

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, September 16, 2015 @ 10:00 AM

Board President Genie Murphy called the regular monthly meeting of the Fontana Library Board to order at 10:03 am, in the Board Room of the Fontana Public Library, 166 2nd Avenue, Fontana-on-Geneva Lake, Wisconsin.

Board Members Present:

(Roll Call) Board President Genie Murphy, Dolly Schneidwind, Mary Ann Pearce, Mary Kay Frazier, Village Board Liaison Tom Whowell & Library Board Secretary Joseph McHugh.

Board Members Absent:

Ann Catlow & Cindy Wilson.

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 August 19th, 2015

Director Burkhalter presented the "draft" minutes for review. The board discussed them briefly and offered up the following requested edits: First, it was noted that Board Member Whowell had been in attendance, which was not accurately shown in the minutes. Second, Director Burkhalter offered that the official address of the Library is actually 166 2nd Avenue, which is different from address of the Village Hall, located upstairs in the same building.

Schneidwind/Pearce 2nd made a MOTION to approve the Minutes of the monthly meeting held on August 19th, as presented, with the two corrections discussed, specifically that Board Member Whowell be correctly shown as present, and that the address of the Library be corrected to 166 2nd Avenue, and the MOTION carried without a negative vote.

Financial Report: Approve September 2015 Village and Gift Account Bills

Director Burkhalter presented the 2015 Village and Gift Account bills. With respect to budget-spent-to-date amounts, Member Whowell asked Director Burkhalter how he was coming along in getting a handle on what had been spent to-date, what remaining amounts were already committed, and what actual surplus/deficit was still remaining. Director Burkhalter informed the Board that he was drilling down to the details and had been meeting with Administrator Martin and Treasurer Vilona to confirm account balances, as well as any surpluses and/or deficits in the current 2015 budget vs. actual expenses. Director Burkhalter noted that the Library is going to run over budget on technology, but that it is due to the fact that the amount charged to the Library by the Village, for the Library's calculated share of the IT contract with BTO, is higher than the budgeted number originally provided to the Library, by the Village. Director Burkhalter further added that Treasurer Vilona had been unaware of the fact that the recent computer purchase had been budgeted as part of the Technology Line Item. It was due to the accounting for the recent computer purchase that the overage in IT became readily apparent. Director Burkhalter

quickly reviewed the extent of the IT services provided to the Library, by BTO, and noted that they had only been on-site for approximately 2 hours of actual field work, over the past couple of months. The Board discussed the current status of IT in the Library, and the Village as a whole, with Village Board Liaison Whowell's input, and it was noted that the IT contract comes up for a new RFP in 2016. In advance of 2016, Member McHugh asked that Director Burkhalter work directly with Mr. Jim Novy to develop a clearly delineated line between the services provided by the Village's IT vendor to maintain shared services, such as village-wide e-mail and file storage, and then to separate out the actual maintenance of services and systems located within the Library itself. He offered that library specific systems and services should be maintained by the Library System, such as the Library Catalog and the Materials Circulation System, as they are mission critical in providing services to the public. Member McHugh asked that Mr. Novy be called upon to assist in drafting a separate scope for Library IT services, so that a plan would be in place and ready when the RFP was eventually issued in 2016. With respect to year-end estimates, Director Burkhalter offered that the current Technology Budget Line Item is running \$159 over budgeted amounts. He further offered that there remained another three months of charges pending, each of which would run approximately \$300 each individual month. The Board asked that Director Burkhalter coordinate with the Village, specifically Treasurer Vilona, to ensure that he is made aware of charges against any Library Accounts in the budget, so that such items can be reviewed, and acted upon, if necessary, by the Library Board. Director Burkhalter reviewed the list of charges to the Gift Account. He noted that it included payments to ASG for the maintenance of the fish tank, as well as reimbursement payments to Library Staff member Gowlett for expenses she incurred in the preparation and printing of the Poetry Book. As an aside, Director Burkhalter reminded the Board that copies of the Poetry Book were still available, if they wished to have a copy. Walter further explained to the Board that the item described as the "Burns Reimbursement" was a result of Julie Olson's preferred way of accounting for funds earmarked for children's materials. Walter reminded the Board that a recent donation of \$1,000 had been specifically earmarked for children's materials. Director Burkhalter explained that he had used the earmarked donation to purchase graphic novels for the library's collection, and as they arrived and were subsequently billed, and then paid by the Village, the Library would then write reimbursement checks to the Village.

