

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

Wednesday, May 20, 2015 @ 10:00 AM

Board President Genie Murphy called the regular monthly meeting of the Fontana Public Library Board to order at 10:03 am in the Library Meeting Room, 175 Valley View Drive, Fontana, Wisconsin.

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

Board Members Absent: None

Also Present: DPW Director Brett McCollum & Library Director Walter Burkhalter.

Approval of the Agenda

The agenda was accepted without comments.

Secretary's Report/Approve (amend if necessary) minutes of April 25, 2015

Director Burkhalter presented the minutes from the April 25, 2015 Library Board Meeting. The Board Members reviewed the "draft" minutes and accepted them without comments. The Board thanked Mary Anne Pearce for her 13 years of service as "Acting Secretary." Going forward, Board Member McHugh volunteered to serve as Board Secretary for the coming year.

Whowell/Schneidwind 2nd made a MOTION to approve the minutes from the Board Meeting held on April 25, 2015, and the MOTION carried without a negative vote.

May 2015 Village Bills

Director Burkhalter reviewed the Village Bills.

Whowell/Schneidwind 2nd made a MOTION to approve the May 2015 Village Bills and the MOTION carried without a negative vote.

May 2015 Gift Account

Director Burkhalter presented the May 2015 Gift Account Report.

Whowell/Schneidwind 2nd made a MOTION to accept the May 2015 Gift Account Report and the MOTION carried without a negative vote.

February, March, April 2015 Petty Cash Report

Director Burkhalter presented the February, May and April 2015 Petty Cash Reports.

Whowell/Schneidwind 2nd made a MOTION to accept the February, May and April 2015 Petty Cash Reports and the MOTION carried without a negative vote.

Carpet Project Update

DPW Director Brett McCollum was in attendance to discuss the upcoming Carpet Project. He presented the carpet quotes he had received and reviewed his impressions as regards scope, budget and schedule. The Board discussed the project at length. Brett reviewed which aspects could be addressed by his crew members, and what aspects, if any, might be appropriate for volunteers. The Board offered that Village Liaison Tom Whowell should serve as a central point-person for Brett and Walter with respect to logistics and coordination with the Village. Final Library Schedule – Library to be closed from June 8th to June 17th.

Lakeshores Report

Director Burkhalter noted that Lakeshores had met the previous evening. He quickly reviewed Lakeshores' planned move of its headquarters to Burlington. He touched on Lakeshores' ongoing "Logo Competition" and noted that he was involving our own staff. The Board discussed computer upgrades and Director Burkhalter informed the Board that Mr. Jim Novy would be coming down to Fontana for the purpose of upgrading the computers, after the Carpet Project had been completed.

Director's Report: Moving expenses request

Director Burkhalter presented the Board with his request for moving expense assistance, which had been discussed by the Board, in general terms only, during the hiring process.

Schneidwind /Pearce 2nd made a MOTION to approve a relocation allowance for moving expenses, up-to \$5k, as part of Director Burkhalter's hiring package and the MOTION carried without a negative vote.

Director's Report: Initial impressions

Director Burkhalter offered that the Library has a good staff, which is well liked by the patrons. He further noted that the Library and its staff have a good relationship with the Village. He stated his initial plan to meet with staff on a bi-monthly basis. The Board requested that overall staffing be discussed at an upcoming meeting. With respect to the collection, Director Burkhalter stated a need for a "weeding" project, once the carpet is complete. He reviewed issues with disorganized paperwork and poor record keeping, specifically as it related to donations and the "sources" and "uses" of funds. Board Member Catlow offered that she had met recently with Mr. Toby Stievang, of Walworth State Bank, and would be willing to sit down with Director Burkhalter to review the status of the bank accounts. Board Member Wilson asked that the "Funds for Friends" program be reinstated. The Board unanimously agreed that they wish to see donations tracked by donor, by year and in total.

Adjournment

Schneidwind /Catlow 2nd made a MOTION to adjourn the meeting at 11:50 am and the MOTION carried without a negative vote.

Next Regular Meeting

The next regular monthly meeting of the Fontana Public Library Board has been scheduled for Wednesday, June 17, 2015 @ 10:00 am. (Note: The Board agreed that the meeting could take place, if necessary due to the carpet project, in the Village Board Room)