

# 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, August 21, 2018 6:30 PM  
630 Poplar Street, West Bend, WI 53095

### 1. Call to Order

Attendee Name	Title	Status	Arrived
Jessica Tortomasi	Board Member	Present	
Deborah Bartinkowski	President	Present	
Joanne Kline	Vice President	Present	
James Knepler	Treasurer	Excused	
Karen Wachholz	Secretary	Present	
Douglas Rakowski	Board Member	Present	
Al Jung	Board Member	Present	
Timothy Harder	School District Representative	Present	
Chris Jenkins	Alderman	Present	

### 2. Approval of the Agenda

### 3. Consent Agenda

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

- a. Approval of Minutes from July 17, 2018  
Library Board - Regular Meeting - Jul 17, 2018 6:30 PM
- b. Approval of the Library Expenditures for July 2017

### 4. Financial Reports and Fund Balance Update

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

Amy Salminen reported that the financial report is now in a different format with all information on one page. She would also like to thank the West Bend Lioness Club for their donation of \$100 for Family Night programming. Deb Bartnikowski asked Chris Jenkins how the annual city audit went with Baker Tillie. Chris reported that nothing stood out as unusual.

<b>RESULT:</b>	<b>DISCUSSED</b>
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### 5. Public Comment - 5 Minutes

None.

### 6. Library Director's Report

- a. Library Director's Report for August 2018

Amy thanked the board members for bringing in items for the supply drive. 1900 kids participated in Libraries Rock summer reading program. 230 adults participated reading 1755 books and 81 teens logged 493.5 volunteer hours. There was also 23 entries in the teen writing contest. Doug Rakowski asked if a letter was sent to the school district acknowledging the student volunteer hours. The students currently get a letter, a certificate and forms are filled out by staff for the student to submit their volunteer hours to the school. Doug would like to see an addition letter sent to the school to be placed in their permanent file.

Statistics: Doug Rakowski asked why is there a need to increase in operating monies if circulation is down and if the decrease in card holders was due to the purge of non active card holders. Amy Salminen reported that hard copy material circulation is down across the country but electronic downloads have seen an increase and decrease in cardholder was from the July purge. Brad Ney stated that the cost of contractual services increases each year. Tim Harder said there are more value added services being offered at the library. A report was given in the packet detailing to cost savings from the LED light conversion and that the \$22,000 taken from the Emergency Fund for the initial outlay of expense was paid back to the Emergency Fund in April 2018.

<b>RESULT:</b>	<b>DISCUSSED</b>
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## 7. Library Board President's Report

Deb Bartnikowski introduced the library board member, Jessie Tortomasi and individual board members introduced themselves and gave their years on the board. Deb will be sending out information in September for the Library Directors evaluation that will occur in December.

## 8. Old Business

### a. Monarch Library System Update for August 2018

There was discussion concerning the PLSR report and the move to reduce the number of library systems to 6. The cost of the study, \$350,000 was commissioned by DPI. There was no set means of coming up with the monies to implement the charges stated in the PLSR report.

<b>RESULT:</b>	<b>DISCUSSED</b>
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### b. Website Redesign Project Update

The plan is to still go live in September.

<b>RESULT:</b>	<b>DISCUSSED</b>
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### c. 2019 Library Operating Budget

Doug Rakowski complimented Amy on her outstanding work.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Joanne Kline, Vice President
<b>SECONDER:</b>	Jessica Tortomasi, Board Member
<b>AYES:</b>	Tortomasi, Bartinkowski, Kline, Wachholz, Rakowski, Jung, Harder, Jenkins
<b>EXCUSED:</b>	Knepler

## 9. New Business

None.

10. Next regular meeting date -- Tuesday, September 18, 2018

11. Assigned Task Review

Board members should start thinking about the upcoming Library Director's Evaluation.

12. Adjournment

The meeting was adjourned on 7:10 PM, Tuesday, August 21, 2018.