

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
April 11, 2017

Call to Order: The meeting was called to order by President Bray at 4:32 p.m. in the History Room. Library Board Trustees present were Treasurer/Secretary Allender, Trustees Norante, Pollnow, Beer, Datka and Library Director Pam Belden. Trustee Romanak was absent. There were no guests from the public in attendance.

Minutes

There was a motion (Pollnow/Beer) to approve the March 14, 2017 minutes with corrections as discussed. The discussion was that it was not a directive but an opportunity for the WPL to be included in the wage study. All ayes. Motion passed.

Public Appearance

There was no one in attendance.

Librarians' Report

1. **Circulation, Statistics and Program Report.** Circulation statistics from March 2017 were reviewed. Continuing to increase is Overdrive, Gale Courses, adult programming and children's programming. 72 children are signed up for the new "1000 Books Before Kindergarten" program and the Racine. Members reviewed with Belden the March 2017 program summary and it was noted that there were 1,381 participants for the month. Book bundles continue to be a success with 98 checked out and 490 individual items circulated. The craft kits continue to be a big hit with 184 checkouts. Patron's use of social media continues to rise. Use of Gale courses continues to increase. Visits to the WPL included the Home Show booth visits.
2. **Runzheimer to Support Funding for Patron Computers.** Belden reported that the Runzheimer Foundation will make the contribution of \$5,687 in July to help fund the patron computers.
3. **WPL Staff Job Description Questionnaires.** Belden discussed that this item is still pending a meeting with the Village and the consultant.
4. **Personnel Evaluations.** Belden reported that personnel evaluations are due soon.
5. **President's Budget Proposal.** Belden provided an article outlining the President's budget proposal that will eliminate federal library funding. Members discussed that this would be good information to make available to the WPL patrons. Discussion was held that the purpose to provide the information is not for a political purpose or persuasion but as facts for our patrons regarding the services they could possibly lose if this proposal passes as outlined. Members agreed that information could be made available via social media, website and at the front desk and that patrons could be given information regarding proper representatives to contact.
6. **March Operations Budget.** Discussion was held on the budget to actual for March 2017. 25% of the year has elapsed and just over 19.9% of the budget has been expended.

There was a motion (Beer/Norante) to approve the March 2017 Budget to Actual as presented. All ayes. Motion passed.

Statements

Bank statements ending March 2017 were reviewed and discussed.

There was a motion (Norante/Pollnow) to approve the bank statement from Associated Bank as presented:

March 2017 Associated Bank Library Special Funds Account: \$23,073.52
All ayes. Motion passed.

The March 2017 Investment Fund statement was reviewed. Included in the statement was the \$25,000 transfer previously approved last month.

Invoices

The WPL Invoices for March 2017 Operations and Special Funds were presented and discussed.

There was a motion (Pollnow/Norante) to approve March 2017 invoices:

March 2017 Operations – \$16,396.35
March 2017 Special Funds – \$538.86

All ayes. Motion passed.

Old Business

1. **Facility Updates.** Belden reported that the lighting should be finished within the next month.

New Business

1. **Elections for Library Board Officers.** There was a motion (Pollnow/Beer) to approve the WPL Board officer nominations for 2017-18 as follows:

Don Bray, WPL Board President
Diane Norante, WPL Board Vice President
Michelle Allender, WPL Board Treasurer/Secretary

All ayes. Motion passed.

2. **Service Considerations During 2018/19 Construction.** Belden discussed with members various ways to make access to the WPL easier during the 2018-19 construction. Belden suggested extending hours during non-construction hours, possibly weekends and later in the evenings, as well as opening later. Other ideas were discussed about providing more creative ways to help patrons get from the public parking lots located across the river.
3. **Contract Renewals.** Belden discussed with members that it is time for equipment contracts to be renewed. Discussion was held regarding possibly co-oping with other departments or municipalities to obtain better deals. Bray will work with Belden about some alternatives to be discussed with the Board next month.

Closed Session

There was a motion (Pollnow/Beer) to adjourn into closed session for discussion for the purpose of considering performance, benefits and compensation of village employees and preliminary consideration of specific personnel problems pursuant to Wisconsin Statute s.19.85.(1)(c) and (f). A roll call vote was recorded as follows and the meeting adjourned into closed session:

Allender – aye	Datka – aye	Pollnow – aye
Norante – aye	Beer – aye	Bray – aye

Open Session

There was a motion (Datka/Beer) to adjourn out of closed session and continue the meeting in open session. A roll call vote was recorded as follows:

Allender – aye	Datka – aye	Pollnow – aye
Norante – aye	Beer – aye	Bray – aye

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Beer/Pollnow) to adjourn. All ayes. The meeting adjourned at 5:45 p.m.