

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
May 9, 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 Treasurer/Secretary Allender, Trustees Norante, Pollnow, Beer, Datka, Romanak, Library Director Pam Belden and Children's Librarian Tricia Cox. There were no guests from the public in attendance.

Minutes

There was a motion (Pollnow/Beer) to approve the April 11, 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 April 2017 were reviewed. Circulation is ahead of the previous year's statistics. Continuing to increase is Overdrive, Gale Courses, adult programming and children's programming. 83 children are signed up for the new "1000 Books Before Kindergarten" program and the Racine. Members reviewed with Belden the April 2017 program summary and it was noted that there were 816 participants for the month. Book bundles continue to be a success with 93 checkouts and 465 individual items circulated. The craft kits continue to be a big hit with 220 juvenile checkouts.
2. **Summer Programming.** Cox shared with members the details of the summer programming "Build A Better World". The program starts on June 9. She has accumulated \$22,000 in freebies from all types of businesses, restaurants, etc. to be handed out as prizes. Cox stated that about \$3,000 of that amount is from local businesses. Cox further reviewed the calendar for the programming.
3. **Friends of the WPL Donations Report.** Belden reviewed with members the official request for funds from the Friends of the WPL. The items were discussed and the total requested amount was \$3,887.60.
4. **WPL Wage & Benefit Comparison Meeting 5/23/17.** Belden discussed with members that there would be a joint VB, Personnel and WPL meeting to discuss the wage and benefit comparisons and further discuss how wages and benefits would be administered.
5. **New Libraries Joining Consortium.** Belden discussed with members that as of January 1, 2018, Arrowhead would be joining our consortium. She reported that will include two large libraries from Janesville and Beloit. All the libraries in our consortium have agreed to this addition.
6. **April Operations Budget.** Discussion was held on the budget to actual for April 2017. 33% of the year has elapsed and just over 26.5% of the budget has been expended.

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

Statements

Bank statements ending April 2017 were reviewed and discussed.

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

April 2017 Associated Bank Library Special Funds Account: \$22,938.16
All ayes. Motion passed.

The April 2017 Investment Fund statement was reviewed and showed an increase over the previous month by \$1,100 with a total value of \$153,732.05.

Invoices

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

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

April 2017 Operations – \$21,177.43
All ayes. Motion passed.

There was a motion (Romanak/Norante) to approve April 2017 special fund invoices:

April 2017 Special Funds – \$7,756.66
All ayes. Motion passed.

Old Business

1. **Facility Updates-Additional Bulbs.** Belden discussed with members a quote submitted by Batteries Plus for additional lighting and fixtures.

There was a motion (Pollnow/Romanak) to approve the quote from Batteries Plus in the amount of \$3,189.62. All ayes. Motion passed.

New Business

1. **Equipment Replacement – Wiring Closet Air Conditioning Unit.** Belden discussed with members the quote from AccuTemp for the replacement of the ductless a/c system in the communication-wiring closet. The quote submitted was for \$3,794.

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 5:45 p.m.