

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**UNOFFICIAL MEETING MINUTES**  
**November 14, 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, Datka, Beer and Library Director Pam Belden. Trustee Romanak was excused, Pollnow arrived at 4:35. There were no guests from the public in attendance.

**Minutes**

There was a motion (Datka/Allender) to approve the October 10, 2017 minutes with a correction referring to September checkouts. All ayes. Motion passed.

**Public Appearance**

No one appeared from the public.

**Librarians' Report**

1. **Circulation, Statistics and Program Report.** Circulation statistics from October 2017 were reviewed. Circulation is ahead of the previous year's statistics by 5,505/3.5%. Continuing on track is Overdrive, Gale Courses, adult programming and children's programming. 101 children are signed up for the new "1000 Books Before Kindergarten" program and 8 have already read 1000 books. Members reviewed with Belden the October 2017 program summary and it was noted that there were 1,395 participants for the month. Book bundles continue to be a success with 141 checkouts and 705 individual items circulated. The craft kits had checkouts for 64 teen and 376 juvenile checkouts for October. The Teen Scene after school program continues to be successful with 62 participants for the month. Every month this past year, WPL offered a chance to win a \$25 gift card to an adult patron who checks out 5 items. The library has had an average of 247 entries each month in the contest. Belden noted that circulation has increased significantly with Racine and Walworth County over last year by 8,286, she believes in part due to the contest. That should result in a substantial increase in the reimbursement for the 2019 budget. This year's circulation (2017) will affect the 2019 reimbursement.
2. **October Operations Budget.** Discussion was held on the budget to actual for October 2017. 83% of the year has elapsed and just over 76% of the budget has been expended. At this time categories still predicted to go over budget continue to be Building Repairs and also Meetings/Conferences, due to ALICE training. The overall operating expenses is not expected to be over budget.

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

3. **Pam Belden, WPL Director Letter of Retirement.** Belden presented members with her letter of retirement effective February 16, 2018. Belden has been the WPL Director for over 21 years and has laid the foundation for the extraordinary library that we have today. The Board expresses appreciation for her years of service and she is to be commended for her leadership role at the WPL and at the Village of Waterford. She will be greatly missed as the WPL Director by the Board, staff, library patrons and so many more! Best wishes Pam, it has been an honor and privilege working with you!

Belden discussed with members that she would be completing the State of WI Annual Library Report which would effectively finish out the fiscal year. Belden discussed further the Board's role and process of interviewing and hiring for the new Director. The WPL Board will be directly responsible for posting, interviewing and hiring for this position.

4. **Update with New Village Administrator.** Belden stated that department managers and key staff met with the new Administrator, Zeke Jackson. She discussed that the top priorities discussed were communication via staff meetings, benefit accounts, filling open positions, staff changes, HR support, emergency plans/notifications to all departments, WPL programming awareness and strategies to keep circulation up during Hwy 20/83 construction.

### **Statements**

Bank statements ending October 2017 were reviewed and discussed.

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

October 2017 Associated Bank Library Special Funds Account: \$13,126.20  
All ayes. Motion passed.

The October 2017 Investment Fund statement was available for review. As of this statement, the year-to-date growth is \$2,425.

### **Invoices**

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

There was a motion (Beer/Norante) to approve October 2017 operation invoices:

October 2017 Operations – \$16,329.69  
All ayes. Motion passed.

There was a motion (Pollnow/Allender) to approve October 2017 special fund invoices:

October 2017 Special Funds – \$2,294.30  
All ayes. Motion passed.

### **Old Business**

1. **Review 2018 Budget.** Belden reviewed with members the changes in the WPL Budget since the last WPL meeting. She explained that the Village Board approved the 2018 levy at \$290,048 the same amount as received in 2017. The library board originally requested an increase of \$19,313, but it was not approved. Belden reminded members how important it is that the WPL levy not be reduced below \$290,048 in future years. A reduction could reduce future Racine County reimbursements to the WPL.
2. Members also reviewed the 2018 recommendations for WPL staff salaries. Discussion was held how to fund salaries and benefits with the reduced budget. Discussion was held regarding qualified staff being paid *below* the bottom rate of their category. Members discussed funding for a portion of the shortage of the salary and benefit accounts for the 2018 budget could be

made with fund balance and gift funds. Discussion was held regarding the wage recommendations made by the consultant and also increases due to the new WRS accounts. Members noted that the 2017 salary accounts are projected to be under budget due to shifts with employees. Members discussed using the estimated balance of \$8,454 in the 2017 wage accounts and make the 2018 wage increases effective with the next payroll.

There was a motion (Pollnow/Beer) to approve the recommended 2018 staff salaries and fund the budget shortfall in the 2018 wages and benefits with \$5,200 from fund balance and \$4,759 from gift funds. All ayes. Motion passed.

There was a motion (Beer/Datka) to make the approved 2018 wage increases effective immediately and paid with the next payroll distribution. All ayes. Motion passed.

3. **Review and Take Action Regarding Generator.** Belden discussed that she had all questions satisfactorily answered regarding the exact specs/function of this generator. It was her understanding that it was decided at the Village budget meeting that the Village Board was not funding the WPL generator. Pollnow stated that she believes the Board still intended to fund the \$13,000 for the WPL and would get clarification.

There was a motion (Beer/Datka) to approve the proposal from Peck & Weis in the amount of \$13,000 for the purchase and installation of the WPL generator. The funding for this expenditure will be taken out of the WPL gift/endowment fund contingent upon confirming the Village Board's funding. All ayes. Motion passed.

### **New Business**

1. **Review RFID Plan and Discuss Funding for Project.** Belden discussed with members the possible purchase of a bulk material check-in/check-out automated system for the WPL. This system would allow multiple items to be placed on pad and register them for either check in, check out and as well use directly by patrons at the self-checkout stations. Discussion was held regarding the estimated \$34,000 cost and possible ways to fund it. Belden stated that it was considered with the new building 18 years ago, but the cost was too much. She stated that now several libraries around the same size as the WPL have the system and it has proved to increase efficiency. Discussion was held that the technology has been around for several years and it is now the new standard in library automation, that is not necessarily expected to replace staff but allow a process manned by staff to be more efficient. Members agreed to look first at applying for a grant from the Racine Community Foundation since we are within the application window timeframe right now. Members further discussed if the grant is not approved or only a portion of the cost is granted, to look at other funding options within the community. Members also advised Belden to obtain additional quotes from other vendors.
2. **Review Purchase of Portable Wireless System.** Belden discussed with members the purchase of a portable wireless microphone system. The purchase was made from Advanced Communication Services, Inc. in the amount of \$1,168.

**Adjourn:** There being no further business to come before the Board of Trustees, there was a motion (Datka/Pollnow) to adjourn. All ayes. The meeting adjourned at 6:35 p.m.