

# 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, July 17, 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	Excused	
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	Alderperson	Absent	

### 2. Approval of the Agenda

- a. A motion was made to approve the agenda with the amendment to add 9C, Reconvene back into open session.

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

### 3. Consent Agenda

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

- a. Approval of the Minutes from June 19, 2018  
Library Board - Regular Meeting - Jun 19, 2018 6:30 PM
- b. Approval of the Library Expenditures for June 2018

### 4. Financial Reports and Fund Balance Update

- a. Financial Reports and Fund Balance Update for June 2018

The \$43,000 from the CD that matured has been transferred to the checking account. It will be reinvested with BMO Harris in a 4 year CD with a guaranteed rate of 5-7%.

**RESULT: DISCUSSED**

- b. A motion was made to change the wording from Undesignated Fund Balance 21 and 126 to Operating Expense Fund 21 and 126

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

## 5. Public Comment - 5 Minutes

Doug Rakowski has received an email, complimenting the library on Patrons Park. Doug suggested the individual send a letter to the mayor and to the newspaper.

## 6. Library Director's Report

- a. Library Director's Report for July 2018

The summer reading program, Libraries Rock is off to a great start with 1650 teens and children participating. Family Fun Nights have had an attendance average of 150 people. Use of the Digital Creation Lab has gotten off to a slow start. Staff is working on getting the word out to the schools and patrons. The library does charge for materials used in the lab. The Facilities Plan Projects were briefly discussed and the committee continues its work to gather estimates for each project.

**RESULT: DISCUSSED**

## 7. Library Board President's Report

Karen Wachholz reported that the bricks for Patrons Park have been ordered and they should be complete in the coming weeks. Karen is working with Blaze Landscaping to schedule the installation.

## 8. Old Business

- a. Monarch Library System Update

Doug Rakowski reported that at the last Monarch Board meeting that there would be a 6% increase in salary for the Monarch system director and 3% cost of living increase for all Monarch staff. Doug also reported that Sheboygan Falls does not collect fines, they write them off as a good will gesture to the community. A discussion followed our fine collection policy and Brad Ney gave a detailed description of our fine collection policies and procedures. The Director's Council approved Resources Workgroup Budget Proposal for 2019. \$70,000 will be spent in the areas of workforce development, technology, and lifelong learning. All libraries in the system will have access to this next year.

**RESULT: DISCUSSED**

- b. Library Website Redesign Project Update

Amy reported that the mock-up home page looks good, is organized, has the features and content the library wants and it will go live at the end of August.

**RESULT: DISCUSSED**

9. New Business

a. Draft 2019 Library Operating Budget Discussion

The budget presented was not for approval at this meeting. We are still waiting on numbers from the county. Admin/Special Purpose numbers were increased to allow more continuing education for library staff. The city is giving 2% merit based wage increases. Doug Rakowski would like to have all staff receive a 2% increase. Updated budget numbers for all line items will be presented at the August 21, 2018 meeting.

**RESULT: DISCUSSED**

b. Entertain a Motion to Adjourn into Closed Session Pursuant to State Statutes Section 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. (Employee Medical Leave)

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

c. Reconvene into Open Session

10. Next regular meeting date -- Tuesday, August 21, 2018

11. Assigned Task Review

Amy Becker, report the payback numbers on the LED light conversion.

12. Adjournment

The meeting was adjourned at 7:35 PM, Tuesday, July 17, 2018.