

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
June 13, 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, Beer, Datka and Library Director Pam Belden. Trustee Romanak was not in attendance/excused. Trustee Datka arrived at 4:40 and Trustee Pollnow arrived at 5:00. There were no guests from the public in attendance.

Minutes

There was a motion (Norante/Beer) to approve the May 9, 2017 minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared from the public.

Librarians' Report

1. **Circulation, Statistics and Program Report.** Circulation statistics from May 2017 were reviewed. Circulation is ahead of the previous year's statistics by 2,000. Continuing to increase is Overdrive, Gale Courses, adult programming and children's programming. 88 children are signed up for the new "1000 Books Before Kindergarten" program. Members reviewed with Belden the May 2017 program summary and it was noted that there were 1043 participants for the month. Book bundles continue to be a success with 100 checkouts and 500 individual items circulated. The craft kits continue to be a big hit with 43 teen and 171 juvenile checkouts for May.
2. **WPL Wage & Benefit Comparison Meeting Update.** Rescheduled for July 17, 2017.
3. **4-Plex Camera Monitor Damage.** Belden explained that due to the damage, there currently is no surveillance on the Main Street side of the building.
4. **HVAC Monitoring Software Upgrade.** Belden explained that due to storm damage in May, the monitoring system is only temporarily repaired. She discussed that replacement costs could be built into next year's capital budget which would amount to \$5,000 for a new computer and software.
5. **Vandalism.** Belden reported that the men's bathroom has been repaired and a police report has been filed.
6. **May Operations Budget.** Discussion was held on the budget to actual for May 2017. 41% of the year has elapsed and just over 35.5% of the budget has been expended.

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

Statements

Bank statements ending May 2017 were reviewed and discussed.

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

May 2017 Associated Bank Library Special Funds Account: \$18,161.36
All ayes. Motion passed.

The May 2017 Investment Fund statement was reviewed and showed the previous approved withdrawal of \$25,000.

Invoices

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

There was a motion (Pollnow/Norante) to approve May 2017 operation invoices:

May 2017 Operations – \$16,953.13
All ayes. Motion passed.

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

May 2017 Special Funds – \$6,446.15
All ayes. Motion passed.

Old Business

There was no old business for discussion.

New Business

1. **Replacement of Wooden Chairs.** Belden discussed with members that most of the wooden chairs in the WPL need to either be fixed, refinished or replaced all together. Belden received some prices to compare repairing to replacing and members all agreed that according to the prices, it would be more cost-effective to replace the chairs. Belden will work on getting actual samples of chairs.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Norante) to adjourn. All ayes. The meeting adjourned at 5:35 p.m.