

WEST BEND COMMUNITY MEMORIAL LIBRARY BOARD MEETING

Tuesday, September 20 , 2016

Members Present: Deb Bartnikowski, Karen Wachholz,
Doug Rakowski, Tim Harder, Joanne Kline, Jim Knepler, Al Jung,

Members Absent: JC Callen, Chris Jenkins

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 Al Jung, the motion passed unanimously.

3. Consent Agenda:

A. Minutes of August 16, 2016 meeting

B. Minutes of August 24, 2016 Emergency meeting.

C. Approval of Library Expenditures for August 2016

A motion was made to approve the consent agenda, 1st by Jim Knepler, 2nd by Joanne Kline. The motion passed unanimously.

4. Financial Reports and Fund Balance Updates: Jim Knepler (see handout in packet)

1. Deb Bartnikowski asked why under Outreach Fund 128 it shows a negative number. Amy Becker explained that we are reimbursed for the amount at the end of each quarter.
2. Jim Knepler reported that there will be a loss of \$2500.00 which is the deductible applied to the insurance claim for the elevator repair.
3. Deb Bartnikowski asked Jim Knepler to include the Capitol Budget Report in the monthly finance report.

5. Public Comments: None

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

1. The elevator will be fixed by Friday, 9/23/16
2. There was a small leak in the roof caused by a loose seal and that was repaired.
3. The LED light bulbs were due in today and should be installed next week.

7. Library President's Report: Deb Bartnikowski

Deb asked for reports from the Task Review of the August meeting. Chris Jenkins did submit his Report to Amy concerning the Employee Handbook. Doug Rakowski requested Jim Knepler get the audit details as stated in the August minutes from the city as well as the insurance claims information for the October meeting.

8. Old Business

A. MWFLS Update: Doug Rakowski

Doug reported that the paper work for the merger needs to be submitted to the State of WI by 10/15/16. There is a meeting on 9/27/16 to decide what to do with the MWFLS building and grounds and to set a policy on how to dispose of the property. There will be an inventory taken of the physical property and disposal of the items will be offered to the smaller libraries first. The goal is to have the facility empty by 1/1/17. Further information on the merger process may be found in the Library Director's report.

B. Library Redesign Project Update: Amy Becker

Carpeting installation continues and some of the furniture has arrived. Some of the old furniture has been taken for use by the West Bend Fire Department and by city hall.

C. 2017 Library Operating Budget Approval

Amy Becker reported that changes in the budget came from savings in power and light due to the upcoming installation of LED lighting. Doug asked how we will reimburse the money to the fund that the cost of the LED bulbs came out of. A discussion followed and the fund will be reimbursed from the LED savings. Partially during the new budget year that is coming up, if there is enough after supporting the budget shortfall, or totally from the next budget year. We do not want fund balance used to support the budget.

A motion was made to accept the 2017 Library Operating Budget. 1st by Doug Rakowski, 2nd by Al Jung. The motion passed unanimously.

9. New Business

A. Space for New System: An inquiry was made about leasing space for the offices for the merged system. It was not determined that the WBCML did not meet the space requirements of the new system, since the requirements have not yet been determined by the new system. A discussion followed regarding leasing other portions of the library.

A motion was made to: Approve giving Amy Becker the authority to explore renting out space in the basement and upstairs. 1st by Doug Rakowski, 2nd by Jim Knepler, the motion passed unanimously. Amy will gather information from other libraries that rent out space and present at a future meeting.

B. Library 101: Washington County Funding for Libraries (see handout)

Referring to Library Contract Exhibit A in the handout, Amy explained that the funding is based on circulation and that 5% of the funding is held in reserve by the county. Also see the handout Quarterly Circulation Distribution submitted by Brad Ney.

Doug Rakowski would like to see a line added to the agenda for statistical review, noting the drop in revenue from a decrease in meeting room rentals.

C. Yearly Calendar Review

1. Submit 2017 Library Budget to the city, Amy Becker
2. MWFLS Merger meeting on 9/27/17, Amy Becker
3. Deb Bartnikowski asked the board to start thinking about Amy Becker's annual review.

10. Next regular meeting date, Tuesday, October 18, 2016

11. Assigned Task Review

1. Jim Knepler, obtain the audit detailed expenses and insurance claim totals from the city and present at the October meeting.
2. Jim Knepler to add a Capitol Budget line to the financial report.
3. Amy Becker, add a line to the agenda for statistical review.
4. Development of a marketing plan for future rental of library space to be put on the October meeting agenda.

12. Adjournment: the meeting was adjourned at 7:29 PM, September 20, 2016