

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, September 6, 2016
Minutes—Approved**

ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Anne Burroughs (AB)	X	Elaine Griffin (EG) President	X	Nyama Marsh (NM) Director	X
Jay Saunders (JS) Village Board Rep	X	Karen Plach (KP)	X	Paul Smith (PS)	X
Tammi Giesen (TG)	X	Krista Hutley (KH) Librarian	X	Pam Woodard (PW) 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 August 2, 2016:** AB moved to approve the minutes of the August meeting and KP seconded. The word “email” was changed to “phone” in the second sentence of Agenda Item 3 after a correction from PW. The revised minutes were unanimously approved.
4. **DISCUSSION & APPROVAL of Financial Reports Through August 31, 2016:** NM summarized the financial reports through end of August. We are at 67% of the year and are on target. Property taxes have now been applied to our revenue line items. JS moved to approve the financial reports through August 31 and PS seconded. The financial reports were unanimously approved.
5. **DISCUSSION of 2017 Library Budget:** The 2017 budget is still in development, as the Village negotiates health care costs. NM has estimated a 10% increase in her 2017 Library Budget drafts. Revenue will increase slightly due to a greater MCFLS Reciprocal Borrowing payment. NM proposed three sample budgets, with different options for balancing the budget between judicious cuts and increased use of Fund 22 for collection development. NM explained the sample budgets line by line and the Board discussed the merits of each. NM will bring a memo to the October meeting with a financial analysis of reducing library hours in 2017, which was not explored as an option in the sample budgets. The Board also discussed a future capital campaign and ways to secure public investment and Village support as financial hardships increase in the coming years.
6. **DISCUSSION of Strategic Planning Committee Update:** TG presented the Strategic Planning Committee’s recent work on the Strategic Imperatives gap analysis, with an in-depth examination of Strategic Imperative 1: Communicate Value. Next steps will include finalizing the pro forma budget and working with staff to write a one-year action plan. JS commented that the Village Board would be impressed with the comprehensive long-term planning this committee has done for the library and suggested it be presented to the Village Board in the near future.
7. **DISCUSSION of Informational Items:** NM summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff. The Board discussed Head of Youth Services Katie Kiekhaefer’s memo on the children’s summer reading program and how to revitalize the adult

summer reading program next year.

ADJOURNMENT: Meeting was adjourned at 8:41 pm.

Respectfully submitted,

Krista Hutley

Administrative & Adult Services Librarian