

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**March 12, 2019**

**Call to Order:** The meeting was called to order by President Bray at 4:38 p.m. in the History Room. Library Board Trustees present were Vice President Norante, Treasurer Romanak, Secretary Datka, Trustees Pollnow, Dolezal and Acting Co-Directors Tricia Cox and Sam Vogel.

**Minutes**

There was a motion (Dolezal/Romanak) to approve the February 18, 2019 minutes as amended. All ayes. Motion passed.

**Public Appearance**

No one appeared before WPL Board.

**Librarians' Report**

**1. Programming Review.** Programming from February 2019 was reviewed. There were many successful programs during the month of February. It was noted that in juvenile programming, "Football Frenzy" took the place of last year's "Donuts with Dad" and was not nearly as successful. There was discussion regarding the use of Lakeshores' 3D printer, which has been loaned to the WPL for a month. After a significant learning curve with many breakdowns and troubleshooting, the consensus is that it is a very staff-intensive piece of equipment to run and would not be a wise investment for the WPL. It would be difficult to maintain and run long-term. In addition, at this point it only services one patron per day due to the length of time it takes to print a project. The 2018 WPL Annual Report was presented for review and shows that 12,325 people attended 451 programs in 2018!

*Bechtel arrived at 4:56*

**2. Circulation Review.** Circulation from February 2019 was reviewed. Circulation overall is up by 1% or 303 circs, although February circs are down from the month of January, which may be attributed to the weather. The 2018 WPL Annual Report which was presented shows that 172,838 items were checked out in 2018! Statistics on circulation by client type was available for review, showing that staff checkouts accounted for almost 73%, followed by SHARE renewals (17%), followed by the self checkout station (9%), Bookmyne renewals of just over 1%.

**3. Village updates**

Cox and Vogel attended the Village of Waterford department head meeting on 2/22 and reported the updates from the Village. Also, the February Village of Waterford Board Meeting was discussed. Meetings with the Village of Waterford bookkeeper to discuss the budget took place on February 27 and March 7.

**4. Budget Update.**

Excluding two lines, the January WPL numbers balance with the Village of Waterford's. February's numbers have yet to be combed through. It was noted that many of the Village's mistakes were coming from a lack of specific division of jobs amongst Village employees. It has since been reorganized. The WPL is hopeful this will resolve the consistent mistakes in financials.

## Statements

Bank statements ending February 2019 were reviewed and discussed.

There was a motion (Dolezal/Romanak) to approve the January bank statement from Associated Bank as presented.

January 2019 Associated Bank Library Special Funds Account: \$57,776.99.  
All ayes. Motion passed.

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

February 2019 Associated Bank Library Special Funds Account: \$41,640.65.  
All ayes. Motion passed.

The February 2019 Investment Fund statement was not available for review.

## Invoices

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

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

February 2019 Operations – \$65,834.09  
All ayes. Motion passed.

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

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

## New Business

### **1. Approve Unscheduled Closings Policy**

There was discussion regarding unscheduled closings. A new policy will be available for review at the April Board meeting.

### **2. Library Board Officers for 2019 Nominations**

There was a motion (Bechtel/Norante) to nominate Romanak for President of WPL Board beginning May of 2019.  
All ayes. Motion passed

There was a motion (Bray/Dolezal) to nominate Bechtel for Vice President of WPL Board beginning May of 2019.  
Ally ayes. Motion passed.

There was a motion (Norante/Romanak) to nominate Datka for Secretary and Treasurer pending temporary provisions in the by-laws beginning May of 2019.  
All ayes. Motion passed.

**Old Business**

**1. Pharmacy Station pick-up location update**

The secondary pick-up location at the Pharmacy Station continues to see growth. There are now 17 people who have selected this location for their pick up preference.

**Closed Session**

There was a motion (Pollnow/Dolezal) 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 5:54 p.m.:

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

**Reconvene into Open Session**

There was a motion (Bechtel/Dolezal) 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 (Bechtel/Dolezal) to adjourn. All ayes. The meeting adjourned at 5:59 p.m.