

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
May 15, 2018

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

Minutes

There was a motion (Norante/Romanak) to approve the April 10, 2018 minutes as presented. Bechtel abstained from voting. All ayes. Motion passed.

Public Appearance

Peter Engstrom, CPF from Associated Investment Services appeared before the board.
Zeke Jackson, Village of Waterford Administrator appeared before the board.
Gail Jolliffe, Waterford Public Library, was present.

There was discussion about the health of WPL investment fund account.
There was a motion (Pollnow/Romanak) to adhere to a more conservative diversification and reallocate funds following Peter Engstrom's recommendation of 40% stocks, 40% bonds, and 20% cash.
All ayes. Motion passed.

Librarians' Report

1. **Board Member Update.** WPL Board Welcomes New Trustee, Beth Bechtel. Her term expires April, 2021. Kelly Datka's term on the Board has been renewed through April of 2021.
2. **Circulation, Statistics and Program Report.** Circulation statistics from April 2018 were reviewed. While circulation was up for the month, overall circulation is down by 6% from last year. Programming participation and library visits have seen an increase this month. It was noted that 45 children participated in the Hemken Honey with Amy Mueller program and 82 children participated in the Week of the Young Child Event. In addition to these successful programs, there were 20 participants in the Safe Sleep Racine program. Book Bundles continue to be popular adding 465 individual circulations. 56 Teen Craft Kits and 251 Juvenile Craft Kits were checked out in April. In addition, Beyond the Book (the adult kits), have expanded and have become more popular. Tricia shared with the Board that new ideas for themed checkouts are on the horizon which would include books, toys, and games all within the same theme. The summer reading program theme and events were shared with the board. All permits were approved for summer events being held in Village Hall Park.
3. **Mom's Day on Main Report.** This event was successful in bringing much traffic into the WPL. In addition, over \$446.00 of fines were forgiven during this event.
4. **Other matters.**
 - a. Board Members reviewed the AccuTemp Maintenance Contract and discussed alarm issues.

A motion was made (Romanak/Bechtel) to accept the quote of \$4,994.00 to repair the supply fan motor starter VDF.

- b. It was noted that Memorial funds for John Timothy Pettit, were directed to the WPL, which was estimated to be \$565.00 in gifts collected so far.

c. The Board was made aware that the entertainment system in the community room has been investigated by Advanced Communications to find the source of malfunction.

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

Statements

Bank statements ending April 2018 were reviewed and discussed.

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

April 2018 Associated Bank Library Special Funds Account: \$44,599.50.
All ayes. Motion passed.

The April 2018 Investment Fund statement was available for review. The portfolio's total current value is \$145,841.98.

Invoices

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

There was a motion (Pollnow/Dolezal) to approve April 2018 operation invoices:

April 2018 Operations \$13,233.87
All ayes. Motion passed.

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

April 2018 Special Funds \$800.45
All ayes. Motion passed.

New Business

1. **Approve WaterLIGHT project prototype display.** The WaterLIGHT project was discussed and tabled until the June 12, 2018 Board Meeting.
2. **River's Edge Art Walk.** There was discussion about the extended hours for this year's River's Edge Art Walk held in September, 2018.

Old Business

1. **Plumbing updates.** Plumbing needs were scheduled to be taken care of on May 16 and 17, 2018.

Closed Session

There was a motion (Pollnow/Dolezal) to adjourn into Closed Session for discussion regarding the performance, benefits, and compensation of Village employees and preliminary consideration of specific personnel matters 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 6:16 p.m.:

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

Reconvene into Open Session

There was a motion (Norante/Dolezal) to reconvene into Open Session. A roll call vote was recorded as follows and the meeting reconvened into open session at 6:40 p.m.:

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 (Norante/Bechtel) to adjourn. All ayes. The meeting adjourned at 6:43 p.m.