

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

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

**Minutes**

There was a motion (Pollnow/Bechtel) to approve the June 12, 2018 minutes as amended. All ayes. Motion passed.

**Public Appearance**

No one appeared before WPL Board.

**Librarians' Report**

1. **Circulation, Statistics and Program Report.** Circulation statistics from June 2018 were reviewed. 18,482 items circulated during the month of June bringing this year's total since January 2018 to 85,916 items circulated. 26,461 of these items were checked out specifically to Village of Waterford residents. In June, 7,685 people visited the library. June programming participation is down compared to last year. This is likely due to few programs and one hugely successful program last year that we did not have again this year. The WPL was also short an adult program coordinator, which can attribute against the decrease in program participants. Over 1,100 children were signed up for the Summer Reading Program, which is the highest we've ever had, and over 1,500 prizes had already been awarded. The Summer Reading Program Finale will be on July 31. Mini Golf was a huge success with 374 participants. Also, the Fox River Flutes Performance was a hit and will hopefully perform at another time. In addition, Teen programming held two popular programs; Slime Time and the Audiobook Check Out Challenge were very successful.
2. **Other Matters.**
  - a. Memorial donations for John Timothy Pettit reached \$2,915 and will be divided equally between the adult and juvenile departments.
  - b. WPL Board Members discussed the possibility of going "fine free" as other area libraries are doing so. We will continue to look into this option.
  - c. A budget meeting with all the Village department heads has been scheduled for Monday, July 30th.
  - d. Accutemp alarm issues: The starter motor is now installed and programmed. However, there was a short in a wire on the roof on Friday, 6/29, which was fixed the same day.
3. **June Operations Budget to Actual.** Reports were not available for June 2018. It was noted that WPL will have these reports for August meeting.

**Statements**

Bank statements ending June 2018 were reviewed and discussed.

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

June 2018 Associated Bank Library Special Funds Account: \$47,559.53.  
All ayes. Motion passed.

The June 2018 Investment Fund statement was not available for review.

### **Invoices**

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

There was a motion (Dolezal/Bechtel) to approve June 2018 operation invoices:

June 2018 Operations \$16,089.01  
All ayes. Motion passed.

There was a motion (Romanak/Pollnow) to approve June 2018 special fund invoices:

June 2018 Special Funds \$213.00  
All ayes. Motion passed.

### **Old Business**

1. WaterLight Project - Waterford Village Board approved displaying the prototype outdoors near 1st St. and Main St which will cost \$1,800 coming from the village fund balance.

### **Closed Session**

There was a motion (Pollnow/Dolezal) 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 5:29 p.m.:

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

### **Reconvene into Open Session**

There was a motion (Pollnow/Dolezal) 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		

**Adjourn:** There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Romanak) to adjourn. All ayes. The meeting adjourned at 6:08 p.m.