

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, January 15, 2020 @ 11:00 AM**

Board President Tom Whowell called the regular meeting of the Library Board to order at 11:06 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, Mary Kay Frazier, Margaret Reuland, Dolly Schneidwind, Cindy Wilson, and Joseph McHugh.

**Board Members Absent:**

None

**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 December 18th, 2019.**

Director Burkhalter presented the minutes of the December 18, 2019 meeting of the Fontana Library Board. McHugh/Schneidwind 2<sup>nd</sup> made a MOTION to approve the minutes of December 18, 2019 meeting as amended to include "Lake Geneva Regional News" and the MOTION carried without a negative vote.

**Financial Report: Approve January 2020 Village and Gift Account Expenditures and Audit those made since December 18th.**

Director Burkhalter presented the January 2020 Village and Gift Account Expenditures and reviewed the report showing those made since December 18<sup>th</sup>. Schneidwind/Frazier 2<sup>nd</sup> made a MOTION to approve the January 2020 Village and Gift Account Expenditures and the MOTION carried without a negative vote.

**Financial Report: December 2019 Daily Cash Reports and January 2020 Gift Account Report.**

Director Burkhalter presented the December 2019 Daily Cash Reports and the January 2020 Gift Account Report. Schneidwind/Frazier 2<sup>nd</sup> made a MOTION to accept the December 2019 Daily Cash Reports and the January 2020 Gift Account Report and the MOTION carried without a negative vote.

**Financial Report: Review 2019 Daily Cash Report and 2019 Sentry Receipts Total.**

Director Burkhalter reviewed the reports noting that Sentry receipts were comparable to the cash taken in. Discussion ensued regarding the fines total. At a future date the Board may consider changes to fines.

**Director's Report**

The Director reported that the men's room floor had sustained minor damage. At this point DPW has been contacted and it is hoped the repair will be simple. New signage is the last item approved by the Board

several years ago. Now that the collection has been weeded and rearranged, Burkhalter will add new signs. Discussion regarding ongoing maintenance of the Giving Tree. The Director was instructed to make changes as needed. Burkhalter is currently updating the Library Personnel Manual based on the manual recently passed by the Village. He hopes to have a draft ready in the spring. Updated job descriptions should also be ready for approval soon.

### **Village Announcements**

Election for village trustees will be held in April.

### **Programming**

Craft programs continue to go well. Knitting sessions have also been well attended.

### **Unfinished Business**

McHugh/Frazier 2<sup>nd</sup> made a MOTION to have the Director order new mats from Consolidated Plastics within the range presented, and the MOTION carried without a negative vote.

Restroom supplies from Cintas will be used while the existing supply lasts. After that time Village Hall and the Library will return to ordering supplies directly from vendors.

### **New Business:**

Schneidwind/Wilson 2<sup>nd</sup> made a MOTION to re-elect the current officers (Whowell, President; Reuland Treasurer; and McHugh Secretary), and the MOTION carried without a negative vote.

Meetings were set for 2020. The Director will continue to post the upcoming meeting dates on the agendas and changes will be made as needed.

Lisa Kenny has resigned her position. Discussion ensued regarding possible replacements. Item to be placed on the next agenda.

### **Next Regular Meeting:**

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, March 18<sup>th</sup> @ 11:00 am.

### **Adjournment**

Meeting was adjourned by President Whowell at 12:35 pm.