

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, June 19, 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	
Al Jung	Board Member	Present	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Alderman	Excused	

2. Approval of the Agenda

- a. Motion was made to approve the agenda

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

- a. Approval of the Minutes from May 15, 2018
Library Board - Regular Meeting - May 15, 2018 6:30 PM
- b. Approval of Library Expenditures for May 2018

4. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Report for May 2018

RESULT: DISCUSSED

Motion was made to have Jim Knepler work with the representative from BMO Harris Bank to reinvest the restricted funds of \$43,000 into another fund

Jim Knepler reported that the certificate of deposit linked to the Restricted Market accounts matured on May 31, 2018 and that the \$43,000 was rolled into the checking account. Jim requested a resolution from the board to reinvest these funds.

Jim also read and acknowledged the May donors for Family Fun Nights during Summer Reading programs.

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

5. Public Comment - 5 Minutes

6. Library Director's Report

a. Library Directors Report for June 2018

Amy highlighted the Summer Reading Libraries Rock ice cream social kick-off event. About 575 people attended. The Wisconsin Dairy Association donated the ice cream for the event. There is no draft of the 2019 operating budget. There is a budget meeting for department heads of the city on 6/26 and the Washington County library directors are meeting with the county clerk on 6/28 to discuss the 2019 Budget. We are also waiting on estimates from the Monarch System for next year's charges.

The water feature was completed on June 15, 2018 in Patrons Park.

Doug Rakowski would like to see some graphs included in the statistics report. Not for all line items, but for a select few.

RESULT:	DISCUSSED
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7. Library Board President's Report

All tasks were completed under task review from the May 2018 meeting.

8. Old Business

a. Monarch Library System Update

No directors meeting the month of June. Amy Becker will be working with Amy Birtell from Monarch to get the numbers for the 2019 budget.

RESULT:	DISCUSSED
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b. Library Website Redesign Project Update

Completion target date is still August, 2018. Joanne Kline commented that she has looked at other library's websites and that she would like to see a complete listing of staff contact information included on our website.

RESULT:	DISCUSSED
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c. Designation of Library Undesignated Fund Balance

RESULT: DISCUSSED

Motion was made to move \$2759.39 from undesignated fund balance Fund 21 to the 2018 Operating Budget for Building Maintenance and to designate \$30,000 to the Emergency Fund of Fund 21

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

Motion was made to transfer all undesignated funds from Fund 126 to the Emergency Fund of Fund 126

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

9. New Business

a. County Library Capital Offset Funds to be Transferred to the City of West Bend

A motion was made to transfer \$107,374 from the County Library Capital Offset Fund for the final payment for the year 2000 library's debt obligation. 1st by Doug Rakowski, 2nd by Jim Knepler. The motion passed unanimously. Board members would like to see a written acknowledgement from the city of West Bend that the loan obligation has been met and paid in full.

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

10. Next regular meeting date -- Tuesday, July 17, 2018

11. Assigned Task Review

Doug Rakowski would like to see and update on the use of the Digital Creation Lab and a follow up to the strategic plan added to the agenda for the July meeting.

12. Adjournment

The meeting was adjourned at 7:15 PM, Tuesday, June 19, 2018.