Whowell/Frazier 2nd made a MOTION to approve the September 2015 Village and Gift Account Bills, as presented, and the MOTION carried without a negative vote.

Financial Report: Accept August 2015 Daily Cash Report and September 2015 Gift Account Report

Director Burkhalter presented the August 2015 Daily Cash Report and the September 2015 Gift Account Report and highlighted the fact that the two reports balanced daily cash and subsequent deposits.

Murphy/Frazier 2nd made a MOTION to accept the August 2015 Daily Cash Report and the September 2015 Gift Account Report, as presented, and the MOTION carried without a negative vote.

2016 Library Budget: Village Budget Schedule

Director Burkhalter presented the initial proposed calendar for the Village Budget Schedule. He offered that the Library Board should schedule a meeting for a date that occurs before the next step in the budget process, so it was discussed that the next regular monthly meeting of the Fontana Library Board should be moved forward one week from its usual third-Wednesday spot on the calendar to the second Wednesday. As such, the next regular meeting will be scheduled for October 14th at 10 am. Director Burkhalter confirmed that the Library would have its initial financial review with the Finance Committee on the 15th, a meeting at which the entire Library Board is invited to attend.

2016 Library Budget: Library Proposed Budget Request

Director Burkhalter presented a "draft" budget proposal for review by the Board. He noted that he had included a "place-holder" of \$3,500 to represent the proposed purchase of new furniture. Board Member McHugh asked that Director Burkhalter prepare an overall furniture replacement proposal, which the Board could then use to plan future budget requests, as well as fund-raising initiatives. With respect to

current needs, Director Burkhalter explained that both he and Children's Librarian Porep are in need of new office chairs. Beyond that, he mentioned that the collection of mismatched tables in the back of the library should be an item that is addressed in the 2016 budget. Along those same lines, the beautiful wood furniture, originally donated to the library, is in need of replacement and/or refurbishment; new upholstery at a minimum. Member McHugh offered that Member Wilson be asked for her professional opinion with respect to the furniture, and the Board agreed. Director Burkhalter noted that the Library still remained in need of additional shelving. Member Whowell suggested that Director Burkhalter work with the staff to develop a "wish list" which can be used to solicit charitable contributions. Director Burkhalter discussed technology needs, and along those lines, informed the Board that a new Router was going to be purchased in the current year's budget, as an Emergency Expense, as the old router died just two weeks prior to the meeting. Director Burkhalter offered that Mr. Jim Novy would be contracted to install the new router and further informed the Board that Mr. Novy had been responsible for setting the Library up with a temporary Router, which had been borrowed from the Lakeshores system, in the interim. Director Burkhalter noted that several other libraries in the system are upgrading their routers this year as well. Another potential technology budget item, explained Director Burkhalter, would be the printer located behind the front desk counter, which is used to print items for library patrons, which is in need of replacement. Director Burkhalter discussed the continued desire from patrons for the Library to offer facsimile services, which does not technically require a stand-alone piece of equipment, and which may not even necessitate an actual Fax Machine. Walter offered that a new copy/print system may include an option to scan and fax, or potentially include an app that allows the same function. The Board discussed the need to postpone approval of a 2015 budget request while Director Burkhalter researched additional cost details.

Murphy/Whowell motioned that this item be tabled until the next regular monthly meeting and the MOTION carried without a negative vote.

