

WATERFORD LIBRARY BOARD OF TRUSTEES
UNOFFICIAL MEETING MINUTES
September 12, 2017

Call to Order: The meeting was called to order by Vice-President Norante at 4:30 p.m. in the History Room. Library Board Trustees present were Treasurer/Secretary Allender, Trustees Pollnow, Beer, Datka, Romanak, Library Director Pam Belden, Children's Librarian Tricia Cox and Sam Vogel. President Bray was excused. There were no guests from the public in attendance.

Minutes

There was a motion (Pollnow/Romanak) to approve the August 15, 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 August 2017 were reviewed. Circulation is ahead of the previous year's statistics by 3,000/2.8%. Continuing to increase is Overdrive, Gale Courses, adult programming and children's programming. 96 children are signed up for the new "1000 Books Before Kindergarten" program and 6 have already read 1000 books. Members reviewed with Belden the August 2017 program summary and it was noted that there were 1243 participants for the month. Book bundles continue to be a success with 73 checkouts and 365 individual items circulated. The craft kits had check outs for 72 teen and 240 juvenile checkouts for August. Tricia and Sam discussed with members the August special programs and holds to share.

2. **August Operations Budget.** Discussion was held on the budget to actual for August 2017. 67% of the year has elapsed and just over 61% of the budget has been expended. At this time categories that are predicted to go over budget are Building Repairs, currently at 94%; Meetings/Conferences, due to ALICE training. The overall operating expenses will not be over budget.

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

Statements

Bank statements ending August 2017 were reviewed and discussed.

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

August 2017 Associated Bank Library Special Funds Account: \$19,587.41.
All ayes. Motion passed.

The August 2017 Investment Fund statement was not available for review.

Invoices

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

There was a motion (Pollnow/Romanak) to approve August 2017 operation invoices:

August 2017 Operations – \$11,320.08

All ayes. Motion passed.

There was a motion (Beer/Allender) to approve August 2017 special fund invoices:

August 2017 Special Funds – \$850.00

All ayes. Motion passed.

Old Business

1. **Proposed 2018 Budget.** Belden reviewed with members the draft 2018 budget. Belden discussed with members that she does not have final numbers for the pension and insurance recommendations at this time and those are variables at this time. Further discussion was held regarding the consultant's recommendations and Village Board approval for wages and how that will fit into the final budget. Members discussed the 2018 operating expenses. Discussed was a need to increase the budget for Building Repairs due to the age of the building and current overage in that category and it was agreed the budget should be increased by \$6,000 to \$27,000. Further discussed was the County Reimbursement increase of 1.62% and how the new counties now included in the library consortium (Kenosha/Waukesha) fit into that increase. Revenues are projected to increase 1.91% over the prior year budget.

There was a motion (Romanak/Beer) to approve the proposed 2018 Waterford Public Library Budget with the recommended changes to Building Repairs. All ayes. Motion passed.

New Business

There was no new business for discussion.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Allender/Datka) to adjourn. All ayes. The meeting adjourned at 6:04 p.m.