

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
August 15, 2017

Call to Order: The meeting was called to order by President Bray at 4:35 p.m. in the History Room. Library Board Trustees present were Pollnow, Beer, Datka, Romanak, Norante (arrived late), Library Director Pam Belden and WPL staff member Tricia Cox. Treasurer/Secretary Allender was excused. Jody Beer agreed to be the Acting Secretary for this meeting. There were no guests from the public in attendance.

Minutes

There was a motion (Pollnow/Romanak) to approve the July 11, 2017 minutes. All ayes. Motion passed.

Public Appearance

No one appeared from the public.

Librarian's Report

1. **Circulation, Statistics and Program Report.**
 - a. Summer programs for juveniles were successful. Attendance was higher per program but less in total than last year because summer vacation was shorter this year not allowing the same number of programs. Fifty-five percent of the participants of the Summer Reading Program completed all 5 weeks of the program. The drop-in Ice Cream Checkout Party and the Build a Better World final program were quite successful with 400 attending each program. Having an ice cream checkout day each quarter is being considered because of the program's success. More drop-in programs are being considered for next summer. The Tuesday drop-in craft program is popular. How many craft kits to have on hand is hard to know. There were 51 volunteers, mostly teens, during the summer programs. One hundred eclipse glasses were purchased and 80 have been distributed with 20 being held for participants in the program regarding the eclipse.
 - b. Circulation statistics from July 2017 were reviewed. Circulation is ahead of the total 2016 circulation by 3,000. Facebook, Twitter and the Library's website continue to have high volume use. There are 95 children signed up for the "1000 Books Before Kindergarten" program and 4 have read 1000 books. There were 134 Book Bundles checked out and 299 entries to win a \$25 gift card for checking out 5 items in July. The collaboration with the WGSD Recreation Department was successful again this year and it will continue through August. Members reviewed with Belden the July 2017 program summary and it was noted that there were 2,090 participants for the month.

2. **WPL Wage & Benefit Comparison Meeting Update.** The Village Board adopted the pay and benefit recommendations provided by Charles Carlson of Carlson-Dettman Consulting (the "Consultant"). Belden discussed the steps needed to meet the new pay grade schedule.

There was a motion (Pollnow/Datka) to encourage Belden to meet the scale provided by the Consultant and adopted by the Village Board.

All ayes. Motion passed.

Resolution #831, A Joint Resolution of the Village Board & Library Board Accepting Pay Plan Project Report and Authorizing Implementation was approved by the Village Board ("Joint Resolution"). Discussion was held.

There was a motion (Pollnow/Datka) to approve the Joint Resolution.

All ayes. Motion passed.

3. **July Operations Budget.** Discussion was held on the budget to actual for July 2017. 58% of the year has elapsed and 49.7% of the budget has been expended.

There was a motion (Romanak/Norante) to approve the July 2017 Budget to Actual as presented.

All ayes. Motion passed.

Statements

Bank statements ending July 2017 were reviewed and discussed.

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

July 2017 Associated Bank Library Special Funds Account: \$19,579.93.

All ayes. Motion passed.

Invoices

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

There was a motion (Norante/Datka) to approve July 2017 operation invoices:

June 2017 Operations - \$30,379.14.

All ayes. Motion passed.

There was a motion (Romanak/Pollnow) to approve June 2017 Special Funds invoices:

July 2017 Special Funds - \$860.47.

All ayes. Motion passed.

Old Business

There was no old business for discussion.

New Business

RFID Coding: Belden discussed RFID Coding, the current technology for libraries to make checkout smoother and help track inventory. Belden has contacted one vendor and would like to seek a second bid.

There was a motion (Pollnow/Datka) to have Belden further look into RFID Coding and to seek one other bid.

All ayes. Motion passed.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Datka) to adjourn. All ayes. The meeting adjourned at 6:01 p.m.