

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
February 19, 2019

Call to Order: The meeting was called to order by President Bray at 4:30 p.m. in the Community Room. Library Board Trustees present were Vice President Norante, Treasurer Romanak, Secretary Datka, Trustees Pollnow, Bechtel, Dolezal and Acting Co-Directors Tricia Cox and Sam Vogel.

Minutes

There was a motion (Pollnow/Bechtel) to approve the January 15, 2019 minutes as amended. All ayes. Motion passed.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

1. **Programming Review.** Programming from January 2019 was reviewed. Programming for the month of January was lower than expected due to the extreme winter weather. It was noted that the Little Bookworms Storytime had 115 participants at 3 programs in January. This continues to be a well-attended program. Two more children signed up for the 1,000 books before kindergarten program bringing the total up to 128. Book Bundles continue to be popular with 70 bundles checked out in the month of January. Craft Kits also remain popular with 48 teen and 154 Juvenile kits checked out in the month of January. The summer reading program for 2019 was discussed. Strategies to keep teens through preschoolers engaged in the reading program were discussed.
2. **Circulation Review.** Circulation statistics for January of 2019 were reviewed. Overall, circulations are down slightly likely due to weather. Social media, Overdrive, and WPL wireless usage continue to see growth in use. Statistics on circulations by client type was available for review, showing that staff checkouts accounted for almost 70% of circs followed by SHARE renewals (20%), followed by the self checkout station (9%), and Bookmyne renewals (<1%).
3. **Budget Update.** The budget to actual was not available for review as January's numbers have yet to be reconciled. There were many items that needed to be corrected. In addition, vacation and sick time is still incorrect in the Village Hall's records. There are still many data entry mistakes happening at Village Hall and because of these continuing issues, WPL's patience is wearing thin. It was asked of Trustee Pollnow to request this topic be added to the next Village Board meeting's agenda.
4. **Employee Handbook** A new employee handbook, including changes in time off benefits, was approved on January 22, 2018 without notice given to the WPL. This came to light because there continues to be a lot of confusion during the transition to the online payroll system. In the attempts to make corrections regarding vacation and sick time, Village Hall staff noticed WPL was following outdated handbook rules. A copy of the new handbook has now been distributed to all WPL staff.

5. **January WPL hours of operation changes.** It was noted that the library opened at noon on Jan. 28 due to a snowstorm. The library was closed on Jan. 30 and opened at noon on Jan. 31 due to extremely cold temperatures.

Statements

Bank statements ending January, 2019 were not available for review.

The January 2019 Investment Fund statement was available for review. The portfolio's total current value is \$147,479.16.

Invoices

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

There was a motion (Pollnow/Romanak) to approve January 2019 operation invoices:

January 2019 Operations – \$7,451.62
All ayes. Motion passed.

There was a motion (Pollnow/Bechtel) to approve January 2019 special fund invoices:

January 2019 Special Funds – \$1,534.55
All ayes. Motion passed.

There was a motion (Norante/Dolezal) to approve February 2019 operation invoices:

February 2019 Operations – 30,239.07
All ayes. Motion passed.

There was a motion (Bechtel/Romanak) to approve February 2019 special fund invoices:

January 2019 Special Funds – \$416.12
All ayes. Motion passed.

New Business

1. **Approve 2018 Annual Report.**

There was a motion (Norante/Bechtel) to approve the 2018 DPI Public Library Annual Report as presented.
All ayes. Motion passed.

There was a motion (Dolezal/Bechtel) to approve the 2018 WPL Special Fund Report.

Old Business

1. Fine Free Update

WPL staff are finding that many of the fines that patrons were expecting to have to pay upon checkout, are now being donated as the patron leaves the library.

2. Pharmacy Station pick-up location update

The Pharmacy Station 2nd pick-up location has been going well. It takes about 15 minutes a day, door to door, to maintain.

Closed Session

There was a motion (Dolezal/Bechtel) 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). A roll call vote was recorded as follows and the meeting adjourned into closed session at 5:48 p.m.:

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

Reconvene into Open Session

There was a motion (Dolezal/Bechtel) 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	Pollnow - Aye
Dolezal - Aye	Datka - Aye	Bray - Aye	

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Norante/Datka) to adjourn. All ayes. The meeting adjourned at 6:19 p.m.