

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
May 14, 2019

Call to Order: The meeting was called to order by President Romanak at 4:30 p.m. in the Community Room. Library Board Trustees present were Vice President Bechtel, Treasurer and Secretary Datka, Trustees Karweik, Peters, McReynolds, Director Heather Kinkade and Acting Co-Directors Tricia Cox and Sam Vogel. Halbach was excused.

Public Appearance

Steve Ohs - Lakeshores Library System

Minutes

There was a motion (Bechtel/Datka) to approve the April 9, 2019 minutes as presented. All ayes. Motion passed.

At 4:32, Zeke Jackson (Village Administrator), Michelle Vandehey (Village Treasurer), and Todd Terry (Village Attorney) presented to the Community Room and took a seat at the table.

Discussion regarding library budget

Jackson started discussion regarding an email sent from WPL Board President Romanak on May 10, in which Romanak was asking for clarification regarding the carryover of unexpended library monies from the 2018 fiscal year. Jackson asked Romanak to explain what he was seeking in his aforementioned email. Jackson stated that although he previously shared his view of how he felt funds are handled, the Village Attorney ultimately carries the responsibility for the interpretation of the law in relation to revenue and expenditures. Jackson explained the difference between bank accounts and audits. He also shared that an audit is essentially track-back funding. Proof-to-audit is the congruence between all funds (bank accounts/gift fund/capital). Jackson went on to explain that in the past the budget published for the general public was too high-level by using institutionalized language; consequently, it wasn't user-friendly for John Q. Public. So, with Jackson on board, the Village produced a budget standard easily comprehended by the everyday person off the street. It was stated that the library was allocated \$290,048.00 for 2019, and best practices state that 10% of the allocated funds be charged for administrative fees.

Karweik excused at 5:29

- The Village income has been consistent:

Year	Income from Municipality
2017	\$290.048.00
2018	\$290.048.00
2019	\$290.048.00

- Here is what was left over from each budget year:

Year	Unexpended Funds
2016	\$10,679.00
2017	\$40,018.00
2018	\$34,818.00 (projected \$64,018.00)

According to Jackson, the 2018 projected \$64,018.00 fund balance has not been “proofed-to- audit,” nor the \$34,818.00 from 2018. Jackson stated the audit would be completed in mid-June 2019 and will then verify the unexpended funds and the library will know for certain the beginning budget balance. Jackson cautioned the library to be conservative with expenditures in the beginning of 2019 as the library can expect a decrease of about \$53,000 in Village funding for 2020. Jackson stated that usually departments are not allowed to carryover unexpended funds from one fiscal year to another; however, because 2018 was an exception, a one-off year for the library, it was allowed without an approved resolution. Furthermore, the Village of Waterford Board gave a one time infusion of \$7,918.00 to the library in order to cushion the budget. It was stated that if the library doesn’t use these funds, the Village will not carry them over into 2020. This also goes for any unexpended funds from 2019 to 2020. Basically, you don’t use it, you lose it. Jackson stated that the Village’s contribution to the library’s budget was budgeted only and not appropriated. When Village Attorney, Todd Terry, was asked to contribute, he and Jackson both pointed to Village of Waterford Resolution 841, which is the adoption of the 2018 annual budget and establishing the tax levy, found in the November 27, 2017 Village Board meeting agenda and subsequent minutes.

After the financial discussion, both the Village and the Library tried to clear the air and move forward without animosity. At one point, the Village Board liaison mentioned that the Village Board does indeed find the library sometimes “difficult” when describing situations that come up. Cox mentioned that when the Village Board finds something troubling or difficult about the library, it would be appreciated to be included in the conversation. Jackson then explained that his vocabulary is a coping mechanism, and his mother, who holds a PhD in nursing, constantly has to ask him to clarify himself. Jackson stressed that if he is misunderstood, to ask him to stop and clarify. Datka requested better communication between Administration and Library, for example, the employee handbook and meetings (the fact that Jackson, Todd, and Vandehey simply showed up to the library board meeting). The library board did have a guest speaker, and his time was cut short due to the unplanned financial discussion.

Jackson, Vandehey, Terry left at 5:55.

McReynolds confirmed that communication between the Village and Library is key in order to work together efficiently. He stated he would pursue a meeting with Jackson the next day to discuss how communication between the library and village can be improved. He guaranteed that the communication style will change and proceeded to give his cell phone number out should anyone need to speak to him.

McReynolds excused at approximately 6:00.

Steve Ohs gave a short presentation to the remaining new board members of what Lakeshores Library system does. He referred to a comprehensive website should any trustee have questions:

<https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>

Ohs briefly discussed funding, and how funds are handled and controlled and referenced another site of Library's FAQs: <https://www.lwm-info.org/1015Libraries-FAQ-1>

Ohs left at approximately 6:00.

