

# WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, June 21, 2016

Members Present: Deb Bartnikowski, Karen Wachholz, Chris Jenkins

Doug Rakowski, Tim Harder, Joanne Kline, Jim Knepler, Al Jung

Members Absent: JC Callen

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 Doug Rakowski, 2<sup>nd</sup> by Al Jung, the motion passed unanimously.

**3. Consent Agenda:**

**A. Minutes of May 17, 2016 meeting**

**B. Minutes of June 7, 2016 special meeting**

**C. Approval of Library Expenditures for May 2016 ( Vouchers/Check Requests)**

A motion was made to approve the consent agenda, 1<sup>st</sup> by Chris Jenkins, 2<sup>nd</sup> by Doug Rakowski. The motion passed unanimously.

**4. Financial Reports and Fund Balance Update:** Jim Knepler ( see handout)

Page 2 of the report gives a descriptive detail in Changes of Library-Controlled Funds.

**5. Public Comments:** None

**6. Library Directors Report:** Amy Becker (see handout in packet)

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

Deb acknowledged and congratulated Al Jung from the library board and Russel Hanson, a library volunteer for their awards at the Volunteer Center recognition dinner.

**8. Old Business:**

**A. MWFLS Update, Joint merger Committee Recommendation Report ( see handout)**

A discussion followed and it is the recommendation to merge MWFLS with Eastern Shores.

Refer to pages 8 and 9 of the Joint Merger Committee Recommendation Report for a projected timeline for the completion of the merger.

**B. Library Redesign Project Update:** Amy Becker ( see library director's report)

The install will start on 8/29/16 and take approximately 4-6 weeks. Amy will be putting together a brochure for publicity and public information as well as a display for people to see.

**C. 2017 Library Operating Budget:** Amy Becker ( see library director's report)

The 2017 budget will reflect that that WBCML will not be the resource library with the proposed pending merger with Eastern Shores. Budget will be presented at the July meeting for board approval.

**D. Debt Reduction Update:** Deb Bartnikowski

A letter was received by Deb from the city attorney ( see handout) regarding the library board's request for information on the libraries debt reduction as it pertains to the past library expansion.

Deb referenced State Statute 43.58 (1)

Statute

#### **43.58 Powers and duties.**

- (1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

A discussion followed and Deb will do an open records request to obtain the documents referenced in the city attorney's letter. Chris Jenkins suggested the board invite Amy Reuteman the city clerk and Adam Williquette, finance committee chair to a future meeting to discuss the documents with the board.

#### **9. New Business**

**A. Library 101: New Books from Vendor to Circulation:** Amy Becker (see handout)

Doug Rakowski complimented Amy on her work on the Library 101 handouts.

**B. Entertain a motion to adjourn into closed session pursuant to State Statutes Section 19.85 (1) (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility director's evaluation.**

A motion was made to go into closed session, 1<sup>st</sup> by Doug Rakowski, 2<sup>nd</sup> by Al Jung, the motion passed and the meeting was moved into closed session at 7:15 PM.

**C. Reconvene into Open session:** 7:33 PM

**D. Yearly Calendar Review:**

The 2017 operating budget will be presented and approved at the July 19, 2016 meeting.

#### **10. Next meeting date, Tuesday, July 19, 2016**

#### **11. Assigned Task Review**

Deb Bartnikowski, submit open records request with the city for financial documents referenced in the city attorney's letter.

#### **12. Adjournment:**

Meeting was adjourned at 7:34 PM, June 21, 2016

Minutes submitted by:

Karen Wachholz

Secretary

West Bend Community Memorial Library Board