

Butler Library Board Meeting – July 9, 2019

Time meeting was called to order – 6:00 pm

Members present – Paul Kasdorf (interim President), Tom Sardina, Roger Benjamin and Charlene Benjamin

Excused Members absent – Jenni Thorpe, John Schauker, Andrea Van Gompel

Persons desiring to be heard: Teri Stegemeyer-in favor of keeping Board at 7 members and likes the savings amount that is printed on the receipt when checking out a book; Kathy Ensslin-In favor of keeping board at 7 and keep open time at 10am; Mary Jablonski-misses the plants, wants board at 7 to have more committees; Carol Zuba-Keep Board at 7 and to increase the budget for more money to buy materials

Minutes read–One correction to make: the alarm cost “per month” vs “per year”; Tom made a motion to approve, seconded by Paul. No Discussion on Motion, Motion Passed.

IV. New Business

- a. Discussion and possible action to approve a recommendation to the Village Board for the Library Board to be 5 (five) board members:

-Charlene and Roger both agree by having 7 board members it creates better discussion and would favor keeping the same. Issue was tabled.

- b. Discussion on 2018 audited financials; non lapsing; and fund balance

-The 2018 Audited numbers show a \$8739 surplus: We took in an extra \$4460 in revenue and had operating expenses under budget of \$4269. For reference: The library operated at about \$105k in 2018. Compared to a (\$11,000) deficit in 2017, (\$8,735) in 2016 (\$5,128) in 2015.

- c. Discussion and possible action on adopting a balance fund policy

-The surplus plus the non-lapsing have now been combined into the fund balance account and we meet the desired range per accounting standards. It would be good to move forward with a policy to provide a guideline, which in part would include language that any withdrawal from the account would need Library Board Approval. Charlene made a motion to approve, seconded by Roger. No Discussion on Motion, Motion Passed.

- f. Discussion and possible action to approve the submission of the 2019 Bridges Innovation Grant.

-The Director requested approval to send in the grant to Bridges. If granted, the Board will need to consider how to utilize the grant. Paul made a motion to approve, seconded by Tom. No Discussion on Motion, Motion Passed.

V. Communications:

-Former Library Board member-Kit Tiffany passed away-A card was sent to her family;

-Paul received a voicemail call from a patron that she was approached and told to come at 10am so the numbers look good. The caller did not leave a name or request a return call.

-Paul announced that John, Andrea, Jenni and Paul will be resigning from the Board. Paul thanked them for: their dedication and countless hours in volunteering their time to the Library Board; making great strides to further understand the operations; and its budgeting process. He added that the budget is easier to understand by having a dedicated library fund, thus leading to a surplus and better accountability. Paul encouraged those in attendance to consider joining the Board and to keep reading.

The remaining agenda items were Tabled:

- a. Discussion and possible action to approve the waiving of all overdue fines
- b. Discussion and possible action to approve purchase of both Milwaukee Journal and Waukesha Freeman in 2020
- c. Discussion and possible action to approve a proposal for an estimated cost of \$2,481.25 to purchase 4 new computers and dispose 9 old computers in 2020.
- d. Discussion and possible action to approve a change to the 2019/2020 operating hours

VI. Reports

- a. Finance and Budget
- b. Building & Property Maintenance

VII. Report of the Director

VIII. Old Business

- a. Copier/Printer: Discussion on usage/tracking of revenue
- b. Book mobile-update
- c. Staff/Library Hours
- c. Vision & Planning – Village strategic plan update.
-Library goals and strategic plan – review, discussion, possible action
- d. Discussion and possible action on Taylor Computers for Patch Management
- f. Director’s Weekly Update – review and provide input as to information needed
Discussion and possible action on the Waukesha County Library Standards Certification-Minimum to Exempt
- h. Discussion 2020 Budget

IX. Schedule next meeting

X. Adjournment

-Paul made a Motion to adjourn at 6:24 pm, seconded by Roger, all approved.

Submitted by: Paul Kasdorf