

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, May 17, 2016

Members Present: Deb Bartnikowski, JC Callen, Tim Harder, Chris Jenkins, Al Jung, Joanne Kline, Jim Knepler

Members Absent: Doug Rakowski, Karen Wachholz

Staff Present: Amy Becker, Brad Ney

1. Call to Order: Deb Bartnikowski, 6:28 PM

2. Approval of the Agenda: A motion was made to approve the agenda, 1st by Chris Jenkins, 2nd by Al Jung.
Motion passed unanimously.

3. Consent Agenda

A. Minutes of April 19, 2016 meeting.

B. Approval of the Library Expenditures for April 2016.

A motion was made to approve items A, and B of the Consent Agenda, 1st by Jim Knepler, 2nd by JC Callen. Motion passed unanimously.

4. Financial Reports and Fund Balance Updates: Amy Becker on behalf of Doug Rakowski (see handout)

Amy presented her revised and proposed Designation of Fund Balances (see handout)

A motion was made to approve the Designation of Fund Balances as proposed, 1st by Joanne Kline, 2nd by Jim Knepler. Amy noted that any designated funds not used in this budget period will automatically be in next year's Fund Balance. Motion passed unanimously.

5. Public Comments: None

6. Nomination and Election of Officers

Deb called for nomination of officers.

Chris Jenkins nominated Deb Bartnikowski for President. JC Callen 2nd. Deb was elected unanimously.

Deb Bartnikowski nominated Joanne Kline for Vice-President. Jim Knepler 2nd. Joanne was elected unanimously.

Joanne Kline nominated Karen Wachholz for Secretary. JC Callen 2nd. Karen was elected unanimously.

Deb Bartnikowski nominated Doug Rakowski for Treasurer. JC Callen nominated Jim Knepler. Chris Jenkins 2nd nomination of Jim Knepler. Jim was elected unanimously.

7. Library Director's Report: Amy Becker (see handout in packet for full report)

Amy highlighted plans for Summer Reading and emphasis on using Patrons Park as weather allows; Family Fun Nights; Butterfly Garden planting; and the Dementia Resource open house. Proceeds from the recent staff-sponsored Book and Bake Sale exceeded \$600 and will be used to fund materials.

8. Library Board President's Report: Deb Bartnikowski

The Board's letter to the City dated April 21 regarding debt reduction requested a response by May 12. The City has requested additional time to respond to the letter.

9. Old Business

A. MWFLS Update: see Amy's report

Merger topics that remain with Eastern Shores relate primarily to governance. The next joint negotiation meeting is 5/23; Amy explained options for the proposed Tier Structure and the goal of

accommodating libraries of different sizes. She remains in favor of the merger since the benefits outweigh the estimated \$1500 cost and other consequences of West Bend no longer being a system resource library.

B. Library Redesign Project Update: Amy Becker

Award Bid for Library Recarpeting & Furniture Project

Two bids were received: JL Business Interiors at approximately \$525,000, and Palmer Hamilton at approximately \$675,000. Both bids included substitutions, which are being reviewed by Amy, JC Callen and Karen Wachholz.

10. New Business

A. 2016 Library Fundraiser Approval: Amy Becker (See handout in packet)

Family oriented; funding for special collections; discussion of marketing, anticipated
Chris motion approval to hold event, open library after hours, subject to cancellation plan if ticket sales are low; Jim 2nd, passes unanimously

B. Library 101: Sign Up for a Library Card and Borrowing Materials (see handout in packet)

C. Yearly Calendar Review:

1. Budget update in June, prior to forwarding an approved budget to the City in August
2. Amy requested suggestions for future Library 101 topics
3. Deb Bartnikowski will conduct Amy's mid-year review

11. Next meeting date, Tuesday, June 21, 2016

Meeting Adjourned 7:05

Respectfully Submitted,
Joanne Kline
Acting Secretary