

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
January 15, 2019

Call to Order: The meeting was called to order by President Bray at 4:32 p.m. in the History Room. Library Board Trustees present were President Bray, 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 (Bechtel/Norante) to approve the December 18, 2018 minutes as amended. All ayes. Motion passed.

Public Appearance

Peter Engstrom - Associated Investments

Peter Engstrom led discussion on the health of the WPL's Investment Fund. He said it was the most negative year in stocks since 2008. He doesn't believe it's the start of a recession, as it's still a strong economy, but believes there is more volatility to come. It is Peter's recommendation to reallocate the Investment Fund to reflect 35% stocks, 45% bonds and 20% cash.

There was a motion (Dolezal/Romanak) to rebalance the Investment Fund to reflect 35% stocks, 45% bonds and 20% cash. All ayes. Motion passed.

New Business

1. The new WPL Overdue Policy was discussed. The new policy reflects the "fine free" details.

There was a motion (Bechtel/Pollnow) to approve the updated Waterford Public Library Overdue Policy with changes as discussed. All ayes. Motion passed.

2. There was discussion on the circulation policy for DVD-TV series. Currently, WPL's checkout period is 21 days, while the rest of the libraries in the SHARE consortium offer a 14 day check out period. SHARE board of directors would like to make the check out period uniform across the entire consortium. In addition, these DVD-TV series will be housed in a different location from the other DVDs.

There was a motion (Bechtel/Norante) to adopt a 14-day checkout period for DVD-TV series. All ayes. Motion passed.

Librarians' Report

1. **Programming Report** Programming for December 2018 was discussed. 1,001 people attended programs at the library in the month of December. 24 adult programs hosted 520 participants. 14 juvenile programs hosted 414 participants. 5 teen programs hosted 67 participants. 108 participants attended the tree lighting event on Dec 1 despite the parade being rescheduled. The Juvenile program "Reindeer Dance Party with Amy" was a huge success and brought in 61 participants. In addition, the Preschool Movie Morning was well attended. The Teen Scene "Candy Canes & Hot Cocoa" program was a favorite in December with 24 participants. In Adult programming, the attendance at the holiday music programs was down a little from past years.

Summer reading program planning was briefly discussed. Due to the unknowns that road construction will bring, there is hesitation to elaborately plan too much for this summer's reading program.

2. **Circulation Report** 12,298 items circulated during the month of December 2018. 172,841 items have circulated since January 1, 2018. This is down about 11,646 circulations or 6.3 % from 2017. This loss of circulations is proportionate to other area libraries.
3. **Enterprise** Patrons are now able to renew eligible items on Enterprise, even if they are blocked due to fines.
4. **GeoTest** Due to the upcoming extensive road construction, GeoTest conducted a Building Condition Survey of the WPL. This is to ensure that there is sufficient information to resolve claims of damage potentially caused by the construction.
5. **Budget Update** Vogel met with Village Deputy Treasurer to clean up 2018. Vogel went through the entire year in detail for two days. All payables have been paid from their correct accounts. The only accounts that are not 100% correct are accounts that the WPL does not see a bill for such as wages, insurance, taxes, and WRS. The Deputy Treasurer is in the process of completely re-entering 2018's payroll. She is through August.
6. **Check Out Receipts** Receipts now feature a "Total Savings" amount. It takes the prices that are listed in the record of the items being checked out and totals it at the bottom of the receipt.

Statements

Bank statements ending December 2018 were reviewed and discussed.

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

December 2018 Associated Bank Library Special Funds Account: \$54,408.83.
All ayes. Motion passed.

The December 2018 Investment Fund statement was available for review. The portfolio's total current value is \$141,470.34.

Invoices

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

There was a motion (Datka/Bechtel) to approve December 2018 operation invoices:

December 2018 Operations – \$9,784.62
All ayes. Motion passed.

There was a motion (Pollnow/Dolezal) to approve December 2018 special fund invoices:

December 2018 Special Funds – \$851.81
All ayes. Motion passed.

Old Business

1. **Fine Free Update** The community response to WPL becoming fine free has been very positive so far.
2. **New Payroll System** Check in to make sure all Board Members are able to access.
3. **Pharmacy Station Update** The secondary library location at The Pharmacy Station will officially start Monday, Jan. 21.

Closed Session

There was a motion (Datka/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 6:06 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/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	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 (Bray/Pollnow) to adjourn. All ayes. The meeting adjourned at 6:41 p.m.