

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, July 18, 2018 @ 11:00 AM

Board President Tom Whowell called the regular monthly meeting of the Library Board to order at 11:00 am in the Board Room of the Fontana Public Library, 166 2nd Avenue, Fontana-on-Geneva Lake, Wisconsin.

Board Members Present:

(Roll Call) Board President and Village Board Liaison Tom Whowell, Ann Catlow, Vice-President Cindy Wilson, Mary Ann Pearce, Mary Kay Frazier, Sally Ratay & Library Board Secretary Joseph McHugh.

Board Members Absent:

Dolly Schneidwind

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 June 20th, 2018

Director Burkhalter presented the "draft" minutes of the June 20th meeting for review and comment.

Ratay/Frazier 2nd made a MOTION to approve the minutes of the June 20, 2018 Library Board Meeting, and the MOTION carried without a negative vote.

Financial Report: Approve July 2018 Village and Gift Account Bills

Director Burkhalter presented the July 2018 Village and Gift Account Bills. He explained that the primary expenses for the recent period were for materials; mostly books. He added that the Library had also replenished its supply of "I Love the Library" bags, which are used to package checked-out materials for Library Patrons.

Pearce/Whowell 2nd made a MOTION to approve the July 2018 Village and Gift Account Bills and the MOTION carried without a negative vote.

Financial Report: Accept June 2018 Daily Cash Report and July 2018 Gift Account Report

Director Burkhalter presented the June 2018 Daily Cash Report and the July 2018 Gift Account Report. He noted the recent reception of several Memorial Donations and provided the details as to how those donations were to be honored on the "Giving Tree" display inside the Library. He pointed out that the expense for the Safety Deposit Box was an annual expense, and he added that the Library's CD's were held there. With respect to the Board's request for a monthly report on the status of Library investments, Director Burkhalter explained that Board Member Catlow would need to approach the bank directly to obtain the details, such as maturity date, as the bank would not release such details to the Director, as he is not technically a Board Member.

Pearce/Whowell 2nd made a MOTION to accept the June 2018 Daily Cash Report and the July 2018 Gift Account Report, and the MOTION carried without a negative vote.

Director's Report

Director Burkhalter informed the group that a new plaque had been installed on the Sue Koepsel Memorial Bench, which is located at the front entrance of the Library. He noted that Mr. Joe Kowalski of BEK Designs had utilized a new material for the plaque with a guarantee that he would replace it free of charge if it failed to hold up to the elements. Director Burkhalter offered that he was still working on the State-Wide Committee to review and revise Chapter 43. He also updated the Board on the status of the monthly library column that was set to have its first publication in the current edition of the Lake Geneva Regional News. He added that he will continue to work with the local paper to promote the Fontana Library, as well as our sister libraries in Lake Geneva, Williams Bay and Walworth. Director Burkhalter provided an update on Youth Librarian Porep's Maker Spaces program, which she has been facilitating two times each week, and he added that the program was going well. He noted that the Story Wagon program was coming to an end at the end of July. As an aside, he noted that the library program held the previous week was very well received. In closing, Director Burkhalter reminded the Board that he had removed the "Lakeshores Report" Agenda Item from the agenda and confirmed that he would not be including it going forward. Board Member McHugh asked that the Board consider an annual review of its relationship with the Lakeshores Library system.

Village Announcements

President Whowell, in his capacity as Village Board Liaison, simply noted that Village Elections were fast approaching. It was added during discussion that the Fontana Elementary School had placed a referendum on the ballot as well.

Unfinished Business:

a: Programming

Board Member Sally Ratay presented three concepts for Library Programming and solicited input from those present. The group was unanimous in its excitement and encouraged her and the staff to proceed. The three options presented were an I-Phone Basics Course, Cooking the Books and Mindful Meditation. With respect to the I-Phone course, the Board requested clarification as regards any expenses, and it was confirmed that participants would be required to cover the \$10 charge. Board Member Catlow stressed the need to advertise the programs and several options were put forth by the group, including the concept of an e-mail blast. Board Member McHugh asked that Director Burkhalter begin to include a standard agenda item for the monthly Board meetings, for the purpose of tracking and encouraging library programming on an ongoing basis.

b: Discussion and intention of the Library Board regarding IT services

Director Burkhalter noted that he had discussed the Library IT issues at length with the Village of Fontana's Administrator/Clerk, Theresa Loomer, and that he was requesting formal direction from the Board. The Board Discussed the issue at length and reiterated their findings from the previous meeting that one; the simplest solution to the various security issues was to separate the two systems, and two; that it was quite simply a waste of taxpayer funds to pay two separate third-party vendors to collaborate on the management of the same computer system.

McHugh/Pearce 2nd made a MOTION to formally record the intention of the Village of Fontana Library Board with respect to IT services, and to instruct Director Burkhalter to relay the same, which was to solicit and secure IT services for the Village of Fontana Public Library from the Lakeshores Library System, separate and apart from the Village of Fontana's computer system, and the MOTION carried without a negative vote.

c: Recommendation of books, magazines, movies, and other items

No Discussion.

New Business:

a: Collection of Library Fines

Director Burkhalter presented Petty Cash reports for 2015, 2016 and 2017 for the purpose of revealing the total funds raised from library fines. He explained that Board Member McHugh had asked for the board to discuss the elimination of fines and he noted that the Lake Geneva Library had recently adopted a program of eliminating fines for the coming year. The Board discussed the issue at length and came to a couple of conclusions. First, the library probably breaks even between the amount of money collected and the manpower needed to collect, track and report the same. Second, the Library Board would prefer that all of the libraries in the Lakeshores system would make the move in unison for the sake of local patrons. Director Burkhalter offered that he would discuss the Board's feelings with the other local libraries.

Next Regular Meeting: August 15, 2018 @ 11:00 AM

The annual Summer Luncheon of the Library Board was scheduled for Wednesday, August 15, 2018 @ 11:00 am.

Adjournment

McHugh/Ratay 2nd made a MOTION to adjourn the meeting at 12:21 PM and the MOTION carried without a negative vote.