

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, July 19, 2017 @ 11:00 AM

In Board President Genie Murphy's absence, Board Member Whowell called the regular monthly meeting of the Library Board to order at 11:08 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, Dolly Schneidwind, Mary Kay Frazier, Village Board Liaison Tom Whowell & Library Board Secretary Joseph McHugh.

Board Members Absent:

Board President Genie Murphy, Cindy Wilson & Mary Ann Pearce.

Also Present:

Visitor Merry Bruton and Library Director Walter Burkhalter.

Approval of the Agenda

The agenda was accepted without comments.

Secretary's Report/Approve (amend if necessary) minutes of June 21st, 2017

Director Burkhalter reviewed the minutes from the June 21st meeting and noted that he had prepared them in Board Member McHugh's absence.

Frazier/Schneidwind 2nd made a MOTION to approve the minutes of the June 21, 2017 meeting, and the MOTION carried without a negative vote.

Financial Report: Approve July 2017 Village and Gift Account Bills

Director Burkhalter reviewed the July 2017 Village and Gift Account Bills. He highlighted the fact that the Library still had \$9k remaining in the Materials budget.

Schneidwind/Catlow 2nd made a MOTION to approve July 2017 Village and Gift Account Bills, and the MOTION carried without a negative vote.

Financial Report: Accept June 2017 Daily Cash Report and July 2017 Gift Account Report

Director Burkhalter reviewed the Daily Cash and Gift Account reports. On the Gift Account Report, he pointed out that the charge for the Great American Copier Lease was higher than normal, as the lease contract charges for the color copies each quarter.

Schneidwind/Catlow 2nd made a MOTION to approve the June 2017 Daily Cash Report and July 2017 Gift Account Report, and the MOTION carried without a negative vote.

Director's Report

Director Burkhalter informed the Board that the newly adopted payroll schedule had been implemented, and offered that it had been well received by staff. Director Burkhalter informed the Board that the Giving Tree had been brought up to date, and now represents all recent library donations. Director Burkhalter informed the Board that the Monday before the 4th of July Holiday, on which the Library

remained open, brought respectable traffic, including several new patrons. Director Burkhalter explained to the Board that a rise or fall in the County Exemption would impact the coming year's budget correspondingly. Finally, Director Burkhalter informed the Board that he was planning to work with Village Administrator Martin to draft and submit an article to the Lake Geneva Regional News which would highlight the recent Furniture Upholstery Project, as well as thank Nick and Lydia of Nick's Upholstery.

Village Announcements

Village Board Liaison Whowell updated the Board on the completion of the tree replacement project in Reid Park, and the utility construction occurring in the Gateway Triangle along State Highway 67.

Lakeshores Report

Director Burkhalter offered that he had been unable to attend the most recent Lakeshores meeting, so there was little to report. With respect to the Lakeshores Library System, Director Burkhalter updated the board on the flooding of the Burlington Library.

Unfinished Business:

No 'Unfinished Business' to discuss.

New Business: Color Computer Printer Charge

Director Burkhalter explained that the Library currently charges the same flat rate of 25 cents for both Black-and-White and Color copies. As a result, the Library actually loses money on color copies. Board Member McHugh expressed his opinion that copy services should be operated so that the Library breaks-even at the end of the day. Director Burkhalter offered that the charge for color copies be raised to one dollar (\$1) and then reviewed for its impact in the coming quarter.

McHugh/Schneidwind 2nd made a MOTION to approve a new price of one dollar (\$1) for color copies and the MOTION carried without a negative vote.

New Business: Director Vacation Time

Director Burkhalter clarified for the board that his total allowed vacation time had not been reviewed since his original hire, and was still specified at two (2) weeks, total. He offered that an increase to four (4) weeks would be appropriate. The Board agreed that an increase in vacation time to four (4) weeks was wholly appropriate based on tenure, and further agreed that the Board should review the standards in the industry for similarly qualified Directors to make sure that the Fontana Library was remaining competitive. The Board discussed the details, such as the potential for rollover, year over year, and payout of banked hours at some point in the future. In order to allow Director Burkhalter to move forward with any pending plans, it was suggested that the Board approve the additional two weeks and then revisit the issue in the near future to address whether the time-off would be paid or not, whether it would rollover, whether it could be banked, etc.

Whowell/Schneidwind 2nd made a MOTION to approve an additional two (2) weeks of vacation time for the Fontana Library Director, and the MOTION carried without a negative vote.

Next Regular Meeting: August 16, 2017 @ 11:00 AM

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, August 16, 2017 @ 11:00 am.

Adjournment

Schneidwind/Catlow 2nd made a MOTION to adjourn the meeting at 11:44 AM and the MOTION carried without a negative vote.