

## WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, March 21, 2017

Members Present: Deb Bartnikowski, Karen Wachholz, Jim Knepler, Al Jung, JC Callen

Members Absent ( excused ): Joanne Kline, Doug Rakowski, Tim Harder

Members Absent ( unexcused ): Chris Jenkins

Staff Present: Amy Becker, Brad Ney

**1. Call to Order:** Deb Bartnikowski, 6:30 PM

**2. Approval of the Agenda:** A motion was made to approve the agenda. 1<sup>st</sup> by Al Jung, 2<sup>nd</sup> JC Callen, the motion passed unanimously.

### **3. Consent Agenda**

#### **A. Meeting Minutes, February 28, 2017**

#### **B. Approval of Library Expenditures for February 2017**

A motion was made to approve the meeting minutes of February 28, 2017 and the Library Expenditures for February, 2017. 1<sup>st</sup> by Jim Knepler, 2<sup>nd</sup> by Karen Wachholz, the motion passed unanimously.

**4. Financial Reports:** Jim Knepler ( see handout in packet)

North elevator, a claim has been submitted to the insurance company. Amy is waiting on the engineer's appraisal of the situation; the engineer was hired by the insurance company.

Deb Bartnikowski reported that the final payment of \$30,000.00 has been received from the Schlegel Foundation for the water feature in Patrons Park.

**5. Public Comments:** None

**6. Library Director's Report:** Amy Becker (see handout in packet)

A line has been added to the statistics report for ZINIO. Circulation was down in February but attendance was up and more adult programs were offered. A Marketing Plan was handed out for review and it will be discussed at the April meeting. A sheet was handed out showing the impact of a possible elimination of IMLS (Institute of Museum and Library Services) for Wisconsin residents. Library staff will be at the West Bend Farmers Market on 6/3/17 and 9/29/17.

**7. Library President's Report:** Deb Bartnikowski

#### **Assigned Task Review:**

A. Deb Bartnikowski sent the letter to Radnitzki & Associates, terminating the fund raising contract and did a follow up phone call to make sure they received the letter.

B. Amy Becker is monitoring the progress of the insurance claim for the north elevator.

### **8. Old Business**

#### **A. Monarch Library System Update:** Amy Becker

Please see the section in the Library Director's report as well as Notes of the Library Director's Council System Board Liaison submitted by Jen Gerber that is in your packet.

#### **B. 2017 Library Priorities (Strategic Values and Goals, see updated sheet given out at the meeting)**

A motion was made to approve the Strategic Values and Goals for 2017. 1<sup>st</sup> by JC Callen, 2<sup>nd</sup> by Jim Knepler. A discussion followed, Al Jung suggested we table this until the April meeting when all Board members will be present.

Amy Becker said that the updated version has addressed Tim Harder's concerns under technology. President Deb Bartnikowski called for a roll call vote. Voting Yes to approve the motion were: Karen Wachholz, JC Callen, Jim Knepler, Deb Bartnikowski. Voting No: Al Jung. The motion passed.

## **9. New Business:**

### **A. Outreach Services Proposal ( see handout in packet )**

A motion was made to approve the Outreach Services Proposal to take \$4785.00 from Outreach Fund 128. 1<sup>st</sup> by Al Jung, 2<sup>nd</sup> by Karen Wachholz. A discussion followed. Al Jung would like to see a list of all the facilities serviced. He would like to have photos taken to use in the marketing plan. Jim Knepler asked if there were any statistics on usage available, Amy will ask Nancy the Outreach librarian to gather that information. Deb Bartnikowski asked if a Strategic Plan could be done for the outreach program and Amy will discuss that with Nancy. A vote was take and the Motion was passed unanimously.

### **B. Yearly Calendar Review**

Amy Becker: Check with city if there has been any applications for the open library board spot.  
2018 Library Operating Budget

## **10. Next regular meeting date Tuesday, April 18, 2017**

## **11. Assigned task Review**

- A. Deb Bartnikowski, thank you letter to the Schlegel Foundation
- B. Amy Becker: Outreach pictures for marketing plan, outreach calendar

## **12. Adjournment:**

The meeting was adjourned at 7:05 PM, Tuesday, March 21, 2017

Minutes submitted by Karen Wachholz, WBCML secretary