

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, December 5, 2018 @ 11:00 AM**

Board President Tom Whowell called the regular monthly meeting of the Library Board to order at 11:02 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) Library Board President and Village Board Liaison Tom Whowell, Ann Catlow, Cindy Wilson, Dolly Schneidwind, Mary Kay Frazier, and Sally Ratay.

**Board Members Absent:**

Mary Ann Pearce & Library Board Secretary Joseph McHugh.

**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 October 17<sup>th</sup>, 2018.**

Director Burkhalter presented the minutes of the October 17, 2018 meeting of the Fontana Library Board. Catlow/Frazier 2<sup>nd</sup> made a MOTION to approve the minutes of October 17, 2018 meeting and the MOTION carried without a negative vote.

**Financial Report: Approve November/December 2018 Village and Gift Account Expenditures and Audit those made since October 17<sup>th</sup>.**

Director Burkhalter presented the November/December 2018 Village and Gift Account Expenditures and explained that the report showing those made since October 17<sup>th</sup> were not available at this time. He mentioned that the payment for the new book drop was among those from the gift account.

Schneidwind/Ratay 2<sup>nd</sup> made a MOTION to approve the November/December 2018 Village and Gift Account Expenditures and the MOTION carried without a negative vote.

**Financial Report: Accept October and November 2018 Daily Cash Report and November/December 2018 Gift Account Report**

Director Burkhalter presented the October and November 2018 Daily Cash Reports and the November/December 2018 Gift Account Report. Schneidwind/Ratay 2<sup>nd</sup> made a MOTION to accept the October and November 2018 Daily Cash Reports and the November/December 2018 Gift Account Report and the MOTION carried without a negative vote.

**Director's Report**

Director Burkhalter reported that he and the staff were in the process of weeding the collection based on reports of items that have not circulated in the past five to ten years. He also mentioned that his

certification has been renewed for another five years and will require 100 hours of continuing education during that time period.

### **Village Announcements**

No new items for discussion.

### **Lakeshores Report**

No new items for discussion.

### **Programming**

“Prepare and Share Holiday Treats” to held December 6<sup>th</sup>, “Fake News: The Nutrition Edition” on January 23<sup>rd</sup>, “Thompsons Fine Art” on February 13<sup>th</sup>, and “Alternative Facts and American Fiction” on March 5<sup>th</sup>. Director Burkhalter distributed information on other possible programs. It was the consensus of the Board that they would make good programs. Staff will move forward and the director will keep the Board apprised.

Director Burkhalter reported that there is a need for a projector for programs. Ratay/Schneidwind 2<sup>nd</sup> made a MOTION to authorize the Director to purchase a projector (to discuss with President Whowell prior to purchase if cost exceeds \$750) and the MOTION carried without a negative vote.

### **Unfinished Business**

Director Burkhalter stated that the book drop has been erected outside the building. A frame will need to be added to provide stability. Otherwise it is attractive and functional. Improvements include a much better cart and combination lock. Burkhalter asked for guidance as the By-laws move forward. Consensus of the Board was to present a draft at the January meeting that shows changes from the document suggested by the Department of Public Instruction. There were no questions regarding *Trustee Essentials 2/3*.

### **New Business:**

Director Burkhalter mentioned that the Village Administrator will be presenting a draft of a new Village Personnel Policy Handbook in the near future. He hopes to utilize that document to prepare a library manual. He will keep the Board updated as that process moves forward.

### **Next Regular Meeting: January 16, 2019 @ 11:00 AM**

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, January 16, 2019 @ 11:00 am.

### **Adjournment**

Schneidwind/Frazier 2<sup>nd</sup> made a MOTION to adjourn the meeting at 11:52 am and the MOTION carried without a negative vote.