

# 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, September 19, 2017 6:30 PM  
630 Poplar Street, West Bend, WI 53095

### 1. Call to Order

Attendee Name	Title	Status	Arrived
Chris Jenkins	Aldersperson	Present	
Deborah Bartinkowski	President	Present	
Joanne Kline	Vice President	Present	
James Knepler	Board Member	Present	
Karen Wachholz	Secretary	Present	
Douglas Rakowski	Board Member	Present	
Andrew Chevalier	Board Member	Present	
Al Jung	Board Member	Present	
Timothy Harder	Board Member	Present	

### 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 motion was made to approve the meeting minutes of August 22, 2017 and the Library Expenditures for August, 2017. 1<sup>st</sup> Joanne Kline, 2<sup>nd</sup> by Jim Knepler, the motion passed unanimously.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>AYES:</b>	Jenkins, Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Chevalier, Jung, Harder

- a. Minutes from August 22, 2017 Meeting
- b. Approval of Expenditures for August 2017 (Vouchers/Checks)

### 4. Financial Reports and Fund Balance Update

- a. Financial Reports for August 2017

Jim reported under the fund balance portion of the report that the library received the quarterly payment from the county of \$109,000. He also reported 2 donations; Cecilia Bocanegra, \$400 for two bricks for Patriots Park and a WE Energies Foundation employee matching gift of \$250. There no unusual expenditures for the month of August, 2017.

### 5. Public Comment - 5 Minutes

None.

### 6. Library Director's Report

- a. Library Director's Report September 2017

Roof door repair. Amy reported that the parts were ordered and the cost to repair the door was under \$75.00. Training continues on the MinuteTraQ System. Joanne Kline had questions concerning the

searchable function and problems pulling up certain documents. Amy will investigate, it may be the format of document.

b. **Library Statistics for August 2017**

ILL's went down since last year with the move to the new system. Other areas have gone down, such as programming as we transition from summer to fall. EBooks and Overdrive are up. Doug Rakowski asked if there are many requests for Book a Librarian program. The requests are minimal and Amy may remove that line from the statistics but still have the program available for patrons.

c. **Program and Facebook Marketing Report**

Washington County Library Services Board Survey. Doug Rakowski asked how the survey will be taken. Amy reported that they are using Survey Monkey, an online service and links will be sent to all the libraries and school districts. All programs are posted to the Facebook page and in the library newsletter. Al Jung asked how the library measures how the programs are working. Amy reported that the librarians take statistics at each program and report those numbers to her monthly. Doug asked if any programs have been eliminated, Amy reported not at this time. Adult programs are generally a one occurrence type of program. Joanne Kline asked if the library asks people how they find out about programs. A paper survey was done at the beginning of the year and it has taken time to compile the data.

7. **Library Board President's Report**

a. **Assigned Task Review from Previous Meeting**

**Transfer of Funds:** The transfer of funds from Fund 127 was completed and that is now closed.

**Digitization of Micro film:** Brad Ney

There are 296 reels of microfilm, translating to 118,400 pages. Brad presented a cost proposal from Veridian with a cost per page to scan, image clean up and article segmentation. The cost to for just these 3 services would be between \$82,000 - \$100,000. Brad provided further information on presentation platform and webhosting. A discussion followed and it was suggested we let this go at this time and look into partnering with another institution for the project.

**Library Director's Goals and Objective:** Deb Bartnikowski asked that the library board members review and be prepared to discuss the library director's goals and objectives as we move towards the performance review.

8. **Old Business**

a. **Monarch Library System Update**

System plan was approved by the Monarch board. Upgrade to Polaris 5.5 took place, a few glitches were found and have been fixed. The state budget has been passed by the assembly and senate with an increase for broad band support, workforce development and life long learning that library systems will look at. Doug Rakowski reported that there is a waning desire for mediation at this time. He also reported that there is interest in the old MWFLS building in Horicon.

9. **New Business**

a. **Patrons Park Donor Bricks**

Deb Bartnikowski asked if the board wants to do one last drive for bricks or close the program out. Doug Rakowski suggested we have one last drive this year and designate what area of the parks the bricks should

be installed in, an area where additional bricks can be installed over the next 5-10 years. A discussion followed.

A motion was made to have one last brick drive and designate several areas for adding additional bricks for installation in the spring of each subsequent year and all monies come out of the Patrons Park Fund.

Karen Wachholz will get current pricing and lead time from Giftbricks.com and work with Doug and Amy on selecting an appropriate area in the park.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Douglas Rakowski, Board Member
<b>SECONDER:</b>	Chris Jenkins, Alderperson
<b>AYES:</b>	Jenkins, Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Chevalier, Jung, Harder

b. West Bend Community Memorial Library Art Exhibition Program

WBCML would like to host and display art from local artists in Washington county and within our system. This has the potential to increase people visiting the library. Displays would be in the building for 3 months. Amy worked with Jaymee Willms from the Boys & Girls club on the policy, who has worked with other libraries in our system to design their programs.

A motion was made to approve the West Bend Community Memorial Library Art Exhibition Policy

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Douglas Rakowski, Board Member
<b>SECONDER:</b>	Joanne Kline, Vice President
<b>AYES:</b>	Jenkins, Bartinkowski, Kline, Knepler, Wachholz, Rakowski, Chevalier, Jung, Harder

c. Library Building Inventory

Doug complimented Amy on the detail of the report. Chris Jenkins would like to see expiration dates and or end of life dates included and Amy has included installation dates on items like the boilers. Doug Rakowski and Tim Harder would like install dates and the projected life span of items which can this inventory. Amy reported that it is part of the strategic plan but it can be included in this also.

d. Yearly Calendar Review

1. Budget meetings with the common council will start October 2, 2017.
2. Library director's evaluation process in October.

10. Next regular meeting date

- a. Tuesday, October 17, 2017

11. Assigned Task Review

1. Library Board, review library director's goals and objective for the next meeting.
2. Amy Becker, MinuteTraQ, look into searchable documents.
3. Amy Becker, Updates to the board on the state budget.
4. Karen Wachholz, contact the gift brick company and get updated pricing and lead times.

12. Adjournment

The meeting was adjourned at 7:23 PM.