

VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN

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**REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD**

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(OFFICIAL MINUTES)

**Wednesday, September 20, 2017 @ 11:00 AM**

Board President Genie Murphy called the regular monthly meeting of the Library Board to order at 11:04 am in the Board Room of the Fontana Public Library, 166 2<sup>nd</sup> Avenue, Fontana-on-Geneva Lake, Wisconsin.

**Board Members Present:**

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

**Board Members Absent:**

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 16<sup>th</sup>, 2017**

Schneidwind/Catlow 2<sup>nd</sup> made a MOTION to approve the minutes of the August 16th, 2017 meeting and the MOTION carried without a negative vote.

**Financial Report: Approve September 2017 Village and Gift Account Bills**

Director Burkhalter presented the Board with the September 2017 Village and Gift Account Bills. He pointed out the increased amount for printer/copier toner, as it was purchased this time around and is higher than usual. With respect to finances, Director Burkhalter, in response to a question by the Board, confirmed that the Library had not yet received any insurance monies which should result from the recent water damage suffered by the library.

Whowell/Schneidwind 2<sup>nd</sup> made a MOTION to approve the September 2017 Village and Gift Account Bills and the MOTION carried without a negative vote.

**Financial Report: Accept August 2017 Daily Cash Report and September 2017 Gift Account Report**

Director Burkhalter presented the August 2017 Daily Cash Report and the September 2017 Gift Account Report. He highlighted the recent donation from the Chapin Foundation. He also pointed out expenses for his upcoming conference attendance and the mileage for recent employee training attended by Youth Librarian Porep. Director Burkhalter presented the Board with Librarian Porep's report on her attendance at the recent 2017 Youth Services Institute. Board Member McHugh thanked Director Burkhalter for encouraging continued education opportunities for staff. Board Member McHugh also asked Director Burkhalter to thank the staff for their creative efforts related to the Book Sale. Director Burkhalter offered that the gift-wrapped bundles of books were the result of a collaboration by the staff.

Whowell/Schneidwind 2<sup>nd</sup> made a MOTION to approve and accept the August 2017 Daily Cash Report and the September 2017 Gift Account Report and the MOTION carried without a negative vote.

### **Director's Report**

Director Burkhalter updated the Board on several administrative issues related to employee health insurance, such as policies being accidentally canceled in the process of updating familial status, etc. He offered that he was working with Administrator Martin and Village Treasurer Vilonia to make sure such items were addressed. Also related to health, he noted that health-related employee absences put a strain on the staff, as they have no backups. With respect to the press release for the newly reupholstered furniture, Director Burkhalter informed the Board that the press release had been recently submitted to the Lake Geneva Regional News. With respect to programming, Director Burkhalter noted that local artist Dawn Kist had been displaying her artwork throughout the month of September. She also held a "meet the artist" event on Saturday, September 16<sup>th</sup>. Board Member Ann Catlow offered that it was a great show.

### **Village Announcements**

Village Board Liaison Whowell offered that the reconstruction of the Abbey Harbor had begun, and noted that the reconstruction of Lake Street was still under discussion by the Village Board.

### **Lakeshores Report**

Director Burkhalter informed the Board that the Annual Lakeshores Trustees Dinner was scheduled for November 2<sup>nd</sup>. The event is set to be held at the Hawk's View Golf Course. Several Board members, who had the pleasure of attending in the past, offered that anyone who is available should make an effort to attend. As regards current proposals being worked upon by the Lakeshores organization, Director Burkhalter noted that the idea of a "Family Library Card" is currently being implemented in the system.

### **Unfinished Business: Director's Vacation Time / Review Current Policy**

Director Burkhalter provided the Board with a copy of the current Vacation Policy. He offered that he would develop suggestions for updating the policy and would return at the next meeting to present them for discussion.

### **New Business:**

Board President Genie Murphy informed those present of her ultimate plan to step down from her position as Board President and asked that the Board Members begin to consider a potential transition/succession plan. The Board wept.

### **Next Regular Meeting: October 25, 2017 @ 11:00 AM**

Director Burkhalter informed the Board that he would be out-of-town on the third Wednesday of October, which would typically be the scheduled date for the Library Board meeting. Following a brief discussion the group agreed to postpone the meeting to the following Wednesday.

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, October 25, 2017 @ 11:00 am.

### **Adjournment**

Murphy/Frazier 2<sup>nd</sup> made a MOTION to adjourn the meeting at 12:03 pm and the MOTION carried without a negative vote.