

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
February 13, 2018

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, Beer, Datka, Romanak and Library Director Pam Belden. Also in attendance were WPL staff members Tricia Cox and Sam Vogel.

Minutes

There was a motion (Pollnow/Beer) to approve the January 9, 2018 minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

1. **Circulation, Statistics and Program Report.** Circulation statistics from January 2018 were reviewed. 104 children are signed up for the new "1000 Books Before Kindergarten" program and 10 have already read 1000 books. Members reviewed with Belden the January 2018 program summary and it was noted that there were 742 participants for the month. Book bundles continue to be a success with 97 checkouts and 485 individual items circulated. The craft kits had checkouts for 58 teen and 265 juvenile checkouts for January. The Teen Scene after school program continues to be successful with 97 participants for the month. There were 250 entries in January to win a \$25 gift card to an adult patron who checks out 5 items. The SHARE merge with the Arrowhead Library system was successful and went live on January 10th. The merge allows patrons to now access materials from the 7 libraries in Rock County.
2. **January Operations Budget to Actual.** Reports were not available for January 2018. The Village Administrator had advised Belden that due to an accounting software change departments will not be issued budget to actual reports until at least April which is the implementation target date for the new accounting software.
3. **WPL Board Town of Waterford Appointment to Replace Allender.** Belden advised the group that a very regular library patron has stepped forward and indicated interest in the position that will be coming available. This patron comes to us with an extensive employment history with public libraries. Belden has contacted Racine County and the County Executive will be reaching out to the candidate to confirm the appointment. Allender's term ends April 30th.

Statements

Bank statements ending January 2018 were reviewed and discussed. Belden updated the group regarding deposit, transfer and ledger errors made since July 2017 through the end of 2017. Belden explained that it was required to have this account balanced out for the end of 2017 in order to complete the WPL 2017 Annual Report. Belden explained that the Village office was unable to do the reconciliation and write the journal corrections so she contacted a consultant for a review of the account and to provide the reconciliation and recommendations for the required transfers and journal entries.

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

January 2018 Associated Bank Library Special Funds Account: \$42,289.92.
All ayes. Motion passed.

The January 2018 Investment Fund statement was available for review. The portfolio's total value is \$148,888.39.

Invoices

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

There was a motion (Romanak/Norante) to approve January 2018 operation invoices:

January 2018 Operations – \$14,603.13
All ayes. Motion passed.

There was a motion (Beer/Norante) to approve January 2018 special fund invoices:

January 2018 Special Funds – \$654.94
All ayes. Motion passed.

There was a motion (Beer/Norante) to approve January 2018 capital fund invoice for the generator:

January 2018 Capital Funds - \$13,000.00
All ayes. Motion passed.

There was a motion (Romanak/Beer) to approve January 2018 inter-department funds for consultant fees:

January 2018 Inter-department Funds - \$1,402.50
All ayes. Motion passed.

Old Business

There was no old business for discussion.

New Business

- 1. Director's Request to Extend Retirement Date.** Members reviewed Belden's request to use the balance of her vacation and to extend her official retirement date to February 28, 2018.

There was a motion (Pollnow/Romanak) to approve Belden's request to extend her retirement date to February 28, 2018. All ayes. Motion passed.

- 2. Facility Issues.** Belden shared with the group details of the leaking baseboard radiator in room 125. Accutemp provided a diagnostic and recommendation for repairs. The service proposal provided from AccuTemp is \$3,875.00.

3. **2017 WI State Annual Report - Review & Approve.** Belden reviewed the final report with the group.

There was a motion (Datka/Romanak) to approve the 2017 WI State Annual Report as presented.

All ayes. Motion passed.

4. **Brick Order - Approval.** Belden discussed with the group that it is customary for the WPL Board to purchase a brick for Board members when they complete their final term. Belden requested approval for the purchase of a recognition brick for Allender's years of service on the WPL Board.

There was a motion (Pollnow/Romanak) to approve the recognition brick for Allender. All ayes. Motion passed.

5. **Painting of Director's Office.** Belden discussed the need for repairs and new paint for the Director's office. The cost will be approximately \$300.

6. **2019 Budget Planning - Director's Recommendations.** Belden discussed with the group that she will provide official budget recommendations for the next meeting.

7. **Appoint Acting Directors.** Belden discussed with the group her recommendation to appoint Tricia Cox and Sam Vogel as Acting Co-Directors until a Director is hired. Discussion was held that both Cox and Vogel will continue with their current responsibilities and will equally share the responsibilities of an acting Director. It was further discussed that this will also provide them the opportunity to appropriately delegate responsibilities whenever needed and possible.

There was a motion (Norante/Allender) to appoint Tricia Cox and Sam Vogel as Acting Co-Directors until the WPL hires a Director. All ayes. Motion passed.

Closed Session

There was a motion (Pollnow/Beer) to adjourn into Closed Session for discussion regarding the hiring of a new library director pursuant to Wisconsin Statute s. 19.85 (1)(c) and (f) and for the purpose of considering performance, benefits and compensation of village employees pursuant to Wisconsin Statutes.19.85.(1)(c) and (f). A roll call vote was recorded as follows and the meeting adjourned into closed session at 6:05 p.m.:

Norante - Aye	Allender - Aye	Pollnow - Aye	Beer - Aye
Romanak-Aye	Datka - Aye	Bray - Aye	

Reconvene into Open Session

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

Norante - Aye	Allender - Aye	Pollnow - Aye	Beer - Aye
Romanak-Aye	Datka - Aye	Bray - Aye	

There was a motion (Romanak/Allender) to temporarily adjust the payroll for the Acting Co-Directors. The payroll adjustment for each Acting Co-Director will be \$3 over the current pay rate, effective February 19, 2018 and paid for up to a minimum of 6 weeks after the new Director is in place. Upon the hire of a new Director, the WPL Board will review if there is a need for an extension of the payroll adjustment. Additionally, the Acting Co-Directors will each receive an extra 5 days vacation upon their anniversary date in 2018. All ayes. Motion passed.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Norante/Romanak) to adjourn. All ayes. The meeting adjourned at 6:25 p.m.