

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
November 13, 2018

Call to Order: The meeting was called to order by President Bray at 4:35 p.m. in the History Room. Library Board Trustees present were Vice President Norante, Treasurer Romanak, Secretary Datka, Trustees Bechtel, Dolezal and Acting Co-Directors Tricia Cox and Sam Vogel. Pollnow arrived late.

Minutes

There was a motion (Bray/Dolezal) to approve the October 9, 2018 regular meeting minutes as amended. All ayes. Motion passed.

Public Appearance

Zeke Jackson - Village of Waterford Administrator
Jim Bergles - Village of Waterford Public Works & Utilities Director
Brett Roberts - Waterford Union High School Art Teacher

Jackson led discussion on the state of the Village and its need for growth. He stated that the WPL is the single most traffic driver in the village, meaning that the WPL is the primary entity that is drawing visitors to the village. Although Jackson was unsure about any details pertaining to a new makerspace, he offered \$100,000 from the Village if the WPL would dedicate the same amount to a makerspace in the 2019 budget. Roberts added that the art classes he offers to the public fill up quickly and he could see how a makerspace would be a benefit to the community. Bergles added that 3D laser printers are popular and CNC machines are also popular and would be a good addition to a makerspace. WPL board members felt there were too many unanswered questions, such as funding, location, staffing and contents of the makerspace, to put it into the budget for 2019, but agreed to keep it in mind. It was suggested that a committee be formed to research the makerspace idea first, to best suit the needs of the community. Jackson, Bergles, and Roberts were excused.

Librarians' Report

- 1. Programming Review.** Programming for the month of October was reviewed. It was noted that George Barry's Programs continue to be popular. This month his Dementia & the Aging Brain Program brought in 20 participants. Waterford High School French Club students joined with the library to offer the French Culture Teen Scene. This was a huge success. The high school presenters were excellent and Mrs. Morgan, WHS French Teacher, was great with the kids. It is hopeful that they will do this program again. In Juvenile Programming it was noted that the fire truck visit for the Little Bookworms Program was a huge hit and brought in 66 participants. The 2nd visit of the Snake Discovery Program was wonderful and successful again. The Book & Treats Program held on Halloween was a huge success and brought in 105 participants. Overall, 1,062 people attended programs at the library this month; 23 adult programs hosted 245 participants, 17 juvenile programs hosted 654 participants, and 7 teen programs hosted 163 participants.
December 1 will be the Tree Lighting event and also the Loose End Sewing & Stitching Club Craft Fair.
Starting in December the library will be working in cooperation with the Racine County Opportunity Center's Birth to Three program. Occupational therapist Jean Splitgerber

approached the library with the proposal of working together. On a trial basis, these children and their families will come to a special sensory storytime set up just for them in the storytelling room. The first event is planned for Dec. 5.

