

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**March 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 Acting Co-Directors Tricia Cox and Sam Vogel.

Beer presented her resignation from the position of Trustee on the WPL Board due to accepting a part-time position at the Waterford Village Hall. Beer left the meeting.

**Minutes**

There was a motion (Romanak/Datka) to approve the February 13, 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 February 2018 were reviewed. 106 children are signed up for the new "1000 Books Before Kindergarten" program and 11 have already read 1000 books. Members reviewed the February 2018 program summary and it was noted that there were 1,065 participants for the month. Book bundles continue to be a success with 98 checkouts and 490 individual items circulated. The craft kits had 43 teen and 290 juvenile checkouts in February. The Teen Scene after school program continues to be successful with 132 participants for the month. There were 290 entries in February to win a \$25 gift card to an adult patron who checks out 5 items. Pam Belden's retirement reception brought in 225 patrons and visitors. Discussion was held regarding the Co-Directors presenting the preliminary monthly programming and circulation statistics to the Village Board on a regular basis. The group agreed that a monthly communication/update would be a great benefit for both boards.
2. **February Operations Budget to Actual.** Reports were only available through January 2018. The reports were reviewed and discussed.
3. **Resignations.** It was reported that two part-time employees had resigned. Cox reported that they are advertising to fill both positions as soon as possible.

**Statements**

Bank statements ending February 2018 were reviewed and discussed.

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

February 2018 Associated Bank Library Special Funds Account: \$44,301.05.  
All ayes. Motion passed.

The February 2018 Investment Fund statement was available for review. The portfolio's total current value is \$146,499.17.

### **Invoices**

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

There was a motion (Pollnow/Allender) to approve February 2018 operation invoices:

February 2018 Operations – \$34,162.87  
All ayes. Motion passed.

There was a motion (Romanak/Norante) to approve February 2018 special fund invoices:

February 2018 Special Funds – \$6,667.95  
All ayes. Motion passed.

Discussion was held regarding the need for the Co-Directors to approve costs for needs such as building repairs, etc. that may be time-sensitive and cannot wait for Board approval.

There was a motion (Bray/Pollnow) to approve the allowance of up to \$5,000 in discretionary funds per month as unexpected needs arise. All ayes. Motion passed.

### **Old Business**

There was no old business for discussion.

### **New Business**

1. **Review ADA Regulations.** A current patron with a disability that has been requesting help from staff has made it necessary to communicate and update staff regarding the ADA laws requiring that all individuals should have equal access to all library resources. Staff was further updated as to what extent they are allowed/required to help patrons. Discussion was held.
2. **Facility Issues.** The toilet in the staff bathroom was in need of parts for a repair and they are still waiting on the part. There was further discussion that the fixtures such as toilets, faucets, etc. are continually breaking down, some minor and some major repairs. The group discussed possibly coming up with a timeline for actually replacing the fixtures. Discussion was also held to think of ways that companies would possibly be willing to donate their fixtures in exchange for recognition of the product placement in the WPL.
3. **Nominate Officers for Current Year (2018-19).**  
Norante nominated Bray for WPL Board President.  
Bray nominated Norante for WPL Board Vice President.  
Allender nominated Datka for WPL Board Secretary.  
Allender nominated Romanak for WPL Board Treasurer.
4. **Approve Policy Revision for the Usage of Community & Study Room Policy.** Cox presented changes to the current policy which included a requirement for an application to be completed/submitted 21 days before an event, adding clean-up after events, the addition of no vaping on premises and users must adhere to library policies including the Rules of Conduct

policy. Bray also requested the addition of a statement regarding that the WPL has video monitoring/recording within and outside the facility and there is no expectation of privacy. Cox will bring the policy back to the Board next month with the addition.

Pollnow left the meeting at 5:55 p.m.

5. **Painting of Director's Office.** The final cost for the paint, repairs and labor was just over \$500.
6. **Review Ethics and Conflict of Interest Laws Applying to Trustees.** Discussion was held regarding the policy.

#### **Closed Session**

Closed Session was not held.

**Adjourn:** There being no further business to come before the Board of Trustees, there was a motion (Norante/Romank) to adjourn. All ayes. The meeting adjourned at 6:15 p.m.