

# 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 15, 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         |                                | Excused |         |
| 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:** Joseph Legate, Treasurer  
**AYES:** Bartnikowski, Tortomasi, Warnier, Legate, Rakowski, Wachholz, Harder, Bergquist  
**EXCUSED:** Kline

### 3. Consent Agenda

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

- a. Approval of the Minutes for August 18, 2020  
Library Board - Regular Meeting - Aug 18, 2020 6:30 PM
- b. Approval of the Library Expenditures for August 2020

### 4. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update

Joseph reported that Restricted interest from the investments was deposited to the BMO Money Market account.

Minutes Acceptance: Minutes of Sep 15, 2020 6:30 PM (Consent Agenda)

**RESULT: DISCUSSED**

5. Public Comment - 5 Minutes

None

6. Library Director's Report

a. Library Directors Report for September 2020

Amy reported that Circs are slightly up. The volunteers are back again helping with library duties. Deb had a comment regarding the Envisionware software in regard to the potential of library fines going away. Not sure the industry is going forward since many libraries are doing away with collecting fines. Amy said there is a mechanism to collect fees via the catalog at this time. Amy said the potential for implementing this would be next year, not this year. Envisionware is a product specific for libraries. There was a discussion regarding clarification between fines and fees. Amy said that Library is selling bags for \$7.00 and can be purchased at the Circulation Desk.

**RESULT: DISCUSSED**

7. Library Board President's Report

a. Director Evaluation Process

There was a discussion regarding the Library Director's Evaluation. An evaluation form for Amy will be emailed to the Board. Deb asked the Board to return evaluations by October 5, 2020. The forms should not be emailed to Deb - the forms should be dropped at Deb's box at the library.

There was a discussion regarding the draft of the MOU between the PRF and the Library. The Board will discuss the MOU at the next Board meeting. The Board was asked to submit suggestions, comments, and questions to Amy by October 5. Amy will then report these to the Board at the next meeting.

**RESULT: DISCUSSED**

8. Old Business

a. Monarch Library System Update

Monarch Library System Resources Advisory Workgroup: Amy reported that the audiobooks were moved September 14 from RB Digital to the Libby App and OverDrive website. The magazines will still be on RB Digital.

Delivery: Regarding delivery of items throughout the Monarch Library System - Amy reported that it is taking a little bit to get the bins dispersed throughout the district.

Library Card Sign Up Month: Doug wanted to know what would determine if the Library Card Sign Up Month would be considered successful. Amy said the only way to tell would be an increase in card holders at the end of the month.

Monarch Board: Doug reported that he feels they hired a good Director in Kimberly. He said she is very professional and that this will be a good move for Monarch.

**RESULT: DISCUSSED**

b. Library Recreation Center Project Update

Amy reported that will be a Pre-Construction Meeting on September 16<sup>th</sup> at 10am in the library basement. Amy said that construction on the Library Recreation Center will begin on September 21<sup>st</sup>. Deb asked Amy to provide a projected timeframe of the construction project to the Board.

**RESULT: DISCUSSED**

c. 2021 Library Operating Budget

Amy said that Health Insurance costs are estimated to be 43.75% more for 2021 than they are this year. Doug asked what monies would be left over at the end of 2020. Amy responded there she projects that there will not be a lot of Fund Balance left over. Amy said that fines have been charged all along. Doug questioned why the library would be operating at a loss since the library was not operating at full capacity (due to Covid-19). Amy responded that any savings gained are being offset by what was lost in revenues. Karen asked why the Health Insurance percentage appears to be so much higher than other City departments. Amy said she will be discussing this further with Human Resources.

There was a discussion regarding the library budget. Deb said that we cannot approve the budget at the Board meeting tonight because we do not have exact dollars available.

Deb said that there may a change to the Board next year. The County has asked for representation on the Board. The County would like to participate in the process.

**RESULT: DISCUSSED**

9. New Business

None.

10. Next regular meeting date - Tuesday, October 20, 2020

11. Assigned Task Review

- Amy will set up an offline meeting about school aged students having access through a library card at WBCML with Jessie and Tim
- The Board should drop off completed Library Director evaluation forms to Deb's box at the library by October 5, 2020.
- The Board was asked to submit suggestions, comments, and questions regarding the MOU Draft to Amy by October 5, 2020.

12. Adjournment

The meeting was adjourned at 7:30 PM.

Respectfully Submitted,  
Cindi Warnier