

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
September 11, 2018

Call to Order: The meeting was called to order by President Bray at 4:31 p.m. in the Community Room. Library Board Trustees present were Vice President Norante, Treasurer Romanak, Secretary Datka, Trustees Bechtel, Dolezal and Acting Co-Directors Tricia Cox and Sam Vogel.

Minutes

There was a motion (Bechtel/Romanak) to approve the August 21, 2018 minutes with amendments. All ayes. Motion passed.

Public Appearances

Don Houston - Village of Waterford Board President
Zeke Jackson - Village of Waterford Administrator
Michelle Vandehey -Village of Waterford Treasurer
Steve Ohs - Lakeshores Library System

- Mr. Houston addressed the WPL Board members with an explanation for the delay in a budget to actual report from the village. He noted many of the challenges of 2018 budget issues stem from not having a treasurer for some time, then having a treasurer without experience, staff turnover in the Village of Administrator, Village Board President and DPW Director.
- Mr. Houston also expressed his desire for the WPL and Village of Waterford Board to work together and for any contention to go away.
- President Bray expressed the WPL Board's opinion that it was unreasonable to go without a budget to actual report for 8 months, especially as the WPL is in the midst of finding a new director, which makes it extremely hard to know what is available to offer prospective applicants. In addition, WPL will struggle to prepare the 2019 budget on time. A budget to actual report was presented by Ms. Vandehey for review.
- Ms. Vandehey pointed out some of the issues in comparing WPL's invoice records to Village of Waterford invoice records comes from the discrepancy in invoice billed dates vs. invoice paid dates. Norante noted that Ms. Vandehey had been doing a good job cleaning up and that the WPL appreciates her efforts.
- Mr. Houston assured the WPL that dates would not be missed in reference to the 2019 budget deadline. Datka explained the WPL's concern regarding deadlines, stating that a very important date had been missed which would have had an enormous impact on the Village budget had the WPL not found a solution.
- Mr. Bray explained the importance of circulation numbers for funding. Mr. Jackson asked for clarification on the formula that is used by the state for funding a public library. Mr. Ohs explained in multiple ways how funding from the state is derived. Mr. Bray explained further just how important circulation is for funding and why the WPL's focus is on outreach and increasing circulation. Mr. Houston commended Cox in her very successful children's program and its outreach in the community.
- Mr. Jackson asked multiple times what "that number" of circulations in the formula would be in order to optimize funding.
- Mr. Jackson offered that a \$20,000 reduction of budget could be expected and if the WPL feels that is not acceptable, the WPL needs to justify exactly why the WPL cannot sustain a decrease in funding from the Village of Waterford.

Librarians' Report

1. **Circulation, Statistics and Program Report.**

Circulation statistics from August 2018 were reviewed. 14,598 items circulated during the month of August. 119,810 items have circulated since January 1, 2018; 36,254 of these items were checked out specifically to Village of Waterford residents. Overall, the WPL is down 7% from last year. This is believed to be due to the road construction. The circulations to the Village of Waterford is up from last year at this point, however. In addition Norway, Mt. Pleasant, Yorkville and Kenosha Co. also have increased circulations as well.

6,165 people visited the library in month of August. 2,364 people attended programs at the library during the month of August. 22 adult programs hosted 338 participants. 9 juvenile programs hosted 341 participants. 1 teen program hosted 23 participants.

Programming participation during the month of August was down overall. This was likely due to road construction. The Lina Schaal & Friends concert was popular and well received. Many juvenile programs were successful and popular, including the Teen Final Luncheon, the Buzz About Bees with Wehr Nature Center, and the Stream Life with Welty Environmental Center. The CATHE Theater Group performances were excellent. They even donated prizes.

2. **Other Matters.**

- a. The library had to close early at 4:00 p.m. due to a water main break due to road construction.
- b. Sydney Thornton joined the WPL staff
- c. Dakota, a person participating in Goodwill Industries' Empower 1 Program, started an 8 week work experience at the library. He will have a job coach with him while he is training at the library.
- d. WPL hours on Sept. 28 will be adjusted to accommodate River's Edge Art Walk and Festival.
- e. Accutemp was called to address the Community Room issues again. WPL will be seeking out competitors to make sure quotes are competitive.

3. **Budget Update.** The Budget to Actual was received on Sept. 11, 2018 and will be reviewed.

4. **March Operations Budget to Actual.** A Budget to Actual report was presented to the WPL.

Statements

Bank statements ending August 2018 were not available for review.

August 2018 Associated Bank Library Special Funds Account statement was not available for review.

Invoices

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

There was a motion (Norante/Romanak) to approve August 2018 operation invoices:

August 2018 Operations \$7,248.11

All ayes. Motion passed.

There was a motion (Bechtel/Dolezal) to approve August 2018 special fund invoices:

August 2018 Special Funds \$982.73

All ayes. Motion passed.

New Business

1. **Fine Free Information.** Tabled until the October 9, 2018 board meeting.

Old Business

1. **Digital Board Packets.** The WPL Board Members discussed the transition to the digital board packets. All agreed that it was an easy transition.

Closed Session

There was a motion (Norante/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 5:21 p.m.:

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

In addition, Zeke Jackson, Village of Waterford Administrator and Don Houston, Village of Waterford Board President, were also in attendance in closed session.

Reconvene into Open Session

There was a motion (Datka/Bray) 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	Dolezal - Aye
Datka - Aye	Bray - Aye		

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Dolezal/Bechtel) to adjourn. All ayes. The meeting adjourned at 6:56 p.m.