

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, September 17, 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. 1st by Doug Rakowski, 2nd by Cindi Warnier. The motion passed unanimously.

3. 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 August 20, 2019
Library Board - Regular Meeting - Aug 20, 2019 6:30 PM
- b. Approval of the Library Expenditures for August 2019

4. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update

Doug Rakowski asked why the interest on the Market Linked Certificate of deposit was not being rolled into the checking account. The report should list the amount of \$43,000 in that fund and that any interested should be reported separately.

RESULT:	DISCUSSED
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- b. Electronic Banking Read Only Access Approval

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

5. Public Comment - 5 Minutes

None.

6. Library Director's Report

a. Library Director's Report for September 2019

Amy Salminen highlighted these following areas in her report:

The water feature in Patrons park has been repaired. Sara Davister will be attending the Leadership West bend program for 2019-20. The interest on the library funds is based on the the total of each fund the library controls. The rate has ranged this year from 2.38% to 2.52% depending on the month. Annual staff Safety training occurred on September 4, 2019.

Doug Rakowski inquired about the memo sent to the city dated September 5, 2019, referring to WBCML building infrastructure and why there was no response from the city by requested date of September 12, 2019. Amy will follow up on this.

Statistics: Circulation is up and program attendance is up. We are borrowing more than we are lending within the system.

RESULT:	DISCUSSED
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7. Library Board President's Report

The Library Director's Evaluation is coming up. Information will be sent to board members and needs to be returned prior to the October meeting for approval at the November meeting.

8. Old Business

a. Monarch Library System Update

Amy Birtell has submitted her resignation as of November 30, 2019 to the Monarch Library System Board.

The Lowell Public Library will be closing at the end of the year. Having one less library will have financial implications for all the libraries in the system.

OPAC add-ons of Classic Mobile and Kids PAC will be discontinued, saving \$2374.51 per year.

RESULT:	DISCUSSED
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b. Library Basement Renovations Update

Plans, scope notes and bid documents have been emailed to the committee as well as to Building Inspection for review. They will also be reviewed by legal counsel.

Doug Rakowski made a motion to discontinue the library basement renovation project. Deb Bartnikowski attended the September 13, 2019 meeting and it was decided to go forward with the bid process. Joanne Kline stated that we have no tangible numbers on the cost of the project and Tim Harder agreed that we should continue to gather information before the board makes any decision about stepping away from the project. Further discussion followed. Doug Rakowski asked about a deadline and that will be determined after the project goes out to bid, possibly sometime in November. Deb Bartnikowski asked for a 2nd on the motion, there was none.

RESULT: DISCUSSED

c. 2020 Library Operating Budget - *Amendment*

Amy Salminen, Brad Ney and Deb Bartnikowski met with the city finance director. The city had noted the increase in materials that we put in the budget. Amy Salminen explained that this how the library increases circulation and funding from the county. The city has rejected the library's budget proposal stating they will be keeping our budget at the 2019 level requesting the library for other options to reduce costs. Amy Salminen will be going to the common council meeting on October 7, 2019. Deb Bartnikowski encourage other board members to also attend. She also asked Chris Jenkins to get the library on the agenda for the meeting.

RESULT: DISCUSSED

9. New Business

a. Act 420 Discussion

Ethan Hollenberger, Washington County Public Affairs Coordinator handed out an updated version of the Joint Library Model for Washington County. The proposal is to create joint libraries in an attempt to control cost increases with adjacent counties. In order to fund library service for residents who do not have a library in their municipality, the state has a county library tax. A formula was added for the tax to pay county libraries 70% of the cost of circulation of each check out for citizens who are "unserved". Next year Washington County will pay \$160,990 or 10% of the library levy to adjacent counties. Washington County is reaching out to each municipality to open a discussion of creating joint municipal libraries. A question and answer session followed. Doug Rakowski asked why some type of agreement can't be reached between the Monarch Library System and the Bridges, Waukesha County's System. Jennifer Chamberlin from Monarch is currently in talks with Waukesha to address this issue. Deb Bartnikowski said this was as far as the board could go and that the board needs to gather more information before any action is taken. Any further questions may be directed to Amy Salminen.

RESULT: DISCUSSED

b. Replacement of Library Network Switches Approval

A motion was made to replace the library network switches at a cost of \$20,000 with funds coming from being split equally from the city and county Technology Support Designated Fund Balance. This cost includes \$3000 for support for 3 years. 1st by Jessie Tortomassi, 2nd by Joanne Kline. A discussion followed. It was suggested that going forward the cost of support for these items, \$3000 should be added to future budgets. The motion passed unanimously. Tim Harder asked if we can look into Category 2, E-Rate funds to help offset costs in the future. Amy Salminen will look into that.

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

10. Next regular meeting date -- October 15, 2019

11. Assigned Task Review

Amy Salminen will ask the city finance administrator if the \$70 difference in the Patrons Park Fund is interest.

Amy Salminen will email Jay Shambeau requesting a follow-up to the memo sent on 9/5/2019 referring to building infrastructure.

Amy Salminen will send evaluation information to the library board members.

12. Adjournment

The meeting was adjourned at 7:42 PM, Tuesday, September 17, 2019.