

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, August 24, 2016 @ 11:00 AM

In the absence of Board President Genie Murphy, Board Member Dolly Schneidwind called the regular monthly meeting of the Library Board to order at 11:00 am in the Board Room of the Fontana Public Library, 166 2nd Avenue, Fontana-on-Geneva Lake, Wisconsin.

Board Members Present:

(Roll Call) Ann Catlow, Cindy Wilson, Dolly Schneidwind, Mary Kay Frazier, Village Board Liaison Tom Howell & Library Board Secretary Joseph McHugh.

Board Members Absent:

Board President Genie Murphy and Mary Ann Pearce.

Also Present:

Library Director Walter Burkhalter.

Approval of the Agenda

The agenda was accepted without comments.

Secretary's Report/Approve (amend if necessary) minutes of July 27th, 2016

Whowell/Frazier 2nd made a MOTION to approve the minutes from the July 27th meeting and the MOTION carried without a negative vote.

Financial Report: Approve August 2016 Village and Gift Account Bills

Director Burkhalter reviewed the Village Bills for the Board. He offered that the majority of the charges put up for approval were for magazine subscriptions and book purchases. Board Member Wilson offered that the Library should consider purchasing the series, "The American Experience," for the Library's collection. Director Burkhalter explained that while the Library does not hold the entire collection as the series, several individual programs from the series are held in the Library's collection, such as the episode on the "The Roosevelts."

Whowell/Frazier 2nd made a MOTION to approve the August 2016 Village and Gift Account Bills and the MOTION carried without a negative vote.

Financial Report: Accept July 2016 Daily Cash Report and August 2016 Gift Account Report

Director Burkhalter reviewed the Daily Cash Report and the Gift Account Report. He noted that the Library had recently received a sizeable donation from Friends and Family of Evelyn Barret, as well as a donation from the Portals Book Club. With respect to acknowledging donations, Board Member McHugh asked that the Library consider putting together a comprehensive list of donations acknowledge on the Giving Tree, so that the Board would not overlook historical supporters. With respect to requesting donations, Board Member Wilson suggested that Children's Bean Bag chairs would be a great addition to the children's reading area. She offered that she had recently seen some very neat bean bags that resemble rocks. The Board agreed that Staff Librarian Porep should be involved in planning for the

children's area. As a final note, Director Burkhalter pointed out that the Copier Expenses are higher this month, because every quarter the cost for Color Copier are added to the total.

Whowell/Frazier 2nd made a MOTION to approve the July 2016 Daily Cash Report and the August 2016 Gift Account Report and the MOTION carried without a negative vote.

Director's Report

Director Burkhalter covered the recent hiring of Anne Reynolds. With respect to staffing, Director Burkhalter explained that two employees were both out of the library recently due to personal emergencies. Between those two issues and an already planned vacation by another staff person, Director Burkhalter and Staff Librarian Porep pulled together to keep the doors open. Director Burkhalter offered that the new coffee machine, the new Activity Kits, and the new Craft Kits, were all big hits this summer. He further noted that the new Launch Pads had started going out, although he felt that they had probably missed the peak of the season. Director Burkhalter informed the Board that a recent book signing for "Mailboat," a book by author, Danielle Lincoln Hanna, was well attended.

Village Announcements

Board Liaison Whowell reviewed the ongoing issues with the Village water system and noted that the most recent Public Works Meeting was well attended by the Public. He noted that the Village is scheduled to vote on authorizing funds for a study to detail the extent of the problem. On a separate note, Board Member McHugh offered that the Village of Fontana should consider putting in place an #800 telephone number, so that residents have an option for reporting minor maintenance items that don't rise to the level of a 911 emergency.

Lakeshores Report

Director Burkhalter explained to the board that the transition to Windows 10 was working well. Board Members Wilson and McHugh suggested that the Library should develop a spreadsheet analyzing the age of each piece of IT equipment, so that the Board could more easily make IT Purchasing decisions. Board Member Catlow expressed her desire for the Library to develop a comprehensive IT Plan. Board Member McHugh suggested that the Board should adopt a policy that at least two machines are replaced on an annual basis. Director Burkhalter offered that he is always on the watch for IT purchasing opportunities, such as the regular deals offered through the Lakeshores System.

Unfinished Business: 9/11 Program Update

Board Member Schneidwind reviewed work assignments for the upcoming 9/11 Presentation. Board Member McHugh agreed to deliver flyers to the Fontana Grade School. The group agreed to meet at Saint Benedicts at 5 pm to assist with set-up.

New Business

No New Business

Next Regular Meeting: September 14, 2016 @ 11:00 AM

The Board discussed and confirmed that the next regular monthly meeting would be scheduled for Wednesday, September 14th @ 11 AM. Following adjournment those attending the boat luncheon will meet at the Abbey Harbor at 11:30 AM.

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, September 14, 2016 @ 11:00 am.

Adjournment

Whowell/Catlow 2nd made a MOTION to adjourn the meeting at 12:04 pm and the MOTION carried without a negative vote.