

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
October 10, 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 Pollnow, Datka, Romanak, Library Director Pam Belden. Vice President Norante and Trustee Beer were excused. There were no guests from the public in attendance.

Minutes

There was a motion (Pollnow/Romanak) to approve the September 12, 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 September 2017 were reviewed. Circulation is ahead of the previous year's statistics by 3,696/2.7%. Continuing on track is Overdrive, Gale Courses, adult programming and children's programming. 99 children are signed up for the new "1000 Books Before Kindergarten" program and 7 have already read 1000 books. Members reviewed with Belden the September 2017 program summary and it was noted that there were 1,207 participants for the month. Book bundles continue to be a success with 84 checkouts and 420 individual items circulated. The craft kits had checkouts for 53 teen and 202 juvenile checkouts for September. The Teen Scene after school program continues to be successful with 86 participants for the month. Belden noted that circulation has increased significantly with Dover and Norway and because they do not have a library, that reimbursement will come at 100% from Racine County. This year's circulation (2017) will affect the 2019 reimbursement.

2. **September Operations Budget.** Discussion was held on the budget to actual for September 2017. 75% of the year has elapsed and just over 69% of the budget has been expended. At this time categories that are predicted to go over budget continue to be Building Repairs and also Meetings/Conferences, due to ALICE training. The overall operating expenses will not be over budget.

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

Statements

Bank statements ending September 2017 were reviewed and discussed.

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

September 2017 Associated Bank Library Special Funds Account: \$19,594.65.
All ayes. Motion passed.

The September 2017 Investment Fund statement was available for review. As of this statement, the year-to-date growth is \$2,204.

Invoices

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

There was a motion (Romanak/Allender) to approve September 2017 operation invoices:

September 2017 Operations – \$9,392.07
All ayes. Motion passed.

There was a motion (Datka/Pollnow) to approve September 2017 special fund invoices:

September 2017 Special Funds – \$887.92
All ayes. Motion passed.

Old Business

1. **Review 2018 Budget.** Pollnow reported to members that the Village's equalized value has come in low due to the lack of growth and that will significantly affect the levy limit and overall budget. She stated that the Village Board will ask departments to make cuts but at this point it is unknown how much. Members discussed alternate funding for needed purchases and any possible areas to decrease the WPL budget. Belden stated she would wait for further information from the Village Board.

New Business

1. **WPL Building Generator.** Belden presented members a quote for a generator for the WPL. Discussion was held that during a major power outage or local disaster, the generator will not run the whole building but it will keep the IT server room cool at the recommended temperature and circuits running, keep the two sump pumps running in the basement and provide power for internet service/connectivity to the public. The proposal was from Peck & Weis in the amount of \$13,000, includes complete installation and is valid through October 28th. The proposal has also been reviewed by DPW.

There was a motion (Allender/Datka) to approve the September 28, 2017 Peck & Weis proposal in the amount of \$13,000 for the WPL generator. The purchase of the generator will be funded by the 2018 WPL capital budget. All ayes. Motion passed.

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 5:22 p.m.