

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

Call to Order: The meeting was called to order by Vice-President Norante at 4:30 p.m. in the History Room. Library Board Trustees present were Pollnow, Beer, Datka, Romanek and Library Director Pam Belden. President Bray and Treasurer/Secretary Allender were 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/Romanek) to approve the June 13, 2017 minutes with noted change. All ayes. Motion passed.

Public Appearance

No one appeared from the public.

Librarian's Report

1. **Circulation, Statistics and Program Report.** Circulation statistics from June 2017 were reviewed. Circulation increase for June is lagging May's circulation, but the total circulation is ahead of the total 2016 circulation by a little more than 1,000. Facebook views are ahead for the month and total circulation for 2017. 92 children are signed up for the new "1000 Books Before Kindergarten" program and 3 have read 1000 books. Members reviewed with Belden the June 2017 program summary and it was noted that there were 4,307 participants for the month. Book bundles continue to be a success with 149 checkouts and 745 individual items circulated. The craft kits continue to be a big hit with 87 Teen and 280 Juvenile Craft Kits checked out in June. There were 368 entries to win a \$25 gift card for checking out 5 items this month. The Food for Fines Food drive ran June 19-24 and collected a full barrel of food equaling \$140 in fines.
2. **General Donations.** There were two donations of items to the library during June. The first was from Lynn Nannemann who donated her father's 1929 letter sweater to be displayed in the library. Belden discussed displaying it in a shadow box with a plaque with the information about the sweater. The second donation was assorted Owen Gromme wildlife prints donated by Geri Vander Leest. Belden discussed having them framed for display in the library. She will seek estimates of the framing cost for the prints.
3. **Summer Fun Donations.** Twenty-seven businesses donated money, merchandise, gift certificates, and free passes for the summer programs. Two patrons donated money for the juvenile summer reading program. Lakeshores Library System also donated experience passes, including buy-one-get-one free passes, free child admission passes

and materials to give away to people who registered for Waterford Library's program. Six local organizations donated their time and talents for programs at the library.

4. **WPL Wage & Benefit Comparison Meeting Update.** The meeting is scheduled for July 17, 2017. At this time three members are planning to attend.
5. **4-Plex Camera Monitor Damage.** The camera was replaced and is now working well.
6. **June Operations Budget.** Discussion was held on the budget to actual for June 2017. 50% of the year has elapsed and 43.44% of the budget has been expended.

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

Statements

Bank statements ending June 2017 were reviewed and discussed.

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

June 2017 Associated Bank Library Special Funds Account: \$11,997.20.
All ayes. Motion passed.

The June 2017 Investment Fund statement was reviewed and showed an increase in value of \$58.00.

Invoices

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

There was a motion (Pollnow/Datka) to approve June 2017 operation invoices:

June 2017 Operations - \$9,803.95.
All ayes. Motion passed.

There was a motion (Datka/Romanek) to approve June 2017 Special Funds invoices:

June 2017 Special Funds - \$1,570.00.
All ayes. Motion passed.

Old Business

1. Belden had a wooden chair for our review. It was a comfortable chair, but was narrower than our current chairs. Belden was provided the name of a man who repairs

wooden chairs and will contact him to see if the current chairs could be repaired for a less-than-replacement cost.

2. Belden reminded the Trustees that the August Board of Trustees meeting will be held on August 15, 2017 instead of August 8, 2017.

New Business

There was no new business for discussion.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Beer) to adjourn. All ayes. The meeting adjourned at 5:01 p.m.