

**WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
February 14, 2017**

Call to Order: The meeting was called to order by Trustee Bray at 4:35 p.m. in the History Room. Library Board Trustees present were Treasurer/Secretary Allender, Trustees Norante, Pollnow, Beer, Datka and Pam Belden, Library Director. Romanak was excused. Members from the public in attendance: Peter Engstrom, Associated Investment Services.

Minutes

There was a motion (Pollnow/Norante) to approve the January 10, 2017 minutes. All ayes. Motion passed.

Public Appearance

Peter Engstrom of Associated Investment Services appeared to discuss with members the WPL investment funds. Presentation discussion and action was recorded under the Agenda's New Business.

Librarians' Report

1. **Statistics and Program Report.** Continuing to increase is Overdrive, Gale Courses, adult programming and childrens programming. Members reviewed with Belden the January 2017 program summary. Book bundles continue to be a success.
2. **Circulation Statistics and Social Media.** Circulation statistics from January 2017 were reviewed and discussed. Overall circulation has improved over last year. Patrons use of social media continues to rise.
3. **Chamber of Commerce Home Show.** The Spring Expo is on March 4th and Belden is asking for help to man the table. Allender agreed to work the afternoon shift.
4. **January Operations Budget.** Discussion was held on the budget to actual for January 2017. 8% of the year has elapsed and just 4% of the budget has been expended.

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

Statements

Bank statements ending January 2017 were reviewed and discussed.

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

January 2017 Associated Bank Library Special Funds Account: \$14,491.72.
All ayes. Motion passed.

Invoices

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

There was a motion (Datka/Beer) to approve January 2017 invoices:

January 2017 Operations – \$9,146.46
January 2017 Special Funds – \$9,793.18

All ayes. Motion passed.

Old Business

1. **FOE Proposal (Focus on Energy) Replacement Light Bulbs.** There was discussion regarding finishing up the installation of the lighting replacement project. Belden stated that the FT Village employees slotted to complete the project will get to it when time allows. Belden requested hiring of Jeff Dolezal, as he is still a Village Employee, to complete the project and she stated it would be completed quicker and cost less than paying the full-time employees.

There was a motion (Pollnow/Norante) to hire Jeff Dolezal to complete the installation of the lighting updates. Discussion was held regarding insurance and permitting requirements. All ayes. Motion passed.

New Business

1. **Review WPL Investment Funds.** Peter Engstrom discussed with members the final results of the investment fund for year ending 2016 and anticipated post-election trends. Overall the fund increased by \$5,340.29 in 2016. Members agreed that the Board should continue with a conservative approach with regard to investments. Engstrom discussed with members that he would rebalance the investment portfolio to 10% cash, 50% stocks and 40% bonds.
2. **Discuss Future Library Funding Issues.** Belden discussed with members funding the final purchases of the replacement of the patron computer chairs, employee office chairs and possibly the patron computers pending notice of a donation. Members agreed to move a set amount of funds from the donation/investment fund to cover those expenditures.

There was a motion (Datka/Beer) to move \$25,000 from WPL Associated Investment Funds to the WPL Gift Fund for the purpose of purchasing replacement patron computer chairs, employee office chairs and replacement patron computers. All Ayes. Motion passed.

3. **2016 Annual Report.** Belden reviewed with members the 2016 Annual Report with members.

There was a motion (Norante/Allender) to approve the 2016 Library Annual Report and 2016 Special Fund Report with the corrections discussed. All ayes. Motion passed.

4. **Approval of Gift Funds for New Patron Computers.** Belden discussed with members that she is waiting to see if a donation request will fund the replacement of the patron computers. The original patron computers were made possible by a Runzheimer donation.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Allender/Norante) to adjourn. All ayes. The meeting adjourned at 6:02 p.m.