

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**October 10, 2018**

**Call to Order:** The meeting was called to order by President Bray at 4:30 p.m. in the Community Room. Library Board Trustees present were Vice President Norante, Treasurer Romanak, Secretary Datka, Trustees Pollnow (arrived late), and Acting Co-Directors Tricia Cox and Sam Vogel. Trustee Beth Bechtel was excused.

**Minutes**

There was a motion (Norante/Dolezal) to approve the September 11, 2018 minutes as amended. All ayes. Motion passed.

**Public Appearance**

No one appeared before WPL Board.

**Librarians' Report**

1. **Programming and Circulation Review.** Programming report was reviewed. In adult programming, River's Edge Art Walk was successful and brought in about the same number of people as last year. The Old World Wisconsin Photo Exhibit was on display in September and continues to be a hit. The Teen Scene programs continue to do well. WUHS sent over volunteers for their SPARK day of service to clean at the library. The 22 volunteers did a great job. In juvenile programming, Little Bookworms and Building Blocks continue to be popular. WPL will be losing Linda from Love, Inc. who partnered with WPL to provide the Building Blocks program. There are currently 123 children signed up for the 1,000 Books Before Kindergarten program. 20 children have read over 1,000 books to complete the program. The book bundle check outs were down slightly, but still added 505 circulations in September. Circulation report was reviewed. It was noted that while circulation is down slightly from last year (6.7% in 9,000 circs), Norway and the Village of Waterford circs are up and Mount Pleasant circulation has exceedingly increased. In addition, overdrive use, wireless use, and juvenile programming have increased. September is always a slower month for circulation. This is attributed to kids going back to school.
2. Cox and Vogel met with Jim Novy and David Dowling from LLS and informed the board that the the WPL server will need to be upgraded next year at a cost of approx. \$1,500. In addition, the switches and access point would need to be replaced for approx. \$800 .
3. **September Operations Budget to Actual.** A 2018 budget to actual through the month of August was prepared by WPL for review. September numbers were unavailable from the Village of Waterford. Each account and line item was reviewed and discrepancies between the WPL's record and Village of Waterford's record. There is \$10,704.47 that was paid out of the 2018 budget that was an expense from 2017. It is expected that \$10,704.47 will be moved from the 2018 budget to the 2017 budget. In addition, there were over \$5,000 of invoices that were paid out of the 2018 budget that WPL board did not approve. While they were legitimate expenses that would have been approved, WPL employees were not aware of these invoices. When comparing bottom lines of the Village of Waterford's and the WPL's budget to actual, there is about a \$9,000 difference.

## **Statements**

Bank statements ending August 2018 were reviewed and discussed.

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

August 2018 Associated Bank Library Special Funds Account: \$50,952.96.  
All ayes. Motion passed.

Bank statements ending September 2018 were reviewed and discussed.

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

September 2018 Associated Bank Library Special Funds Account: \$51,622.13  
All ayes. Motion passed.

The August 2018 Investment Fund statement was available for review. The portfolio's total current value is \$151,793.12.

## **Invoices**

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

There was a motion (Norante/Romanak) to approve September 2018 operation invoices:

September 2018 Operations – \$8,261.52  
All ayes. Motion passed.

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

September 2018 Special Funds – \$162.00  
All ayes. Motion passed.

## **New Business**

- 1. Fine Free Information.** There was discussion about discontinuing fines for overdue books. This is a new trend that many area libraries have already transitioned to and have seen positive outcomes. There would be a loss in revenue for the WPL, but it has been noted in other libraries who have made the change that circulation has increased enough to make up for the deficit. Board members were in support of a trial period for 2019. A fine free policy proposal will be discussed at the November Board meeting.

- 2. Wireless Access.** Having open wi-fi access during open library hours was discussed, as WPL is the last library in LLS that requires a code to access wi-fi. There were concerns about lack of filters and the inability of the library to regulate who will access the wi-fi. It was suggested to search out legal advice and continue discussion at the November Board meeting.

### **Old Business**

- 1. Community Room & Accutemp.** There was discussion on the need for improvement in the heating and cooling in the Community Room. There was a motion (Pollnow/Romanak) to have Accutemp inspect the system and make adjustments not to exceed \$1,100. All ayes. Motion passed.

### **Closed Session**

There was a motion (Bray/Pollnow) 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 6:08 p.m.:

Norante - 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	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 (Dolezal/Romanak) to adjourn. All ayes. The meeting adjourned at 7:09 p.m.