

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
April 10, 2018

Call to Order: The meeting was called to order by President Bray at 4:33 p.m. in the History Room. Library Board Trustees present were Vice President Norante, Treasurer/Secretary Allender, Trustees Pollnow, Dolezal, Datka, Romanak and Acting Co-Directors Tricia Cox and Sam Vogel.

Minutes

There was a motion (Romanak/Allender) to approve the March 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 March 2018 were reviewed. Discussion was held regarding road construction and the impact on circulation and accessibility to the WPL. 16,940 people have visited the WPL between January 1, 2018 and March 31, 2018. 106 children are signed up for the "1,000 Books Before Kindergarten" program and 13 have already read 1,000 books. Members reviewed the March 2018 program summary and it was noted that there were 1,432 participants for the month. Book bundles continue to be a success with 113 checkouts and 565 individual items circulated. The craft kits had 66 teen and 297 juvenile checkouts for March. The Teen Scene after school program continues to be successful with 91 participants for the month. There were 313 entries in March to win a \$25 gift card to an adult patron who checked out 5 items.

2. **March Operations Budget to Actual.** Reports were not available for March 2018.

Statements

Bank statements ending March 2018 were reviewed and discussed.

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

March 2018 Associated Bank Library Special Funds Account: \$44,077.58.
All ayes. Motion passed.

The March 2018 Investment Fund statement was available for review. The portfolio's total current value is \$145,398.46.

Invoices

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

There was a motion (Allender/Norante) to approve March 2018 operation invoices:

March 2018 Operations: \$18,034.29

All ayes. Motion passed.

There was a motion (Allender/Romanak) to approve March 2018 special fund invoices:

March 2018 Special Funds: \$456.95

All ayes. Motion passed.

New Business

1. **Election of Officers for Current Year (2018-19).** There was a motion (Norante/Allender) to approve the WPL Board officer nominations for 2018-19 as follows:
Don Bray, WPL Board President
Diane Norante, WPL Vice President
Al Romanak, WPL Treasurer
Kelly Datka, WPL Secretary

All ayes. Motion passed.
2. **Plumbing Repair Quotes.** Members reviewed three quotes to replace five lavatory faucets, rebuild seven flush style toilet flushometers and rebuild one electronic flushometer on a urinal. There was a motion (Pollnow/Norante) to use Bruesewitz Plumbing to update the plumbing for \$4,989.00.
3. **Revision of Rules of Conduct Policy.** Members discussed updating the “Rules of Conduct Policy” There was a motion (Romanak/Pollnow) to approve the revisions. All ayes. Motion passed.
4. **Move May WPL Board Meeting.** The May board meeting was moved from May 8, 2018 to May 15, 2018 at 4:30 p.m.

Old Business

1. **Approve Revised Community & Study Room Policy.** Members discussed updating the “Policy for the Usage of the Community and Study Rooms of the WPL”. There was a motion (Norante/Datka) to approve the revisions. All ayes. Motion passed.

Closed Session

There was a motion (Romanak/Allender) 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 6:25 p.m.:

Norante - Aye
Dolezal - Aye

Allender - Aye
Datka - Aye

Romanak - Aye
Bray - Aye

Pollnow - Aye

Reconvene into Open Session

There was a motion (Romanak/Allender) to reconvene into Open Session. A roll call vote was recorded as follows and the meeting reconvened into open session:

Norante - Aye
Dolezal - Aye

Allender - Aye
Datka - Aye

Romanak - Aye
Bray - Aye

Pollnow - Aye

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Allender/Datka) to adjourn. All ayes. The meeting adjourned at 6:45 p.m.