

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
January 9, 2018

Call to Order: The meeting was called to order by Vice President Norante at 4:38 p.m. in the History Room. Library Board Trustees present were Treasurer/Secretary Allender, Trustees Pollnow, Beer and Library Director Pam Belden. Also in attendance were WPL staff members Tricia Cox and Sam Vogel. Trustees Datka and Romanak were excused. President Bray arrived at 4:39 p.m.

Minutes

There was a motion (Pollnow/Beer) to approve the December 12, 2017 minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before for WPL Board.

Librarians' Report

1. **Circulation, Statistics and Program Report.** Circulation statistics from December 2017 were reviewed. Vogel reported that circulation is ahead of the previous year's statistics by 7,191/4%. Racine and Walworth total increase over last year is 5,856. Continuing on track is Overdrive, but Gale Courses has had major uptic, adult programming and children's programming. 103 children are signed up for the new "1000 Books Before Kindergarten" program and 10 have already read 1000 books. Members reviewed with Belden the December 2017 program summary and it was noted that there were 1,284 participants for the month. Book bundles continue to be a success with 75 checkouts and 375 individual items circulated. The craft kits had checkouts for 71 teen and 254 juvenile checkouts for December. The Teen Scene after school program continues to be successful with 76 participants for the month. There were 243 entries in December to win a \$25 gift card to an adult patron who checks out 5 items.
2. **December Operations Budget.** Reports were not available for December 2017. Belden reported that the WPL Special Funds account is still being reviewed to correct donation deposits that were inadvertently deposited into the general fund since June.
3. **Restroom Repairs.** Belden discussed discussed that it was discovered that some regrouting would need to be done in both the men and womens bathrooms. The cost turned out to be about \$100.

Statements

Bank statements ending December 2017 were reviewed and discussed.

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

December 2017 Associated Bank Library Special Funds Account: \$21,730.00
All ayes. Motion passed.

The December 2017 Investment Fund statement was available for review. The statement reflected Decembers \$20,000 transfer.

Invoices

The WPL Invoices for December 2017 Operations, Special Funds and New Years Operations were presented and discussed.

There was a motion (Norante/Pollnow) to approve December 2017 operation invoices:

December 2017 Operations – \$10,064.88
All ayes. Motion passed.

There was a motion (Pollnow/Norante) to approve December 2017 special fund invoices:

December 2017 Special Funds – \$766.83
All ayes. Motion passed.

There was a motion (Pollnow/Allender) to approve New Years operations invoices:

New Years Operations 2018 - \$3,002.06
All ayes. Motion passed.

Old Business

1. **Update for Capital Funding for the Roof.** Belden reviewed with members an estimate to use for budgeting for the replacement of the roof. SRS Roofing reviewed the current condition of the roof and estimated that the shingle and rubber roofs should last another 5-8 years depending on weather conditions. It was also estimated the a complete re-roof would cost about \$187,000 (\$97,000/shingle roof and \$90,000/flat roof). Belden stated that at one time there was \$30,000 in the WPL capital fund account but that money had been since combined with the Village funds. Belden advised members to start considering ways to fund this future expense.

New Business

There was no new business for discussion.

Closed Session

There was a motion (Pollnow/Beer) 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 5:40 p.m.:

Norante - Aye	Allender - Aye	Pollnow - Aye
Beer - Aye	Bray - Aye	

Reconvene into Open Session

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

Norante - Aye

Allender - Aye

Pollnow - Aye

Beer - 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 6:04 p.m.