

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, June 7, 2016
Minutes—Pending**

ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Anne Burroughs	Excused	Elaine Griffin President	X	Nyama Marsh Director	X
Jay Saunders Village Board Rep	X	Karen Plach	X	Paul Smith	X
Tammi Giesen	X	Krista Hutley Librarian	X	Pam Woodard School District Rep	X

CALL TO ORDER: President Elaine Griffin called the monthly meeting of the Whitefish Bay Public Library Board to order at 7:00 p.m.

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NM.
2. **PUBLIC COMMENT:** None
3. **DISCUSSION & APPROVAL of Minutes for May 3, 2016:** PW moved to approve the minutes of the May meeting and JS seconded. The minutes were unanimously approved.
4. **DISCUSSION & APPROVAL of Financial Reports Through May 31, 2016:** NM summarized the May financial reports. We are at 42% of the year. Property tax revenue should reflect in the budget by next month now that the Village is finished with their audit. Revenue from miscellaneous donations is low, and the Board discussed possible reasons for this. Often community members who donate specify how they want their donation used, which puts the donation in a different budget line. PS moved to approve the financial reports through May 31 and TG seconded. The financial reports were unanimously approved.
5. **DISCUSSION & APPROVAL to use Contingency to Pay Chiller Repair Invoice:** KH and NM gave the semi-annual report on library building maintenance, from January through May 2016. Unanticipated building expenses had been low, but problems were identified with the library's chiller (HVAC) in May, due to alleged neglect and incomplete service from Mechanical Concepts, the library's previous HVAC company. Dillet Mechanical cleaned and repaired the chiller and the invoice is \$10,501.46. NM gave a history of the library's contract with Mechanical Concepts and how John Kearns, Village contractor to the library, identified problems with their service. The Village and the Library agreed to share the cost for the repair. The Library Board discussed their fiscal responsibility in maintaining an adequate contingency for the remainder of the year while still funding the majority of this Dillet bill. The Library Board recommended a 75% / 25% split between the Library contingency budget line and the DPW unplanned library building maintenance budget line. PW moved to approve 75% of the cost of the \$10,501.46 for the chiller repair out of the Library contingency fund. TG seconded. The motion passed, with Jay Saunders choosing to abstain.
6. **DISCUSSION & APPROVAL of Strategic Planning Committee's Strategic Imperatives:** TG gave an update on where the Strategic Planning Committee is now. She summarized the multiple tracks the committee is pursuing with its environmental analysis of the library, noted the challenges the library will face while realizing its vision, and presented six strategic imperatives necessary to overcome the challenges. JS moved to approve the Strategic Imperatives and KP seconded. The Strategic Imperatives were unanimously approved.

7. **DISCUSSION of Finance Committee - update:** PS gave an overview of the work of the Finance Committee. They have analyzed the current financial state of the library and made predictions based on trends in the Village property tax revenue, MCFLS reciprocal borrowing, patron donations, and other sources. They prepared a 5-year cash flow forecast. The finance committee also reviewed the policies and history of Fund 22 and is working on investment options.
8. **DISCUSSION & APPROVAL of Board Officer Elections – Vice President:** With Library Board agreement, this agenda item was changed to discussion only. The most recent VP was Susan Hopwood, whose last meeting as a Board member was April 2016. EG explained the role of the vice president and asked board members to contact her if interested in running. No votes were cast at this meeting. Voting will take place at the August Library Board meeting.
9. **DISCUSSION & APPROVAL to Change or Cancel July Meeting Date:** The July Library Board Meeting will fall on July 5. NM asked the Board to cancel or change the date of the July meeting due to schedule conflicts with holiday travel. NM explained that the Board had cancelled last year's July meeting as well. PS moved to approve the cancellation of the July Library Board Meeting and JS seconded. The motion was unanimously approved.
10. **DISCUSSION of Informational Items:** NM summarized key aspects from the department reports. Friends of the Whitefish Bay Library's book sale in May brought in the highest revenue on record for a Spring sale. The library is running a photography contest through September. The two new Youth Services interns have started. Finally, the digital book lending site Overdrive is now lending periodicals, which is impacting Zinio circulation.

ADJOURNMENT: Meeting was adjourned at 8:33 pm.

Respectfully submitted,
Krista Hutley
Administrative & Adult Services Librarian