

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, July 22, 2015 @ 10:00 AM

Board President Genie Murphy called the regular monthly meeting of the Fontana Public Library Board to order at 10:07 am in the Library Meeting Room, 175 Valley View Drive, Fontana, Wisconsin.

Board Members Present: (Roll Call) Board President Genie Murphy, Cindy Wilson, Mary Ann Pearce, Mary Kay Frazier, Village Board Liaison Tom Whowell & Joseph McHugh.

Board Members Absent: Ann Catlow & Dolly Schneidwind.

Also Present: Library Director Walter Burkhalter.

Approval of the Agenda

The agenda was accepted as presented, with the comment that a line item for “Village Board Updates” should be included in the future, as well as a final line item to formally confirm the date, time and place of the next regular Board meeting.

Secretary’s Report/Approve (amend if necessary) minutes of June 17th, 2015

Director Burkhalter presented the minutes from June 17th Library Board Meeting. The Board Members reviewed the “draft” minutes from the meeting and accepted them without comment. Wilson/Frazier 2nd made a MOTION to approve the minutes from the Board Meeting held on June 17th, and the MOTION carried without a negative vote.

Financial Report: Approve July 2015 Village and Gift Account Bills

Director Burkhalter reviewed the Village Bills and four checks written on the gift account. He offered that there was nothing out of the ordinary. He directed the Board’s attention to the Baker Taylor Bill, by far the largest expense for the month, and explained that a great deal of materials had been ordered for the library. The Director further informed the Board that there was only \$10k remaining in the materials budget, and he offered that he would be watching that line-item closely as the year progressed. The Director informed the board that the CDW expense pertained to the Library’s printer. On a final note, the Director informed the Board that a small overdue bill from Gale/Cenage had been missed in the transition between Directors, and had been included on this list of current Bills presented for approval.

Whowell/Wilson 2nd made a MOTION to approve the July 2015 Village and Gift Account Bills and the MOTION carried without a negative vote.

Financial Report: Accept June 2015 Petty Cash Report and July 2015 Gift Account Report

Director Burkhalter presented the June 2015 Petty Cash Report and the July 22, 2015 Gift Account Report. The Director specifically noted the recent donation from the Chapin Foundation. The Board directed Mr. Burkhalter to send a formal thank-you, for the generous donation, and directed that he follow up with the Foundation to determine exactly to whom the letter should be directed and their contact information. Board Member Mary-Kay Frazier offered to follow-up with a personal thank-you note on behalf of the board. Director Burkhalter agreed to provide Ms. Frazier with the pertinent contact information as soon as he obtained it.

Following review of the current Petty Cash Report, Director Burkhalter noted that he was going to modify the report in the future, and would begin presenting a "Daily Cash Report" instead, which would be more closely related to the overall account report, so that it would be easier to identify the deposits and to see how they matched up from one report to the other.

Whowell/Pearce 2nd made a MOTION to accept the June 2015 Petty Cash Report and the July 2015 Gift Account Report and the MOTION carried without a negative vote.

Director's Report

Director Burkhalter informed the Board that the "Book Sale" was still in progress, with a projected end date of this coming Saturday. He noted that the Library was selling both the boxes, used in the recent carpet project, as well as the books pulled from the collection. Board Member Wilson noted that she still needed 50 of the boxes set aside, and Village Board Liaison Whowell again offered his willingness to store any of the excess boxes, if necessary. The Board maintained a general discussion as regards what to do with the remaining books at the end of the sale. Following the discussion of several donation options, as well as the option of using them to stock the Little Library in Reid Park, the Board instructed Director Burkhalter to use his best judgement. As a side note, Board Member McHugh offered to confirm the status of the "bird house" library recently installed by the Garden Club in conjunction with the Park Commission, down at Reid Park. Director Burkhalter raised the concept of using the proceeds from the ongoing book sale to purchase some much needed shelving for the back of the library. Board Member McHugh asked that Director Burkhalter work with the staff to catalog everyone's ideas as to what should be on the Library's "What if money were no object" list of proposed library improvements, as well as to catalog them in order of what the staff considered most important. He offered that the Board could then classify proposed items by source of funds, and perhaps pursue donated funds for certain items, such as what was done with the carpeting. Walter offered up several items, such as specific furniture pieces as well as better and more attractive signage. As a side note, the Board restated its policy banning "Scotch Tape" for Library signage. Director Burkhalter informed the Board that the carpet project is finally complete. He added that due to the great deal of effort put forth by the staff and the DPW, Village Administrator Martin had recently informed him that \$10k had been saved on the project. As a thank-you to the staff for their efforts, over and above, the Board accepted Director Burkhalter's recommendation to replace the failing coffee machine in the library. Director Burkhalter informed the Board that several patrons had indicated a fondness for the new location of the fish tank. Noting that it may impede the hosting of library events in the future, in that area of the Library, the Board asked Director Burkhalter to keep his finger on the pulse of the library and to come back to the Board, if a more suitable location is identified at some point down the road. Director Burkhalter pointed out that there would be some cost involved to move the tank at some future date, as well as electrical requirements. Director Burkhalter informed the Board that he had met with the staff

already in the month of July and further informed the Board that he and the staff had agreed that their regular staff meeting, going forward, would be the day after the regular Board Meeting. Several of the Board Members offered up the idea of instituting a daily “WIP” or “Work in Progress” meeting, even if only 2-3 minutes each day, so that everyone on staff would be up to speed every day. Director Burkhalter alerted the Board to his planned attendance at the upcoming WLA Conference and reviewed the expenses anticipated for his registration and lodging for the event. Director Burkhalter noted that Mr. John Notz had recently approached the library with an offer to frame two photos for the library and Director Burkhalter had “unofficially” accepted his donation. Director Burkhalter noted that Mr. Joe Kowalski had recently stopped by the library and brought the Giving Tree up to date. Director Burkhalter updated the Board as to the bookmobile being operated by the local elementary school, which is providing reading resources to students during the summer. Director Burkhalter advised the Board that State Statutes required an updated appointment of the School District Administrator, or their designee, to the Library Board. Having previously served as the School Board Liaison, Board Member McHugh offered to follow-up with the Fontana Grade School. Director Burkhalter discussed with the Board roughly two weeks in the Month of September, beginning on Friday, September 18th, during which he would be working from off-site. Board Members Whowell and McHugh offered that he could use such time to review operating policies, as well as to develop some ideas and thoughts as regards his vision for the future of the Fontana Library.

Old Business: Rotary Membership

The Board reviewed the anticipated expenses for Director Burkhalter’s Rotary Membership, as forwarded to the board via e-mail earlier in the month. Director Burkhalter noted that his application had been filed on the 7th and added that he was still waiting for an answer. Whowell/McHugh 2nd made a MOTION to approve Director Burkhalter’s membership (and active participation) in Rotary and the MOTION carried without a negative vote.

Old Business: Holiday Hours

Director Burkhalter presented the current Holiday Hours Policy. He offered that it needed to be revised, so that it was clearer and easier to implement. Board Members in general agreed that the Policy also needed to include a provision for the yearly adoption of a yearly calendar, prior to the end of the preceding calendar year, so that everyone is on the same page, and so that staff could make their plans for the year. With respect to Holiday staffing, as well as ongoing scheduling, Board Member McHugh stated his belief that the Library needed to do a better job of building a team of part-time employees, while acknowledging it would be a difficult task.

Adjournment

Murphy /Wilson 2nd made a MOTION to adjourn the meeting at 11:33 am and the MOTION carried without a negative vote.

Next Regular Meeting

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, August 19, 2015 @ 11:15 am.