

**WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
December 18, 2018**

Call to Order: The meeting was called to order by President Bray at 4:33 p.m. in the Community Room. Library Board Trustees present were President Bray, Vice President Norante, Treasurer Romanak, Secretary Datka, Bechtel, Dolezal and Acting Co-Directors Tricia Cox and Sam Vogel. Pollnow was excused.

Public Appearance

Michelle Vandehey - Village of Waterford Treasurer
Danielle Brown - Village of Waterford Deputy Treasurer
Tim Pinter - Teamsters Local 200
Tom Millonzi - Teamsters Local 200

There was a motion (Dolezal/Bray) to amend the agenda. All ayes. Motion passed.

Cox explained the new village payroll system and shared with the Board the link that will need to be used to log time for Board meetings. Vandehey and Brown were available to answer questions.

Closed Session

There was a motion (Norante/Dolezal) to adjourn into Closed Session for discussion regarding the hiring a new library director pursuant to Wisconsin Statute s.19.85 (1)(c) and (f) and for discussion regarding performance, benefits, and compensation of Village employees and preliminary consideration of specific personnel matters pursuant to Wisconsin Statute s.19.85 (1)(c) and (f). A roll call vote was recorded as follows and the meeting adjourned into closed session at 4:48.

Norante - Aye	Bechtel - Aye	Romanak - Aye	Bray - Aye
Dolezal - Aye	Datka - Aye		

Reconvene into Open Session

There was a motion (Dolezal/Romanak) to reconvene into Open Session. A roll call vote was recorded as follows and the meeting reconvened into open session:

Norante - Aye	Bechtel - Aye	Romanak - Aye	Bray - Aye
Dolezal - Aye	Datka - Aye		

There was a motion (Norante/Bechtel) to sign the Collective Bargaining Agreement as agreed upon. All ayes. Motion passed.

Minutes

There was a motion (Bechtel/Romanak) to approve the November 13, 2018 minutes as amended. All ayes. Motion passed.

Librarians' Report

1. **Programming Review.** In adult programming, the Mah Jongg groups continue to see growth. the "Quilts, Quilts, Quilts: A Bed Turning" program was very successful. The Teen Scene "Stress Ball" program, which was held during midterms, was very popular as well as the K9 program with Deputy Drewitz's dog "Friday". The Preschool Workshop: Not a Box Party was a huge success and next month's book will be from the Llama, Llama series.
2. **Circulation Review** Circulation statistics from November 2018 were reviewed. While circulations are down about 10,000 overall for the year, some communities continue to increase circulation numbers.
3. **Budget Update** A budget to actual through the end of November was presented. There are corrections that will need to be made with the Village on Jan. 9, 2019.

An error on the budget presented to the WPL Board in November resulted in a \$7,918 deficit. The Village Board voted to cover that deficit amount out of the general fund.

There was a motion (Romanak/Datka) to approve the new 2019 Budget as presented. All ayes. Motion passed.

4. The Friends of the Library will again fund the five item checkout promotion in 2019.
5. There was an incident with a patron who was making another patron feel harassed and very afraid. Police were contacted and it was decided that the person who was harassing the patron would be banned from the library for a period of 3 months upon which his return would require arrangements with the WPL Director.
6. Community Room air circulation is better but not fixed. Accutemp will discuss next step in fixing the circulation in that room.
7. Open wifi is up and running. WPL has received all positive feedback from patrons and employees.
8. Meeting room after hours event options were discussed. It was decided that no action would be taken on this matter until a library director has been hired.

Statements

Bank statements ending November 30, 2018 were reviewed and discussed.

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

November 2018 Associated Bank Library Special Funds Account: \$53,049.30.
All ayes. Motion passed.

The November 2018 Investment Fund statement was available for review. The portfolio's total current value is \$147,108.53.

Invoices

The WPL Invoices for November 2018 Operations and Special Funds were presented and discussed.

There was a motion (Dolezal/Bechtel) to approve November 2018 operation invoices:

November 2018 Operations – \$13,564.70
All ayes. Motion passed.

There was a motion (Norante/Dolezal) to approve November 2018 special fund invoices:

November 2018 Special Funds – \$1,458.58
All ayes. Motion passed.

New Business

1. It was agreed upon to move January's WPL Board Meeting to January 15th, instead of January 8th.
2. **Approve Friends of the Library Wine Tasting Event.** An upscale fundraising event was discussed. There was a motion (Bechtel/ Dolezal) to approve the Friends of the Library Wine Tasting Event on March 16 to include wine on the premises.
3. **Approve secondary library location** There was discussion on adding a secondary library location at the Pharmacy Station on the east side of Waterford. This secondary location would allow library patrons an alternate location to pick up holds and return books. There was a motion (Norante/Datka) to approve the secondary library location on a trial basis. All ayes. Motion passed.

Dolezal excused

Old Business

1. **Fine-Free Discussion** The WPL overdue policy has been updated to reflect fine free for the trial period of one year on all items except hot spots, Kindles, Launchpads, Learning/Craft Kits, and Realia items. The Board has opted to waive all prior fines. There was a motion (Bray/Norante) to approve the Overdue Policy.

Village of Waterford 2019 Budget Policies The 2019 Budget Policies were reviewed and discussed.

Closed Session

There was a motion (Norante/Bechtel) to adjourn into Closed Session for discussion regarding the hiring a new library director pursuant to Wisconsin Statute s.19.85 (1)(c) and (f) and for discussion regarding performance, benefits, and compensation of Village employees and preliminary consideration of specific personnel matters pursuant to Wisconsin Statute s.19.85 (1)(c) and (f). A roll call vote was recorded as follows and the meeting adjourned into closed session at 6:13.

Norante - Aye
Datka - Aye

Bechtel - Aye

Romanak - Aye

Bray - Aye

Reconvene into Open Session

There was a motion (Dolezal/Romanak) to reconvene into Open Session. A roll call vote was recorded as follows and the meeting reconvened into open session:

Norante - Aye
Datka - Aye

Bechtel - Aye

Romanak - Aye

Bray - Aye

There was a motion (Bray/Norante) to withdraw \$5,000 out of gift funds for a performance bonus for the acting co-directors. All ayes. Motion passed.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Bechtel/Bray) to adjourn. All ayes. The meeting adjourned at 6:31 p.m.