Librarians' Report

1. **Programming Report.** Programming from April 2019 was reviewed. There were many successful programs during the month of April. The "Loose Ends Sewing and Stitching Club" had a Country Gift Fair which brought in at least 200 people to the library. Parking proved to be an issue but was still successful. The club donated almost \$60.00 of their profits to the Friends of the Library. Also in adult programming, 145 people attended Ingrid Hanson-Popp's Student Recital and 12 people attended the DOT Construction meeting. In juvenile programming the "Week of the Young Child Event" was attended by 100 people. Only one day care was able to make it to the event, instead of three like in past years, due to the road construction. It was also noted that all the summer events being held in Village Hall Park were approved.
2. **Circulation Report.** Circulation statistics for the month of April were discussed. It was noted that circulation is down overall this by 2,080 items compared to last year at this time. This is a decrease of about 4%. A few communities's circulation numbers increased from last year. Those were Town of Waterford, Town of Burlington, Mt. Pleasant, Racine, Raymond, Town and Village of East Troy, Lafayette, and Waukesha County. Overdrive use is up by 19% for this year. It was noted that the website use has increased and of those who use the website, 50% are returning users and 50% are new users. It was noted that the Pharmacy Station satellite pick up/drop off location now has 27 patrons who have selected this site as the location they prefer to use. Many other patrons have been using the book return at the Pharmacy Station.
3. **Budget Update.** There was a budget meeting on May 8 with Vogel and the Village Treasurer. They discussed April's payables. Vogel was also updated on the audit. The auditors did not come in April like they were originally scheduled. There is not a future date set up at this time. After going through the Village's budget to actual for April, it shows the Library has spent approximately 32.18% of our operating budget with 33% of the year elapsed. With minimal changes, the library's report and village's report match.
4. **Update on meeting requests**
Romanak sent an email on April 11, 2019 to Zeke Jackson, Michelle Vandehey, Danielle Brown, Steve Ohs, and other Village of Waterford Board Members asking for a meeting about the 2018 fund balance. While multiple dates had been looked at, not all could attend. Romanak then asked if clarification could be made via email. He did not receive a response.
5. **Update on other meetings**
 - Cox and Vogel attended the Village Board meeting which was held on April 22, 2019 at 6:30. At this meeting all appointments for standing committees and boards were announced. Vikki Dolezal's renewal request for re-appointment to the Library Board was not approved. Tammy Pollnow's seat as the representative from the Village Board was changed. Brent Hess was appointed as the Village Board representative on the Library Board. Laura Halbach has replaced Vikki Dolezal. Jordan Karweik was appointed in place of Don Bray. Since this meeting, Brent Hess

was unable to fulfill his appointment to this board and Troy McReynolds has been named in an email as Hess's replacement.

- Vogel introduced Heather Kinkade at the May 13, 2019 Village Board meeting and presented the monthly library report. It was anticipated that Troy McReynolds would be appointed as the Village Board representative on the WPL Board, but this was not done at this meeting.
- Vogel and Cox met with Village Board President Houston on Friday, April 26, 2019. Houston wanted to address the "us against them" feelings between the library and Village Hall. Vogel and Cox reassured him that it was in the library's best interest to work together and that anything he's feeling along that line was certainly unintentional. Upon reflection, it was determined that this may stem from a lack of communication between the parties involved at Village Hall and the Village Hall Board. It would be easy to see how the lack of backstory could misconstrue the WPL's intentions. Also, perhaps, when the library staff suggests that patrons with questions regarding the Village seek their answers at Village Hall, this may seem like it encourages division between the library and village. WPL Board members were assured that as professionals, all staff work hard to provide unbiased information and that it is practice to encourage anyone with questions about construction or Village Board decisions to go to Village Hall to get the most up-to-date and accurate answers.

6. Other updates

- The Village of Waterford is looking into changing from the current provider of HVAC maintenance, Accutemp, to a local company. Combining the village, the library, and the DPW onto one contract may save money. Although a couple of quotes were submitted, they weren't easy to compare because they offered different services. The Village Board is looking into getting matching quotes. If the Village Board approves a change, the contract would then come to the Library Board to be approved.
- There has not been an update on the personnel manual changes since March 18, 2019. It was stated that there is no date set yet for the next personnel committee meeting. WPL Board Members will be updated as to the progress of these changes when they become available.

Statements

Bank statements ending April 2019 were reviewed and discussed.

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

April 2019 Associated Bank Library Special Funds Account: \$44,413.99.
All ayes. Motion passed.

The April 2019 Investment Fund statement was available for review. The portfolio's total current value is \$155,100.81.

Invoices

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

There was a motion (Datka/Bechtel) to approve April 2019 operation invoices:

April 2019 Operations – \$45,754.50
All ayes. Motion passed.

There was a motion (Bechtel/Datka) to approve April 2019 special fund invoices:

April 2019 Special Funds – \$2,285.25

All ayes. Motion passed.

New Business

- 1. Approve Resolution to Carryover Unexpended Library Funds from Fiscal Year to Consecutive Fiscal Year**

This has been tabled until the June 11, 2019 board meeting.

Old Business

- 1. Repair Quote for sprinkler system.**

A quote from Grunau is expected to be ready for discussion for the June board meeting. FP Solutions, LLC will also be contacted to supply an additional quote.

- 2. Approve extension of interim co-director support.**

This has been tabled until the June 11, 2019 board meeting.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Peters/Datka) to adjourn. All ayes. The meeting adjourned at 7:23 p.m.