Services Board.

- a. Financial Reports and Fund Balance Update

**RESULT:** DISCUSSED

### 5. Public Comment - 5 Minutes

None.

## 6. Library Director's Report

### a. Library Directors Report for July 2020

ILL within Wisconsin has resumed service. Curbside pickup is being used, but not by many. Those who are using the curbside pickup are very appreciative. There was a discussion regarding the quarantining of books from the ILL. Regarding the Sustainable Shelf Program - Doug asked what kind of credit will be received. Amy said that credit will be given for books that are sold. Amy said a list is sent to them and Baker & Taylor determine if the books on the list are recycled or sold. Doug asked about the progress of the Washington County Library Services Study. Amy said the report is nearly finished. Amy said data is still being collected on the Summer Reading program.

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

Nothing to report.

## 8. Old Business

### a. Monarch Library System Update

Monarch Library System Director: Amy met with Kimberly Young - she was given a tour and introduced to the library staff.

Library Card Sign Up Month Marketing Campaign: The billboard will be going up August 31. Amy said the SCM advertising will not be done at this time.

Technology: Polaris is running slow at some locations and there is an effort to get Beaver Dam connected to the system.

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

### a. Award Bid for HVAC for Library Recreation Center

Joanne noted the Total Project Cost of \$405,643.75 with Contingency, which does not include the design work by Zimmerman Design. The PRF contributions total \$154,000. Joanne noted that it's not likely that the Library will come out of this project with extra money. There was a further discussion regarding Library monies.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Jessica Tortomasi, Vice President
<b>SECONDER:</b>	Joanne Kline
<b>AYES:</b>	Bartnikowski, Tortomasi, Warnier, Legate, Kline, Rakowski, Wachholz, Harder, Bergquist

### b. Authorization to Transfer Library Fund Balance for Library Recreation Center Project

There was a discussion regarding the \$29,793.00 in the Building Fund.

A motion was made to approve the transfer funds in the amount of \$150,000 from the Library Fund Balance Accounts as well as the Building Fund for the Library Recreation Center Project as outlined in the memo.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Joanne Kline
<b>SECONDER:</b>	Karen Wachholz
<b>AYES:</b>	Bartnikowski, Tortomasi, Warnier, Legate, Kline, Rakowski, Wachholz, Harder, Bergquist

c. Preliminary 2021 Library Operating Budget

Amy is working on the budget and has expressed a need of an increase of levy. The City of West Bend is planning a 2 % increase for salaries. Deb asked Amy about when she would have the final figures. Amy said it would be the end of September. Amy made a comment that the biggest hit is in revenues, after health insurance, due to the COVID crisis. Deb asked Amy to make corrections to the budgets and would like Amy to keep the Board informed regarding the budgets as well as contributions from the County. Karen asked a question about the Health Insurance and Amy responded that the costs are going up for everyone.

<b>RESULT:</b>	<b>DISCUSSED</b>
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d. Library City Classification

Deb stated to the Board that the Library is classified as a "Government Enterprise" entity. The Library is required to pay for all City services and is held self-sufficient to cover costs. There was a discussion regarding how other City departments can charge for services to account for budget increases. The only service the Library can charge for are late fees and there is a movement underway by libraries across the country to do away with late fees/fines. Deb said that the Library has no control over what the County gives to the Library and that we cannot ask them for more money.

10. Next regular meeting date -- September 15, 2020

11. Assigned Task Review

Amy - come up with a document asking for an explanation on why the Library is considered a Government Enterprise, continue working on the budget, and the contributions for revenue.

12. Adjournment

The meeting was adjourned at 7:23 PM.