

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
March 14, 2017

Call to Order: There was a motion (Allender/Beer) for Norante to chair the meeting in Trustee Bray's absence. All ayes. Motion passed.

The meeting was called to order by Trustee Norante at 4:32 p.m. in the History Room. Library Board Trustees present were Treasurer/Secretary Allender, Trustees Norante, Pollnow, Beer, Datka and Library Director Pam Belden. President Bray and Trustee Romanak were absent. There were no guests from the public in attendance.

Minutes

There was a motion (Pollnow/Beer) to approve the February 14, 2017 minutes with noted changes. All ayes. Motion passed.

Public Appearance

Savannah Gellings Fox River Middle School did not appear to talk about the time capsule and will be moved to a future agenda. Belden and members still discussed items that might be interesting to include in the time capsule such as information about the 50th anniversary of the WPL, current best reads/sellers list and a current brochure/programming list.

Librarians' Report

1. **Circulation, Statistics and Program Report.** Circulation statistics from February 2017 were reviewed. Continuing to increase is Overdrive, Gale Courses, adult programming and children's programming. Circulation is up 3% compared to the same time last year. 72 children are signed up for the new "1000 Books Before Kindergarten" program. Members reviewed with Belden the February 2017 program summary and it was noted that there were 994 participants for the month. Book bundles continue to be a success with 126 checked and 630 individual items circulated. The new craft kits are a big hit with 196 checkouts. Staff is looking to expand this to adults. Patron's use of social media continues to rise. Use of Gale courses continues to increase from 15 at this same time last year to 63. Belde noted that the County is promoting the courses for a means of obtaining GEDs at the job centers.
2. **ALICE Training.** Sam, Katy and Pam all attended the local 2-day training program hosted at the high school and received their ALICE training certificates. Trustee Datka also attended the program on behalf of WUHS. Discussion was held regarding the training and procedures have changed. Belden stated that the next step is to reevaluate the current emergency procedures pertaining to active shooter situations and make the necessary changes.
3. **WACC Spring Expo.** Belden thanked Jodi Peterson and Trustee Allender for representing the WPL at the March 4 Spring Expo. Allender reported that during her shift in the afternoon, there were all positive comments made by patrons about programming and staff of the WPL
4. **WPL Staff Job Description Questionnaires.** The Village of Waterford hired Carlson Dettmann Consulting to conduct a classification and compensation study regarding all village departments. The library was offered the opportunity to participate in the study and we chose to do so.

Full time and regular part time library staff are in the process of completing job description questionnaires for wage comparison to our positions in other communities.

5. **Personnel Evaluations.** Belden reported that evaluations are due soon.
6. **February Operations Budget.** Discussion was held on the budget to actual for February 2017. 16% of the year has elapsed and just over 10.6% of the budget has been expended.

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

Statements

Bank statements ending February 2017 were reviewed and discussed.

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

February 2017 Associated Bank Library Special Funds Account: \$5,279.00
All ayes. Motion passed.

The February 2017 Investment Fund statement was reviewed. It was noted that there is a \$2,100 increase over the prior month.

Invoices

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

There was a motion (Pollnow/Beer) to approve February 2017 invoices:

February 2017 Operations – \$13,584.01
February 2017 Special Funds – \$7,452.05

All ayes. Motion passed.

Old Business

1. **Facility Updates.** Belden reported that most of the lighting upgrade has been completed in the public areas. The staff areas and sconces are waiting to be finished. Belden also reported that all the replacement staff chairs had arrived.

New Business

1. **Nominations for Library Board Officers.** Nominations were made as follows:
Norante/Pollnow nominated Don Bray for Library Board President.
Datka/Pollnow nominated Michelle Allender for Library Board Treasurer/Secretary.
Pollnow/Beer nominated Diane Norante for Library Board Vice President.
2. **Food for Fines Week.** Belden discussed with members that National Library Week (April 10, 11, 12 and 13) will be the designated 4 days for the food for fine forgiveness. Nonperishable food donations will be made to Love Inc.

There was a motion (Beer/Allender) to authorize the promotion for Food for Fines.
All ayes. Motion passed.

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 5:42 p.m.