

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**August 21, 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 Romanak, Secretary Datka, Trustees Pollnow (arrived late), Bechtel, Dolezal (arrived late) and Acting Co-Directors Tricia Cox and Sam Vogel.

**Minutes**

There was a motion (Norante/Romanak) to approve the July 10, 2018 meeting minutes as presented. All ayes. Motion passed.

There was a motion (Romanak/ Bechtel) to approve the July 24, 2018 special meeting 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 were discussed and it was noted that Norway, Village of Waterford, Mount Pleasant, Yorkville have had a significant increase in circulation compared to last year at this time, while Town of Burlington, Elkhorn and Geneva have seen a decrease in circulations. In addition, Overdrive continues to grow. Wireless use in the library continues to be steady, while computer use has seen a decrease in use. 105,212 items have circulated this year; 32,180 of these items were checked out specifically to the Village of Waterford residents.

The 2018 summer reading program statistics were discussed. There were a total of 3,397 people attending 47 juvenile programs this summer. The highest attended programs were mini-golf, ice cream check out party, and the Aloha Chicago celebration. Storywagon performers supplied by Lakeshores Library System continued to be awesome this summer. Book bundles and craft bags continued to be successful throughout summer. It was noted that construction affected program attendance this summer and despite the highest reading program enrollment ever, the program attendance was lower than it has been in the last few years. Some of the specific statistics from the summer reading program were discussed; 67% of children enrolled in the program are from Village and Town of Waterford, 11% of children enrolled are from Burlington or Rochester, 55% of the children enrolled are between kindergarten and 6th grade which is the target audience, although teen enrollment is increasing at 182 teens up 30 from last year. Overall, the summer reading program was a success this year.

There were 54 teen volunteers this summer who volunteered for a total of 655 hours, and over 40 local businesses donated over \$37,024 worth of merchandise, gift certificates, and free passes that were given to readers this summer.

There are currently 114 children signed up for 1,000 Books Before Kindergarten, with 18 children having completed the program by reading more than 1,000 books.

2,364 people attended programs at the library this month. 18 adult programs hosted 585 participants, 23 juvenile programs hosted 1,723 participants, and 3 teen programs hosted 56 participants.

2. **March Operations Budget to Actual.** The budget to actual report was not available from the Village of Waterford. A budget to actual report prepared by the interim co-directors was presented for review. It included the numbers that have been recorded by the WPL, but there were many unknown numbers that only the Village of Waterford is privy to. Discussion followed about the concern regarding WPL Board Members' and WPL employees' confidence in having an accurate 2019 budget by the deadline in order to get Racine County funding.

Bank statements ending July 2018 were reviewed and discussed.

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

July 2018 Associated Bank Library Special Funds Account: \$50,873.03.  
All ayes. Motion passed.

The June and July 2018 Investment Fund statement was available for review. The portfolio's total current value is \$149,876.86.

### **Invoices**

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

There was a motion (Pollnow/Bechtel) to approve July 2018 operation invoices:

July 2018 Operations \$7,462.47  
All ayes. Motion passed.

There was a motion (Norante/Dolezal) to approve July 2018 special fund invoices:

July 2018 Special Funds \$150.00  
All ayes. Motion passed.

### **New Business**

1. **CIP Reports.** There was discussion on the Village of Waterford's request to compile capital request forms. These forms were completed for replacement stair tread, AC system, ceiling fans, and the roof.
2. **Digital Board Packets.** There was discussion on the option for the WPL Board Members to receive their board packets digitally. It was agreed upon to move forward with digital board packets.
3. **Fine Free Information.** Tabled until September 11, 2018 board meeting.

**Old Business**

1. **WaterLight Project.** Display cases were received on August 4th and have been placed in the main atrium of the the WPL.

**Closed Session**

There was a motion (Dolezal/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 6:12 p.m.:

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

**Reconvene into Open Session**

There was a motion (Bray/Pollnow) 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 (Bray/Pollnow) to adjourn. All ayes. The meeting adjourned at 6:45 p.m.