

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, April 20, 2016 @ 10:00 AM

Board President Genie Murphy called the regular monthly meeting of the Library Board to order at 10:00 am, on the button, in the Board Room of the Fontana Public Library, 166 2nd Avenue, Fontana-on-Geneva Lake, Wisconsin.

Board Members Present:

Board President Genie Murphy, Cindy Wilson, Dolly Schneidwind, Mary Ann Pearce, Mary Kay Frazier, Village Board Liaison Tom Whowell & Library Board Secretary Joseph McHugh.

Board Members Absent:

Ann Catlow.

Also Present:

Library Employee Sally Lee (Left the Meeting @ 10:05 AM) & Library Director Walter Burkhalter.

Meeting Note:

Prior to the beginning of the official meeting, Director Burkhalter presented newly rehired Library Employee Sally Lee who thanked the Board Members.

Approval of the Agenda

The agenda was accepted without comment.

Secretary's Report/Approve (amend if necessary) minutes of March 16th, 2016

The Board reviewed the Official Minutes from the March 16th meeting, as prepared by Board Member Catlow, substituting for Library Board Secretary McHugh.

Schneidwind/Frazier 2nd made a MOTION to approve the Minutes of the March 16th Library Board Meeting, and the MOTION carried without a negative vote.

Financial Report: Approve April 2016 Village and Gift Account Bills

Director Burkhalter presented the April 2016 Village Bills Report and the Gift Account Bills Report. Board Member Wilson asked for clarification as regards the large portion of the "Repairs & Maintenance" Budget Line Item already expensed for 2016. Director Burkhalter explained that the amount had been charged to the Library directly by the Village, but that specific details had not been provided. The Board requested the Director Burkhalter follow up with the Village to obtain the specific details and to relay said information back to the group. Board Member McHugh suggested that a monthly report should be made regarding items charged to the Library, directly by the Village, so that the Board would be made aware of all budgeted monies expended by the Village on the Library's behalf.

Whowell/Schneidwind 2nd made a MOTION to approve the April 2016 Village & Gift Account Bills, and the MOTION carried without a negative vote.

Financial Report: Accept March 2016 Daily Cash Report and April 2016 Gift Account Report

Director Burkhalter presented the March 2016 Daily Cash Report and the April 2016 Gift Account Report for review by the Board.

Whowell/Schneidwind 2nd made a MOTION to approve the 2016 Daily Cash Report and the April 2016 Gift Account Report, and the MOTION carried without a negative vote.

Director's Report

Director Burkhalter presented a beautiful book celebrating the 100th Anniversary of the National Park Service. He explained that the new addition to the Library's collection had been provided by the Geneva Lake Conservancy (GLC). Director Burkhalter passed around a letter of transmittal, authored by the GLC's Janet Happ, which had accompanied the donation. The Board was unanimous in its appreciation. Director Burkhalter presented an example of the recently assembled "Grandparent Activity Kits." He explained that they had already begun checking them out to interested patrons, and he added that they would not be circulated throughout the rest of the system; they were for local check-out only. The Board expressed gratitude to Director Burkhalter for spearheading the project. Director Burkhalter presented an informational bulletin board display that had been created by Children's Librarian Jodie Porep, which was unanimously praised. With respect to the kits, Board Member Wilson asked that all avenues be pursued with respect to getting the word out to the public, including the possibility of a mailed post-card. Village Liaison Whowell suggested that Director Burkhalter reach out to local Chamber Director, Cherie Setteducate, as he felt she was doing a great job maintaining an online presence for the Chamber and their activities. Board Member Wilson offered that the Library should work on a mailed piece for the purpose of advertising all programming and events offered by the Library. She offered that simply having information available in-house fails to reach those residents and visitors who don't use the Library on a regular basis, and are therefore unaware of what is offered by the Library. Several Board Members offered that the Library should be taking full advantage of Social Media, such as Facebook, and the website, to get the word out. Director Burkhalter noted that he had purchased a Keurig Coffee Machine and a Water Cooler, and that the Library was charging 50 cents to patrons. Several Board Members asked that Director Burkhalter investigate the feasibility of custom logo'd coffee cups, as opposed to simply using Styrofoam. Director Burkhalter presented a list of facility improvements that represented wished-for items that remain outside the capacity of the regular budget. He offered that the list had been prepared with involvement from the entire staff at a recent meeting. Several Board Members made suggestions for publicizing the list, in an effort to secure donated funds, such as posting in the library, and including it in the Village Newsletter. Director Burkhalter reviewed the entire list in detail and highlighted certain items, such as "Find-a-Ways" and a Fax Machine. Board Member Wilson suggested that certain donated funds be earmarked to begin purchasing items, such as new tables and chairs for the rear meeting area. Board Member McHugh expressed support as well, and asked that a general plan be created to define the proposed sources and uses of funds. Board Member McHugh asked that the list be considered a "Living Document" and asked that certain areas be explored further, such as the Juvenile reading area, and the overall needs of the facility itself, including painting.

Village Announcements

Village Liaison Whowell reviewed the status of the Bridge. He also relayed a funding request from Mr. Frank Breneisen for the 2016 Poetry Contest, specifically the printed booklet that results from it. He explained that Mr. Breneisen had already secured funding for half of the \$300 needed, and was requesting a matching donation from the Library. The Board unanimously approved of the concept, and wished to support the project again, and asked that Director Burkhalter include the amount under Gift Account expenses for the next meeting.

Lakeshores Report

Director Burkhalter informed the Board that the Director of the Williams Bay Library had recently announced her retirement. In addition, the Director of the East Troy Library is retiring shortly as well. In reference to the programming offered by other Libraries in the system, Board Member Schneidwind expressed her concerns that the Village of Fontana Library did not offer enough programming for residents and visitors to Fontana. She asked that the rest of the Board give some thought to what types of programs they would like to see in our Library, and to get those ideas to Board Member Schneidwind for the purpose of creating a Programming Wish List.

Next Regular Meeting: May 18th, 2016 @ 10:00 AM

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, May 18, 2016 @ 10:00 am.

Adjourn

Frazier/Pearce 2nd made a MOTION to adjourn the meeting at 11:48 AM and the MOTION carried without a negative vote.