Director's Report

Director Burkhalter reminded the Board that he would be out of the office, beginning on Friday, and returning October 5th. While he is out, he informed the Board that he would be working on Library policies, ongoing material ordering, and the budget. Member McHugh asked that Director Burkhalter spend some of his time brainstorming ideas for the Library's Strategic Plan as well. Director Burkhalter informed the Board that he was having time management software installed on the public computers, so that there will no longer be a need to manually record each user. The software will provide data for state reporting, such as number of users, etc. Director Burkhalter noted that they would also maintain guest accounts for those individuals without a library card. He added that a majority of Libraries in the system, including Walworth Library, area already using such software. Mr. Jim Novy will be setting it up on the coming Friday. There was a discussion as regards the wireless access in the Library, specifically how patrons obtain a password. Walter explained that the new wireless system included Meraki software, so guests are no longer required to obtain a password from staff. Director Burkhalter informed the Board that he had recently had a closet built in the historically unused space back near the elevators to increase library storage. Director Burkhalter offered that there remained several stacks of boxes left over from the move. He noted that the effort to sell the boxes to patrons resulted in very few sales. It was suggested that they should simply be given away at this point, in order to clear them out of the meeting room, and Member Pearce volunteered to assist in disposing of them. Director Burkhalter informed the Board that he was moving forward in the process of hiring a part-time employee, and that he already had a couple of viable prospects. He confirmed that the recent employment announcement was published online on library sites, as well as published locally. Member McHugh stated his belief that the Library needs to work on building up a roster of part-time volunteer employees, which should be oriented and trained, so that they are on hand when needed. Member Schneidwind expressed her desire to have more programming and events in the library. Member Frazier noted that she recently attended a class at the Eklhorn Library, where Attorney John Mayer taught about Estate Planning. The Board suggested that Director Burkhalter should reach out to other libraries to determine what they find to be there most

popular programs and to see if we can get those individuals to bring their shows to Fontana. The topic of the Holiday Party was discussed quickly, and a question as to whether the event should include spouses, and if so how to handle the additional expenses. Member McHugh offered that spouses of both staff and Board should be included as it is a good event for building rapport between the Board and the staff, and he suggested that Board Members and their spouses could pay their own way. Director Burkhalter reminded the Board that he would be holding his regular monthly meeting with the staff the following day, and he noted that the regular staff meetings were working well. He noted that he is in the process of organizing the ideas and suggestions from the staff as regards their vision for the future of the library, based on Board Member McHugh's "If Money were no object" list idea. The concept of visioning and strategic planning for the future of the library was briefly discussed by the board, and Board Member McHugh noted that he would like Director Burkhalter to start organizing his ideas on the subject, because he feels most of the items addressed by both the staff and the Board concentrate primarily on the day-to-day management and administration of the operation, as opposed to the overall mission. Board Member Schneidwind offered that she would get Director Burkhalter a copy of the community/patron survey that was completed a couple of years ago.

Village Announcements

Board Member Schneidwind noted that she was going to reach out to the Garden Club, as regards maintaining the planting beds in front of the Library. Village Liaison Whowell informed the group that we was actually going to be taking the entire Park Commission on a tour of the Village, and the various parks and planting areas under the group's control, during the meeting scheduled for that very same evening. He also offered that the lack of maintenance around the Library may simply be an oversight, considering the number of vendors involved in the Village. As regards the Abbey Bridge replacement, Liaison Whowell explained that the project is anticipated to be completed by May 1st of 2016. He informed the group that the power lines were going to be buried underneath the Abbey Channel, as part of the project.

Lakeshores Report

Director Burkhalter informed the Board that at the next meeting of Lakeshores, they will be adopting a new SHARE Agreement. He added that Burlington Schools are pulling out of SHARE. Finally, Kenosha is probably going to join SHARE by July 2016. In other business, Director Burkhalter reminded the board that the Annual Trustees Meeting was going to be held on Tuesday, October 20th, at the Hawks View Golf Club. He further reminded the group that the speaker would be Dipesh Navsaria MD. Board Members Mary Anne Pearce, Dolly Schneidwind, and Mary Kay Frazier all agreed that they would attend with Director Burkhalter.

Old Business: Hours of Operation

Director Burkhalter offered his opinions and insights as regards Business Hours for the Library. He noted that after manning the Tuesday night shift for the past month, he believes that a better schedule would be 9 am to 6 pm on Monday through Thursday, 9 am to 5 pm on Friday, and 9 am to noon on Saturdays. He plans to get the old hours removed from the front door, and then to invest in an "Open Sign" with text that can be updated to accommodate any future changes. The board discussed what would happen if there was an event that ran later than the newly proposed hours, such as the book club, and it was discussed that staff could be used to cover the additional hours, or designated personnel could be provided with keys to lock up after such activities. Director Burkhalter suggested that the new hours not be instituted until October 5th, as he will be back in the building at the time, and would be better able to manage the change-over. It was further noted that this would also allow time to inform the public.

McHugh/Pearce 2nd made a MOTION to approve the proposed change in Business Hours, as discussed, 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, October 14, 2015 @ 10:00 am.

Adjourn

Schneidwind/Howell 2nd made a MOTION to adjourn the meeting at 11:57 am and the MOTION carried without a negative vote.