

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
April 9, 2019

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 Romanak, Secretary Datka, Trustees Pollnow, Bechtel, and Acting Co-Directors Tricia Cox and Sam Vogel. Dolezal was excused.

Minutes

There was a motion (Norante/Romanak) to approve the March 12, 2019 minutes as amended. All ayes. Motion passed.

Public Appearance

Heather Kinkade - Brigham Memorial Library

Librarians' Report

1. **Programming Review** Programming for the month of March was discussed. 1,216 people attended programs at the library during the Month of March. 22 adult programs, 17 juvenile programs, and 5 teen programs. While the programming numbers are down slightly from last year at this time, they are still good considering the road construction. The Friends of the Library event, "an Evening of Wine & Song" was not as well attended as was hoped for. There were many other fundraiser events on the same weekend. Due to low attendance it was not as profitable as was hoped for. In Teen Programming the Stuff the Eggs programs were very much enjoyed. The teen participants seemed to enjoy the volunteering element of this program. In juvenile programming, 2 "Little Bookworms" programs were very successful and together brought in 109 visitors. 64 visitors came to the library to watch the movie Dumbo. Kohl's WILD Theater brought 112 visitors to the library. 321 Juvenile Craft Kits were checked out in the month of March. In outreach programming, Cox visited Woodfield Elementary School for their Read Across America Day. Cox, along with representatives from the fire department, police department and high school read to the students.
2. **Circulation Review** Circulation statistics for the month of March were discussed . 13,314 items circulated. 39,852 items have circulated since Jan. 1 2019. 11,036 of these items were checked out specifically to Village of Waterford residents. Circulations are down by 1.4% or 574 items from last year at this time. However, many municipalities' use continues to grow. Statistics on circulations by client type was available for review, showing that staff checkouts accounted for almost 73% of circs followed by SHARE renewals (17%), followed by the self checkout station (9%), and Bookmyne renewals (just over 1%).
3. **March Operations Budget to Actual.**The budget to actual for the month of March from the Village matched the WPL's records, however, there was confusion as to the month that invoices were paid out of. WPL was told that Village personnel had mishandled those entries and that they would be corrected immediately. As far as 2018 final account numbers, WPL was told that auditors are making corrections which may take another month or two. This may change account bottom lines but since the WPL has kept their own set of books, it is unlikely it will change by much. WPL will notify the Board when the auditors have completed their review.

4. **Finance Committee update.** Cox and Vogel attended the Village Finance Committee meeting on April 8, 2019. As this is the first meeting since last year, WPL was seeking answers to 2018 fund balance (\$25,686) and why invoices coded 'fund balance' were confusing. During the review of the first quarter financials the fund balance was addressed. The Village Administrator clearly stated that the library's fund balance was put into unassigned fund balance. Cox and Vogel stated that WPL fund balance could not be reassigned because the majority of the library's funding comes from the county. The Village Administrator stated that county funds were used first and any leftover balance was the village's contribution and could be placed in unassigned fund balance. Knowing this wasn't how fund balance was handled in the past, Cox and Vogel conferred with Steve Ohs of Lakeshores Library System. He assured Cox and Vogel that once funding is committed to the library, it is under the Library Board control. Resources which showed this were presented to WPL Board members. Cox and Vogel are hoping to address the issue of fund balance with the Village Administrator and Treasurer prior to April 29th when the auditors will be working at Village Hall.
5. **Village Board Meeting update**
 - Cox and Vogel attended the Village of Waterford Board Meeting on April 8, 2019. It was expected that two Library Board trustees would be appointed at this meeting as was listed on the agenda but Village Board President, Houston, was not ready to appoint them at that time and stated that there would be a meeting later in the month for the purpose of board appointees.
 - Vogel presented the 2018 annual report to the Village Board.
 - All permits for activities planned in Village Hall Park this summer were approved.
6. **Friends of the Library.** The Friends of the Library are sponsoring the Teen Scene for the rest of the year, 3 check out parties over the summer, 2 teen summer programs, 2 school age programs, a summer piano performance, and adult summer book bingo for a total of \$1,700.
7. **Donation** Gail helped someone from out of town with a genealogical research question. The organization was so happy to find the answers they needed that they donated \$25 to the library for Gail's efforts.
8. **Accutemp cooling system proposal.** It was decided that a system check of the cooling system should be scheduled to troubleshoot the system short.

Statements

Bank statements ending March 2019 were reviewed and discussed.

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

March 2019 Associated Bank Library Special Funds Account: \$42,327.60.
All ayes. Motion passed.

The February 2019 Investment Fund statement was available for review. The portfolio's total current value is \$150,427.83.

The March 2019 Investment Fund statement was available for review. The portfolio's total current value is \$151,500.90.

Invoices

The WPL Invoices for March 2019 Operations and Special Funds were presented and discussed.

There was a motion (Pollnow/Bechtel) to approve March 2019 operation invoices:

March 2019 Operations – \$48,470.76
All ayes. Motion passed.

There was a motion (Norante/Romanak) to approve March 2019 special fund invoices:

March 2019 Special Funds – \$998.12
All ayes. Motion passed.

New Business

1. Announcement of new Library Director

The WPL Board is pleased to announce that Heather Kinkade officially accepted the Director's position at WPL. Her official start date is May 13, 2019.

2. Approve temporary suspension of sentence 2 from Section 1 Article III of Waterford Public Library Bylaws.

There was discussion to temporarily suspend sentence 2 from Section 1 Article III in the WPL Bylaws in order to allow one trustee to hold two Offices on the WPL Board.

There was a motion (Norante/Bechtel) to temporarily suspend sentence 2 from Section 1 Article III of the Waterford Public Library's Bylaws for one year.
All ayes. Motion passed.

3. Election of Officers

There was a motion (Pollnow/Datka) to approve the nomination of Romanak as WPL Board President.
All ayes. Motion passed.

There was a motion (Norante/Pollnow) to approve the nomination of Bechtel as WPL Board Vice President.
All ayes. Motion passed.

There was a motion (Norante/Bechtel) to approve the nomination of Datka as WPL Board Treasurer and Secretary.
All ayes. Motion passed.

4. Racine Community Foundation Endowment Fund

There was discussion regarding the Racine Community Foundation. It was noted that in 2018 there was a loss of \$1,541.95.

5. Approve Johnson Controls quote for repair

There was discussion regarding the leak in the 10' of 3" sprinkler crossmain that is located in the attic on the dry sprinkler system. The pinhole leaks were patched. This patch could last from 6 months to 2 years so it is necessary to fix it sooner than later. It was decided to seek additional quotes from other vendors and will be discussed again next month.

Old Business

1. Approval of Unscheduled Closings Policy

There was a motion (Norante/Romanak) to approve the updated Unscheduled Closings Policy as presented.

All Ayes. Motion passed.

2. Makerspace Discussion continued from Nov. 13, 2018

Discussion regarding a potential makerspace continued. It was decided that at this time the WPL is eagerly awaiting the growth and development in Waterford and pursuant to a fully-formed plan, the WPL will re-evaluate the idea in three years.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Bray/Norante) to adjourn. All ayes. The meeting adjourned at 6:03 p.m.