

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
December 12, 2017

Call to Order: The meeting was called to order by President Bray at 4:30 p.m. in the History Room. Library Board Trustees present were Vice President Norante, Treasurer/Secretary Allender, Trustees Pollnow, Datka, Beer, Romanak and Library Director Pam Belden. Also in attendance were WPL staff members Tricia Cox and Sam Vogel as well as Peter Engstrom of Associated Investment Services.

Minutes

There was a motion (Datka/Romanak) to approve the November 14, 2017 minutes as presented. All ayes. Motion passed.

Public Appearance

Peter Engstrom of Associated Investment Services appeared to review the Endowment Fund investment portfolio. Engstrom reported that overall the portfolio is up 11.4% for the year. The value of the portfolio as of 11/30/17 is \$163,451. Engstrom reported that the current account allocation is 40% stocks, 50% bonds and 10% cash. Engstrom suggested possibly adjusting the cash to 5% which would increase the risk minimally. Members agreed that the current allocation reflects the WPL Board's conservative investment goals. Engstrom left the meeting.

Librarians' Report

1. **Circulation, Statistics and Program Report.** Circulation statistics from November 2017 were reviewed. Vogel reported that circulation is ahead of the previous year's statistics by 4,631/3%. Continuing on track is Overdrive, Gale Courses, adult programming and children's programming. 102 children are signed up for the new "1000 Books Before Kindergarten" program and 9 have already read 1000 books. Members reviewed with Belden the November 2017 program summary and it was noted that there were 1,025 participants for the month. Book bundles continue to be a success with 91 checkouts and 455 individual items circulated. The craft kits had checkouts for 65 teen and 310 juvenile checkouts for November. The Teen Scene after school program continues to be successful with 103 participants for the month. Every month this past year, WPL offered a chance to win a \$25 gift card to an adult patron who checks out 5 items. November had 282 gift card entries. Belden noted that circulation continues to increase significantly with Racine and Walworth County over last year by 8,371. Cox discussed with members that the Teen Scene has made a very positive impact on the relationship staff has with this group and it has given them a place to go after school with structure and positive influences. The Friends of the Library have funded the program for November and December and the program will continue through 2018.
2. **November Operations Budget.** Discussion was held on the budget to actual for November 2017. 92% of the year has elapsed and just over 91% of the budget has been expended.

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

3. **Tree-lighting Program Report.** Cox reviewed with members regarding the WPL Christmas

program and tree-lighting. There were 416 people in attendance, gift bags were given out to those who attended and the annual tradition continues to be a success. Staff and volunteers were on hand to make sure the program ran smoothly. Cox stated that this program has become as much as a tradition as the parade itself for families of the community and it still continues to grow. However, Cox did report that she does receive reports that people do not come because they know how crowded it will be.

4. **Restroom Repairs.** Belden discussed with members recent repairs needed in the men's bathroom. It was discovered that one of the toilets was completely cracked and drained and needed replacement as well as one of the urinals were not working properly and will need replacement.

Statements

Bank statements ending November 2017 were reviewed and discussed.

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

November 2017 Associated Bank Library Special Funds Account: \$1,745.88
All ayes. Motion passed.

The November 2017 Investment Fund statement was available for review. As of this statement, the year-to-date growth is \$2,650.

Invoices

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

There was a motion (Pollnow/Allender) to approve November 2017 operation invoices:

November 2017 Operations – \$9,181.62
All ayes. Motion passed.

There was a motion (Pollnow/Beer) to approve November 2017 special fund invoices:

November 2017 Special Funds – \$200.00
All ayes. Motion passed.

Old Business

1. **Update of WPL Generator Funding.** At the December meeting of the SHARE consortium, member libraries voted to pay for the generator. The entire quoted cost of the generator (cost of the machine, installation, excluding ongoing maintenance fees) will be included in the SHARE budget, including SHARE member libraries of Arrowhead Library System. This option allows each SHARE member to contribute a percentage of the generator costs according to the standard SHARE budgeting formula. SHARE will be reimbursing the WPL gift funds as soon as the final bill is submitted. The final cost share of the WPL will be \$493.00.

2. **Village Levy Decrease for 2018.** Discussion was held regarding the decrease of the Village levy as reported in the Waterford Post.

New Business

1. **Endowment Fund Transfer.** Belden discussed with members gift fund transfers that were not properly deducted from the fund since June. The account has been reviewed by Belden with the Village Treasurer and it was determined that \$8,000 will need to be transferred to correct and balance the account. Belden also discussed that \$12,000 will need to be transferred to front the cost of the generator until those funds can be reimbursed.

There was a motion (Bray/Beer) to transfer \$20,000 from the Endowment Fund to the WPL Special Funds. \$8,000 will correct and balance the previous months transfers and \$12,000 will front the costs of the generator that will be reimbursed by the SHARE budget by approximately \$12,500. All ayes. Motion passed.

Closed Session

There was a motion (Pollnow/Beer) to adjourn into Closed Session for discussion regarding the hiring of a new library director 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 at 6:10 p.m.:

Norante - Aye	Allender - Aye	Pollnow - Aye	Datka - Aye
Beer - Aye	Romanak - Aye	Bray - Aye	

Reconvene into Open Session

A roll call vote was recorded as follows and the meeting reconvened into open session:

Norante - Aye	Allender - Aye	Pollnow - Aye	Datka - Aye
Beer - Aye	Romanak - Aye	Bray - Aye	

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Beer/Romanak) to adjourn. All ayes. The meeting adjourned at 7:35 p.m.