

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, January 16, 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	
Andrew Chevalier	Board Member	Present	
Al Jung	Board Member	Present	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Alderperson	Excused	

2. Approval of the Agenda

- a. A motion was made to approve the agenda,

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Douglas Rakowski, Board Member
SECONDER:	Andrew Chevalier, Board Member
AYES:	Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Chevalier, Jung, Harder
EXCUSED:	Jenkins

3. Consent Agenda

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

- a. Approval of Library Board Meeting Minutes for December 19, 2017
Library Board - Regular Meeting - Dec 19, 2017 6:30 PM
- b. Approval of Library Expenditures for December 2017

4. Financial Reports and Fund Balance Update

- a. Financial Reports for December 2017

Jim Knepler noted that under Total Cash and Investments we are up\$38,500.00 so we are accumulating some reserves. Brick donations continue to come in. There was pay out of\$350.00 for Family Fun Night entertainment and \$399.90 of investment earnings were transferred to the General Fund.

RESULT: DISCUSSED

5. Public Comment - 5 Minutes

None.

6. Library Director's Report

a. Library Director's Report January 2018

A. The Art Exhibit reception is 1/25/18 from 6:30-7:30 PM

B. Website Redesign RFP is out and there have been inquiries and questions from possible vendors and proposals are starting to come in.

C. Facilities Committee: Create and take inventory for a 7 year plan for the library facility. Doug Rakowski asked if we could have a member of the city maintenance staff take part, who has longevity with the department. Amy Becker reported she has someone in mind that she will ask.

D. Epic Creative has stepped forward for the grounds maintenance of Patron's Park and signage will go up to acknowledge the sponsorship. The monies budgeted for Patron's Park maintenance will go back into Special Purpose fund for staff continuing education.

E. Review of Statistics: It was noted that adult circulation is up but children's circulation was down. Doug Rakowski asked what we are doing to figure out the drop in children's circulation and what can be done to increase those numbers. Overdrive is up but computer logins are down but there is an increase in wireless logins with patrons bringing in their own devices.

F. Patrons Survey: Joanne Kline asked how the survey will be conducted. Amy Becker reported that they will be using Survey Monkey, paper copies available in the library and a link will be included in the email newsletter that is sent out.

G. Joanne Kline asked if there was any update in regards to changing state legislation as it pertains to reimbursement and funding. The current legislation is based on circulation of hard copy materials and not electronic based materials and downloads. That part has been put on hold as they look at the PLSR, Public Library System Redesign project. It may be a part of that and Amy will keep the board updated as this moves forward.

RESULT: DISCUSSED

7. Library Board President's Report

No report, no assigned tasks from December.

8. Old Business

a. Monarch Library System Update

Annual Reports will be available this week to start filling in, no changes were made to the annual report. The Monarch board meeting last month was cancelled and is scheduled for this Thursday, 1/18/18.

RESULT: DISCUSSED

9. New Business

a. Outreach Fund Balance Plan for 2018

The Outreach librarian would like to create a technology lab where seniors can get hands on experience with the new devices available. Other areas covered by the proposal are: marketing, Memory Café funding, specialized collections and technology upgrades. A discussion followed.

A motion was made to approve the Outreach Fund Balance request of \$12,000.00. 1st by Doug Rakowski, 2nd by Tim Harder, the motion passed unanimously.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Douglas Rakowski, Board Member
SECONDER:	Timothy Harder, School District Representative
AYES:	Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Chevalier, Jung, Harder
EXCUSED:	Jenkins

b. Library Board Meeting Dates for 2018

See schedule in packet, note change for February and November 2018.

RESULT:	DISCUSSED
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10. Next regular meeting date

- a. Tuesday, February 13, 2018

11. Assigned Task Review

Amy Becker, recruit 2 board members to be on the Facilities Committee. Tim Harder volunteered.

12. Adjournment

The meeting was adjourned at 7:00 PM, Tuesday, January 18, 2018