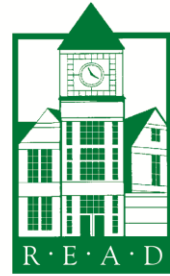


WEST BEND COMMUNITY MEMORIAL LIBRARY

630 POPLAR STREET, WEST BEND, WISCONSIN 53095 PHONE: 262.335.5151



MINUTES

West Bend Community Memorial Library Board Meeting
Tuesday, September 18, 2018 6:30 PM
630 Poplar Street, West Bend, WI 53095

1. Call to Order

Attendee Name	Title	Status	Arrived
Deborah Bartinkowski	President	Present	
Joanne Kline	Vice President	Present	
James Knepler	Treasurer	Present	
Karen Wachholz	Secretary	Present	
Douglas Rakowski	Board Member	Present	
Jessica Tortomasi	Board Member	Present	
Al Jung	Board Member	Present	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Aldersperson	Present	

2. Approval of the Agenda

- a. A motion was made to approve the agenda

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Douglas Rakowski, Board Member
SECONDER:	James Knepler, Treasurer
AYES:	Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Tortomasi, Jung, Harder, Jenkins

3. Consent Agenda

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Joanne Kline, Vice President
SECONDER:	Douglas Rakowski, Board Member
AYES:	Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Tortomasi, Jung, Harder, Jenkins

- a. Approval of Minutes from August 21, 2018
Library Board - Regular Meeting - Aug 21, 2018 6:30 PM
- b. Approval of the Library Expenditures for August 2018

4. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update for August 2018

Doug Rakowski expressed concerns over the amount of monies in the non-restricted money market checking account. Amy Salminen reported that staff is working on proposals for expenditures that will utilize some of those funds.

RESULT: DISCUSSED

5. Public Comment - 5 Minutes

None.

6. Library Director's Report

a. Library Directors Report for September 2018

Amy Salminen would like to thank Stephanie for the cities building maintenance staff for coming over and doing a deep cleaning of the story room carpet. Amy also reported that they will be interviewing on 9/19/18 for a new business office manager. Doug Rakowski requested a thank you letter be sent to JL Business Interiors and Scott's landscaping for their quick response to repair the flood damage to the vestibule and front areas of the library. Amy Salminen reported a letter had been sent. Joanne Kline asked if there is anything we can do to address the flooding situation in the future, Amy reported the city is working to repair an area in the road and that maybe Scott's landscaping can use a different mulch that will not float away as easily.

A correction was made to the Adult Summer Reading Program, 1755 books were read, 230 was the number of adults enrolled. Doug Rakowski expressed his concerns that we are becoming more of a lending library. Amy Salminen reported that we are closed to a 1:1 ratio, lending/borrowing and that Monarch is working a routing sequence to even this out. Doug Rakowski noted that circulation is down while Overdrive, Ebooks and Audio books are up. It was noted that movie attendance was down and Doug Rakowski asked if programs are monitored and will lower attended programs be dropped. Amy Salminen reported yes. Zinio e-magazines will be paid for by Monarch through next year, after that it will be evaluated as to whether continuing the service will be a good use of funds.

RESULT: DISCUSSED

7. Library Board President's Report

A reminder for board members to fill out the employee performance evaluation after we received library director's reflections report for the past year.

8. Old Business

a. Monarch Library System Update

Amy is part of the Resource Working Group and they are currently working on how the extra money from the state will be spent. Possible expenditures will be STEAM Kits and digital resources.

RESULT: DISCUSSED

b. Website Redesign Project Update

The website did not launch in September due to delays in design wants and needs. Doug Rakowski said we should have been notified earlier of the delays and he would like us to press Byte Studios to complete the project soon, an early November launch is unacceptable. He asked if there was a monetary penalty for not completing the project on time. Amy will reach out to Byte Studios and request more frequent updates.

RESULT: DISCUSSED

9. New Business

a. Library Facilities Plan

The clock tower upgrade and service drive staircase repair will be completed by the end of 2018. Amy is working with BL Business Interiors for alternate types of flooring to replace the slate floor by the front desk area. The board complemented Amy and her team on the facilities plan. County funds from Fund 121 and matching city funds will be used for these projects.

RESULT: DISCUSSED

10. Next regular meeting date -- Tuesday, October 16, 2018

11. Assigned Task Review

1. Board, Library Director's review after we receive Amy's past year reflections
2. Amy, follow up with Byte Studios.

12. Adjournment

The meeting adjourned at 7:05 PM.