

**WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
January 10, 2017**

Call to Order: The meeting was called to order by Trustee Bray at 4:30 p.m. in the History Room. Library Board Trustees present were Treasurer/Secretary Allender, Trustees Norante, Pollnow, Beer, Romanak and Datka. Library staff Tricia Cox and Sam Vogel, director Belden was excused. Members from the public in attendance: None.

Minutes

There was a motion (Pollnow/Beer) to approve the December 13, 2016 minutes. All ayes. Motion passed.

Public Appearance

No one appeared before the Board.

Librarians' Report

1. **Statistics and Program Report.** Circulation statistics from December 2016 were reviewed. Continuing to increase is Overdrive, Gale Courses, adult programming and children's' programming. 64 children are signed up for the new "1000 Books Before Kindergarten" program. Members reviewed with Vogel and Cox the December 2016 program summary and it was noted that there were 889 participants for the month. Book bundles continue to be a success.
2. **Circulation Statistics and Social Media.** Circulation statistics from December 2016 were reviewed and discussed. Patron's use of social media continues to rise. The new book bundles with 84 checked out this month totaling 420 individual items circulated.
3. **Library Legislative Day.** Members are reminded that Library Legislative Day is scheduled in Madison on February 21.
4. **December Operations Budget.** Discussion was held on the budget to actual for December 2016. 100% of the year has elapsed and just over 92% of the budget has been expended.

There was a motion (Allender/Norante) to approve the December 2016 Budget to Actual as presented. All ayes. Motion passed.

Statements

Bank statements ending December 2016 were reviewed and discussed.

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

December 2016 Associated Bank Library Special Funds Account: \$13,972.72.
All ayes. Motion passed.

Peter Engstrom will meet with the Board in February for review of the WPL investment funds post-election.

Invoices

The WPL Invoices for December 2016 and January 2017 New Year Operations and Special Funds were presented and discussed.

There was a motion (Norante/Romanak) to approve December 2016 invoices:

December 2016 Operations – \$17,603.98

December 2016 Special Funds – \$0

All ayes. Motion passed.

There was a motion (Pollnow/Beer) to approve January 2017 New Year invoices:

January 2017 New Year Operations - \$7,097

All ayes. Motion passed.

Old Business

1. **FOE Proposal (Focus on Energy) Replacement Light Bulbs.** The bulbs have arrived and will be installed by DPW as time allows.

New Business

There was no new business to discuss.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Datka/Romanak) to adjourn. All ayes. The meeting adjourned at 5:30 p.m.