

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, June 20, 2017

Members Present: Deb Bartnikowski, Karen Wachholz, Al Jung,
Doug Rakowski, Tim Harder, Chris Jenkins, Andrew Chevalier, Joanne Kline

Members Absent: Jim Knepler

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. 1st by Doug Rakowski, 2nd by Andrew Chevalier, the motion passed unanimously.

3. Consent Agenda

A. Meeting Minutes, May 23, 2017

B. Approval of Library Expenditures for May 2017

A motion was made to approve the meeting minutes of May 23, 2017 and the Library Expenditures for May, 2017. 1st by Doug Rakowski, 2nd by Chris Jenkins, the motion passed unanimously.

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

Amy Becker reported the an increase in deposits to the Non Restricted Money Market account was mainly from donations and sponsorships for the summer reading program.

5. Public Comments: none

6. Library Director's Report: Amy Becker (see hand out in packet)

Amy reported that the summer reading program is off to a great start and that 550 people attended the ice cream social in Patrons Park. The east bay window was repaired the first week of June and she is waiting on the bill. A letter from the district attorney is in the packet regarding the vandalism and Amy will be attending the court hearing.

A. Review of Library Statistics: (see hand out)

Circulation is close to last month. Notary services use saw an increase. There was an increase in visits from both public and private schools.

B. Marketing Efforts:

See Library Director's report; Farmers Market and Facebook Marketing efforts in packet.

7. Library Board President's Report:

A. Assigned Task Review: Amy has provided the board the detailed drawing of the water feature for Patrons Park and brought in the design display boards. An updated Program Policy is in the packet for approval. Deb Bartnikowski asked that we add to the agenda for July a vote to release the capital monies from the county towards debt reduction and for Chris Jenkins to bring up an amendment at a common council meeting directing the funds for debt reduction.

8. Old Business:

A. Monarch Library System Update:

The Monarch System board has approved \$3000 to sponsor 2 events: Family Fun Day at the Horicon Marsh on July 8 from 9—1 and for Family Frontier Day at Pioneer Village on 9/23 from 10-2.

A.1. Moratorium – Lending v. Borrowing (see Library Director’s Report in packet)

Doug Rakowski gave a detailed description of how the moratorium would have worked and the financial impact of cross lending. The 90 day moratorium on lending new materials would assure local patrons the opportunity to check out the items using the Local Hold Policy. If an item is on the shelf for two weeks with no activity within that 90 days then it can be released for transfer. Local libraries do not get circulation credit for items transferred which effects the monies received by the library but they do receive transfer credits. Doug would like to see the system devise a means of assuring fairness to all the libraries, especially the small libraries so they have some degree of protection of their assets.

The system is looking at possibly bringing in an arbitrator on this issue.

B. Library Program Policy:

A motion was made to approve the Library Program Policy, 1st by Doug Rakowski, 2nd by Chris Jenkins.

The motion passed unanimously.

C. Patrons Park Water Feature: See Library Director’s report

9. New Business

A. 2018 Operating Budget: See Library Director’s report

The library’s budget should be complete by next month for approval in August. Amy is still gathering information and has quotes out for services and contracts.

B. October and November Board Meeting Dates:

It was decided to move the November 2017 meeting to 11/14 to avoid any Thanksgiving holiday conflicts. October 17, 2017 meeting will remain and Brad Ney will run the meeting in Amy Becker’s absence.

C. Yearly Calendar Review

2018 budget for July meeting.

10. Next regular meeting date, Tuesday, July 18, 2017

11. Assigned Task Review Amy Becker

Add transfer of capital money to the July meeting agenda.

Water feature liability

2018 Budget

Find out from city what the cost would be for the city to be project manager for the water feature.

12. Adjournment

The meeting was adjourned at 7:25 PM, June 20, 2017

Minutes submitted by:

Karen Wachholz

WBCML board secretary