2. **Circulation Review.** Overall circulation is down 6.2% although area community circs from WPL continue to increase. 14,820 items circulated during the month of October. 147,501 items have circulated since January 1, 2018.
3. **Other Matters**
 - There was discussion about continuing the Five Item Checkout Promotion through 2019. It was decided to reach out to the Friends of the Library to support this promotion.
 - Trust Fund policy review. This policy was last reviewed at the May 30, 2018 meeting. At that time, possible revisions were discussed to decide if the Board wanted to change the wording to allow the Village Treasurer to remain as a signer on the account if that person was no longer bonded. The Board tabled the discussion until the June 12, 2018 meeting. At that meeting, Board members decided that no revisions were necessary. The Board wants the treasurer to be bonded in order to be a signer on the account. Since the current treasurer is not bonded, Cox and Vogel, as acting co-directors, are named as signers on the investment account. Two signatures will be required for any withdrawals. The signatures can be Cox and Vogel together or one of the acting co-directors and any Library Board member. Once a new director is hired, the authorized signature will be transferred to that person.
 - On October 17, there was a disturbance in a back corner of the library with two high school students. WPL staff handled the situation appropriately and banned one of the students from the library for the rest of the week. A Waterford Police Officer was at the library at the time and took control of the situation ultimately issuing a ticket for public nudity and indecent behavior.
 - On Nov. 1 there was an incident with a library patron who visits from ElderCare in regards to the patron's safety while at the library. WPL staff handled the situation appropriately.
 - Portable circulation, such as Bicycles and golf carts, were discussed. More information about golf carts will be provided at the December Board meeting.
 - Meeting Room rates were compared to other area rentals. It was noted that the WPL is right in line with what area rentals are charging, however, other locations are available for rent outside of normal business hours, unlike the library. DPW will be contacted to see about the possibility of DPW staff opening up the community room for rental after library hours.
 - Update on bargaining agreement. Bray met with Union representatives on Oct. 22.
 - Finance Meeting - There was a meeting with the Finance Committee, Village Administrator and Treasurer. Trustees Bray, Dolezal, Pollnow and Datka were in attendance as well as WPL Co-Directors, Cox and Vogel. The WPL staff and Board were anticipating presenting the approved WPL 2019 budget to the Finance Committee and having them confirm the levy amount. In reality, it turned into a 2 hour discussion about significant last minute changes to the 2019 WPL budget. These changes were unknown to library co-directors until they were viewed in the Village Administrator's spreadsheet that night. The changes included a 2.9% increase for all Village staff, a \$25,830 fee for administration charges which is over 3 times the \$7,698 amount from 2018. In addition, emails were sent about an impact fee transfer of \$8,410 and a transfer from the capital

line in the amount of \$12,948 possibly from 2017. Resolution 827 explains why the \$8,410 transaction occurred. This was for impact fees from capital expenses dating back to 2009-2010. Due to all the changes that the WPL were forced to make, an entirely new budget has been presented to be approved by the WPL Board.

- It was noted that the “Notice of Exemption From County Tax for Library Services” form for the year 2019 was completed by the October 30th deadline.

4. **Budget Update.** The budget to actual report provided by the Village was within \$100.00 of matching what the WPL has for their records. The numbers from January 1, 2018 to August 31, 2018 is accurate and reflects that 66.62% of the budget had been spent with 66% of the year having elapsed. Vogel spent 5.5 hours on Nov. 13 reconciling Village and WPL numbers.

The WPL 2019 budget was presented to the Village of Waterford Board on Nov. 12, 2018. The budget numbers the Village had were incorrect therefore, WPL will resend the approved 2019 budget so that the Village has the correct budget numbers. There is a Public Hearing for the 2019 Budget is scheduled for Monday, November 26 at 6:00 pm.

Statements

Bank statements ending October 2018 were reviewed and discussed.

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

October 2018 Associated Bank Library Special Funds Account: \$52,704.10.
All ayes. Motion passed.

The September 2018 Investment Fund statement was available for review. The portfolio’s value as of September 30, 2018 is \$152,373.84.

Invoices

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

There was a motion (Bechtel/Romanak) to approve October 2018 operation invoices:

October 2018 Operations – \$11,253.35
All ayes. Motion passed.

There was a motion (Pollnow/Bechtel) to approve October 2018 special fund invoices:

October 2018 Special Funds – \$653.36
All ayes. Motion passed.

New Business

1. **2019 Budget.** The 2019 budget was presented for final review.

There was a motion (Dolezal/Norante) to approve the 2019 budget as presented.

2. **Internet/Wireless Use Policy Revision.** The updated Internet/Wireless Use Policy was presented.

There was a motion (Pollnow/Norante) to approve the new Internet/Wireless Use Policy as amended.

Old Business

1. **Update on Community Room heating.** Work will be done on November 27, 2018.
2. **Update on Accutemp Contract.** Accutemp is working to see if combining contracts with Village Hall will save money. The collected data on Nov. 6 including information on taking over the library's automation.
3. **Fine Free Discussion.** Tabled until December 18 Board Meeting.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Romanak/Norante) to adjourn. All ayes. The meeting adjourned at 7:37 p.m.