

LIBRARY BOARD MEETING
 Minutes of June 1, 2021 Meeting
 Approved at June 22, 2021 Meeting



Board of Trustees	Attended
Name, Position Title, Year Board Term Expires	
Jennifer Livingston, President, 2024	X
Sarah Leinweber, Vice President, 2023	Absent
Will Demet, Village Board Rep, n/a	X
TBD, School District Rep, n/a	N/A
Ellie Gettinger, Member, 2022	X
Claire Flannery, Member, 2023	X
Erin Jelenchick, Member, 2024	X
Staff	
Nyama Reed, Library Director	X

Item	Action Desired	1st	2nd	Pass
CALL TO ORDER 6:33pm				
1. Statement of Public Notice	n/a			
2. Public Comment – limit to five minutes; the Board cannot discuss or act on any issue that is not duly noticed on the agenda.	n/a			
TOPICS REQUIRING DISCUSSION & APPROVAL				
3. 2021-2024 Strategic Plan Update with Nikki DeGuire	Discuss	N/A	N/A	N/A
4. Minutes of June 1, 2021 (JL)	Motion	Gettinger	Flannery	Unanimous
Motion to approve minutes.				
Finance Report Through April 30, 2021 (NYR)	Motion	Flannery	Gettinger	Unanimous
Motion to approve finance report through April 30, 2021.				
Renewing Library Services Plan – Update, including mask requirement	Motion	Gettinger Gettinger	Jelenchick Flannery	Unanimous Unanimous
Motion to not require masks of for fully vaccinated (as defined by CDC) patrons effective June 2, 2021.				
Motion to empower Library Director, in consultation with Library Leadership Team, and Library Board President, to institute new mask requirements independent of the CDC, State of WI, or Village of Whitefish Bay , if a new spike warrants it.				
Waiving Fines & Fees of WFB Minor Cards When They Turn 18	Motion	Flannery	Gettinger	Unanimous
During discussion, Trustee Flannery stated implementation should be consistent for all patrons who full into the category.				
Motion to revise Loan Fine & Fees Policy, formalizing the waiving of fine/fees, on unreturned WFBPL items, when patrons transition from a juvenile to an adult account.				
WFBPL Work Breaks for Part-time Staff	Motion	Gettinger	Jelenchick	Unanimous
Motion to revise addendum to the 2020 Village of Whitefish Bay Employee Handbook, including approving 20-minute breaks for staff who work 7.0-7.99 hours in a day.				
TOPICS REQUIRING DISCUSSION ONLY				
Informational Items (NYR)	Discuss			
Director Reed highlighted items from the Department Reports and statistics.				
ADJOURNMENT 8:31pm	Motion	Gettinger	Flannery	Unanimous

Fund 13 - Library Special Revenue Fund:		END BALANCE	2021	YTD BALANCE	AVAILABLE	% BDGT	NOTES
	DESCRIPTION	12/31/2020	BUDGET	5/31/2021	BALANCE	USED	
				% YTD: 41.67%	Over: 52	On Target: 31-51	Under: 30
Taxes							
13-00000-41100	PROPERTY TAXES	710,581	700,833	0	700,833	0	Ok
Taxes		710,581	700,833	0	700,833	0	
Intergovernmental Revenue							
13-00000-43793	Library MCFLS RB Payment	64,421	58,518	58,722	(204)	100	
Intergovernmental Revenue		64,421	58,518	58,722	(204)	100	
	Set Revenue	775,002	759,351	759,555	(204)	100	Once taxes load
Intergovernmental Revenue							
13-00000-43792	CARES Grant	14,479	0	0	0	N/A	N/A for 2021
Intergovernmental Revenue		14,479	0	0	0		
Fines, Fees, Penalties							
13-00000-45209	LIBRARY FINES	11,761	20,000	8,306	11,694	42	
13-00000-45210	Library Replacement Cards	326	800	22	778	3	
13-00000-45224	LIBRARY DAMAGE RECOVERY	494	2,500	660	1,841	26	
Fines, Fees, Penalties		12,581	23,300	8,987	14,313	39	
Public Charges for Services							
13-00000-46712	LIBRARY ROOM RENT	(1,184)	4,000	0	4,000	0	
13-00000-46713	LIBRARY COPY AND FAX FEES	1,673	4,000	822	3,178	21	
13-00000-46714	LIBRARY DVD RENTALS	426	2,500	0	2,500	0	
13-00000-46715	MISCELLANEOUS REVENUE	35	0	0	0	0	
Public Charges for Services		950	10,500	822	9,678	8	
Miscellaneous Revenue							
13-00000-48501	LIBRARY DONATIONS	5,951	2,000	1,082	918	54	
Miscellaneous Revenue		5,951	2,000	1,082	918	54	
13-00000-48504	Restricted Donation - OB Grant	3,000	0	(1,153)	1,153	100	Debit for NSD Pymt
				(1,153)	1,153	100	from OB Grant
	Variable Revenue	36,960	35,800	9,738	26,062	27	
	TOTAL REVENUES	811,962	795,151	68,460	726,691	9	