

# 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, October 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	Excused	
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 with the amendment to move items 10 and 11 before item 9C.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Douglas Rakowski, Board Member  
**SECONDER:** Chris Jenkins, Aldersperson  
**AYES:** Bartinkowski, Knepler, Wachholz, Rakowski, Tortomasi, Jung, Harder, Jenkins  
**EXCUSED:** Kline

### 3. Consent Agenda

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Douglas Rakowski, Board Member  
**SECONDER:** Jessica Tortomasi, Board Member  
**AYES:** Bartinkowski, Knepler, Wachholz, Rakowski, Tortomasi, Jung, Harder, Jenkins  
**EXCUSED:** Kline

- a. Approval of the Minutes from Tuesday, September 18, 2018  
Library Board - Regular Meeting - Sep 18, 2018 6:30 PM
- b. Library Expenditures for September 2018

### 4. Financial Reports and Fund Balance Update

Jim Knepler noted a donation of \$249 from WE Energies and a payment of \$390 for Family Night Program expenditure. Amy Salminen stated that Outreach bills have gone out and will be payments will be coming in soon. The installation of the bricks is a time and materials job and the expense will come from the Restricted Patrons Park Fund. Other park expenditures such as fountain maintenance will come from the same fund.

- a. Library Financial Reports Fund Balance Update for September 2018

**RESULT: DISCUSSED**

5. Public Comment - 5 Minutes

6. Library Director's Report

a. Library Directors Report for October 2018

Memorial gifts were received in October in memory of; Jean Schroeder, Mary Norton and William Josten, they are non specified gifts and will be reported on next month's financial reports. Brad Ney has begun leadership training with the Leadership West Bend program through the West Bend Chamber of Commerce. During September and October, 5<sup>th</sup> grade students from Silverbrook Intermediate will be touring the library, 400-450 students will participate and materials will be given to take home with library card information. Al Jung ask about the private schools and Amy reported that Hannah is in the process of reaching out to all the schools in the area.

Doug Rakowski noted that there are a lot of teen book clubs and wanted to know if there are any costs associated with having this many clubs. Amy Salminen reported no added costs. Jessie Tortomasi said she would help promote the teen book clubs at Badger Middle school.

Sandy Rotar has been hired as the new office manager

**RESULT: DISCUSSED**

7. Library Board President's Report

Deb Bartnikowski congratulated Chris Jenkins on the birth of his daughter.

8. Old Business

a. Monarch Library System Update for October 2018

Amy Salminen has been named chair of the Governance Committee. Rond 2 of the Wisconsin Library Standards Program is underway. Amy Salminen has requested that WBCML be included in the next round. This program helps libraries to see where they fall in regards to the state standards that were revised and published in April. Doug Rakowski stated that a high ranking may be used as a marketing tool. These figures may also be presented to the city and the county when requesting additional funds. These standards are set by the Department of Public Instruction.

**RESULT: DISCUSSED**

b. Website Redesign Project Update

Coding issues have been the cause of the delay. A site tour will be on Wednesday.

**RESULT: DISCUSSED**

c. 2018 Facilities Plan Projects Update

Because of recent rain fall the brick work repair will have to be rescheduled until spring, 2019. Steiner Electric had some questions from the manufacturer of the clock tower mechanism and we are waiting the answers before the proceed.

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

### a. Celtic Celebrations Series Funding Request

Written proposal request was submitted by Marie Riebau requesting \$525.00. Three programs will be held during March and April 2019; Milwaukee Scottish Country Dancing, Jean-Andrew of Storylore (Celtic Storytelling) and Jeff Pockat (Celtic Harpist). A request was made for \$525.00 in funding for these programs. A discussion followed. A motion was made to approve the expenditure of \$525 for the Celtic Celebrations Series with the funds coming from the Non-Restricted Money market checking account fund. 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Jessie Tortomasi, the motion passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Douglas Rakowski, Board Member
<b>SECONDER:</b>	Jessica Tortomasi, Board Member
<b>AYES:</b>	Bartinkowski, Knepler, Wachholz, Rakowski, Tortomasi, Jung, Harder, Jenkins
<b>EXCUSED:</b>	Kline

### b. 2019 Summer Reading Program Funding Request

A written proposal was submitted by Terika Koch and Hannah Kane requesting \$3959.00. The additional funding, \$1000.00 will be used to offer more teen programming during summer reading program. A discussion followed and a motion was made to approve \$4000.00 in funding for the 2019 Summer Reading Program. 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Jessie Tortomasi. The motion passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Douglas Rakowski, Board Member
<b>SECONDER:</b>	Jessica Tortomasi, Board Member
<b>AYES:</b>	Bartinkowski, Knepler, Wachholz, Rakowski, Tortomasi, Jung, Harder, Jenkins
<b>EXCUSED:</b>	Kline

### c. Next regular meeting date -- Tuesday, November 13, 2018

### d. Assigned Task Review

No assigned tasks.

### e. Entertain a Motion to Adjourn into Closed Session Pursuant to State Statutes Section 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. -- Library Director's Evaluation

A roll call vote was taken and the meeting moved into closed session at 7:12 PM.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Al Jung, Board Member
<b>SECONDER:</b>	James Knepler, Treasurer
<b>AYES:</b>	Bartinkowski, Knepler, Wachholz, Rakowski, Tortomasi, Jung, Harder, Jenkins
<b>EXCUSED:</b>	Kline

## 10. Adjournment

Adjourned at 7:37 PM.