



ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Douglas Armstrong (DA) School Board Rep	X	Elaine Griffin (EG) President	X	Nyama Reed (NR) Director	X
Jay Saunders (JS) Village Board Rep	Excused	Karen Plach (KP)	X	Paul Smith (PS)	X
Tammi Giesen (TG)	Excused	Krista Hutley (KH) Librarian	X	Sarah Leinweber (SL)	X

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

1. **STATEMENT OF PUBLIC NOTICE:** Duly noticed by NR.
2. **PUBLIC COMMENT:** None.
3. **DISCUSSION & APPROVAL of Minutes – June 6, 2017:** NR noted a mistake in her name to be corrected. There were no substantive changes to the minutes. *Moved: DA; Seconded: KP; Approved: unanimously*
4. **DISCUSSION & APPROVAL of Financial Reports Through July 31, 2017:** NR summarized the financial reports through end of July. Revenue from fines & fees is down slightly. Expenditures are on target, though the copier maintenance and repair line item is over-budget and will require a line-item transfer. Multiple technology line items will be combined in the 2018 budget for more accurate reporting. The Village and Library remain close to over-budget in planned building repair expenditures. *Moved: PS; Seconded: KP; Approved: unanimously*
5. **DISCUSSION of September Meeting Date Change from 9/5 to 9/12:** The Board agreed that no change was needed. The Library Board September meeting date will remain 9/5.
6. **DISCUSSION & APPROVAL of Cleaning Contract:** NR requested competitive quotes from other cleaning companies and then re-negotiated the cleaning contract with Jan-Pro, which included being assigned a new crew. She described the steps being taken with the company for corrective action. The Board approved renewing the contract with Jan-Pro. *Moved: KP; Seconded: PS; Approved: unanimously*
7. **DISCUSSION & APPROVAL of 2018 Library Budget:** NR provided the Board a draft of the

Library's 2018 budget for submission to the Village, with flat revenue from property taxes, an estimated 2% salary increase, and an estimated 10% health care increase. The Village will update the health care cost after meeting with the insurance company and numbers will be adjusted accordingly. In Revenue, our MCFLS reciprocal borrowing payment will increase, partly offsetting a minor reduction in fines and fees and a reduction in program room rentals. In Expenditures, the technology line items have been merged and are kept at the same level, while copier maintenance has risen due to contracts on the new copier. The total amount allocated for Library Programs & Services has been cut about 5% to balance the budget, and staff will rely more on Friends funding. The total amount allocated for Collection Materials has been cut about 8%. A larger portion of the collection will be funded from Fund 22, dependent on the final health care increase. The Board also discussed kick-starting a capital campaign in 2018 and ways to secure public investment and Village support as financial hardships increase with continuing flat revenue and increasing costs, including an aging building.

Motion: KP motioned to approve the 2018 budget as outlined, with up to \$31,000 from Fund 22 to maintain the collection budget, contingent on health insurance costs. *The motion was seconded by PS and approved unanimously.*

- 8. DISCUSSION of Informational Items:** NR summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff. Updates included the Village Hall renovation, which will take about a year and begin in mid-October; in the interim they are using the library's basement for storage and meeting rooms for some meetings.

ADJOURNMENT: Meeting adjourned at 8:53 pm.

Respectfully submitted, Krista Hutley, Adult & Administrative Services Librarian