

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, February 13, 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	Absent	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Aldersperson	Present	

2. Approval of the Agenda

a. Motion to Approve the Agenda

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

3. Consent Agenda

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

- a. Approval of the Minutes from January 16, 2018
Library Board - Regular Meeting - Jan 16, 2018 6:30 PM
- b. Approval of Library Expenditures for January 2018

4. Financial Reports and Fund Balance Update

We received our first infusion of taxpayer funds. Total cash and investments are up \$12,000 from this same time last year. This is a carryover from 2016 Emergency Fund. There were \$1900 in brick donations in January for Patrons Park. Amy Becker reported that we have stopped collecting for brick donations for installation in 2018 but will continue to collect donations for 2019 installation.

- a. Financial Reports and Fund Balance Update

RESULT: DISCUSSED

5. Public Comment - 5 Minutes

None.

6. Library Director's Report

a. Library Director's Report February 2018

Amy noted that the West Bend and Fond du Lac libraries were given a "shout out" in this month's issue of The Municipality (see emailed link to publication). Monday, 2/12 was Mini Masters of the Library. Children were able to go around and learn how to be a librarian and do all the tasks that the librarians do.

It was noted under statistics that circulation is down of hard copy materials but up for electronic materials. There is no reimbursement from the state for electronic items. Tim Harder asked if there was an effort to try and change the state law. The system offices are starting to discuss this issue. Amy will be attending Library Legislative Day next week. Doug Rakowski asked why the meeting room use was lower, Amy explained that because of increased programming that those rooms may not be available for rental.

RESULT: DISCUSSED

7. Library Board President's Report

One task from the January meeting, Amy Becker set up the Facilities Committee. Tim Harder and Andrew Chevalier volunteered to on the committee.

8. Old Business

a. Monarch Library System Update

Amy Becker reported that the Gale Courses are now available to all system library users. Amy will reach out to the HR departments of the larger business in the area to promote them for continuing education for their employees. Work continues on addressing Crossover Borrowing, trying to find a balance between borrowing and lending.

RESULT: DISCUSSED

9. New Business

a. 2017 Annual Report Approval

There was a brief discussion, Amy noted that circulation was up .89%.

A motion was made to approve the 2017 Annual Report. 1st by Doug Rakowski, 2nd by Joanne Kline. The motion passed unanimously.

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

b. Library Website Redesign Project

Amy Becker recommended that Byte Studios in Milwaukee be awarded the project. A discussion followed. A motion was made to approve the Library Website Redesign Project, using Byte Studios at a cost of \$12,300.00 with funds coming from the County Wide Strategic Planning Fund. 1st Doug Rakowski, 2nd Joanne Kline. The motion passed unanimously. A competition date has not been set, that will be done at the kick off meeting when the contracts is signed. Doug Rakowski requested this be an agenda item for monthly updates.

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

10. Next regular meeting date

- a. Next Regular Meeting Date -- March 20, 2018

RESULT:	DISCUSSED
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11. Assigned Task Review

Amy Becker, add website redesign project to the agenda.

12. Adjournment

The meeting was adjourned at 7:11 PM, Tuesday, February 13, 2018