

**Whitefish Bay Public Library
Library Board Meeting
Tuesday, October 4, 2016
Minutes—Approved**

ATTENDANCE:

Name	Attended	Name	Attended	Name	Attended
Anne Burroughs (AB)	Excused	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	Excused

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 September 6, 2016:** PS moved to approve the minutes of the September meeting and KP seconded. The minutes were unanimously approved.
4. **DISCUSSION & APPROVAL of Financial Reports Through September 30, 2016:** NM summarized the financial reports through end of September. NM added a line item in revenue to reflect the restricted donation for the library's new web site. PS moved to approve the financial reports through September 30 and TG seconded. The financial reports were unanimously approved.
5. **DISCUSSION & APPROVAL of 2017 Library Budget:** The final 2017 budget draft is now available for the Village of Whitefish Bay. Health insurance rose only 1.5% instead of the 10% initially budgeted. The Library will also no longer have a restricted contingency line item and will rely on fund balance for emergencies, per discussion with Village Manager. The Village Board will meet to discuss the 2017 village budgets on Monday, October 17. KP moved to approve the 2017 Library Budget and PS seconded. JS abstained from the vote. The 2017 Budget was approved with four yeas and one abstention.
6. **DISCUSSION & APPROVAL of Vendor for Library Website:** NM gave an overview of the website quotes from Byte Studios, a local company working with several MCFLS libraries, and Civic Plus, the company used by the Village of Whitefish Bay. NM compared the two vendors for the Board, including upfront and maintenance costs, as well as the pros and cons of each. NM and SL (Scott Lenski) recommended the website design contract be awarded to Byte Studios based on: 1) costs being equal; 2) Byte Studios having more flexible design. TG moved to approve Byte Studios as the web site vendor and JS seconded. The motion was unanimously approved.
7. **Strategic Planning Committee Update:**
 - a. **DISCUSSION** of overall update: TG presented the Strategic Planning Committee's recent work on the Pro Forma Financial Analysis through year 2025. These projected budgets were run using four scenarios to explore a range of best to worst cases. TG summarized the findings and discussed how each scenario would affect the goals of the Strategic Plan.
 - b. **DISCUSSION & APPROVAL** of Key Initiatives & Five Year Framework: TG summarized the key initiatives that were identified as integral to realizing the library's vision, and presented a five-year strategic timeline for implementing them. KP moved to approve the key initiatives and five-year framework and PS seconded. The motion was unanimously approved.
8. **DISCUSSION of Informational Items:** NM summarized key aspects from the department reports from adult services staff, youth services staff, and circulation staff. Friends of the Whitefish Bay Library will have their annual Fall book sale on November 5-6, with a preview for members on November 4. NM updated the Board on the potential cost savings of cutting library hours in the future and presented several scenarios. The Board also discussed the results of the library's inaugural photography contest.

ADJOURNMENT: Meeting was adjourned at 8:31 pm.

Respectfully submitted,
Krista Hutley
Administrative & Adult Services Librarian