

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, October 17, 2018 @ 11:00 AM

Board President Tom Whowell called the regular monthly meeting of the Library Board to order at 11:05 am in the Board Room of the Fontana Public Library, 166 2nd Avenue, Fontana-on-Geneva Lake, Wisconsin.

Board Members Present:

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

Board Members Absent:

Cindy Wilson and 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 September 26th, 2018.

Director Burkhalter presented the minutes of the September 26, 2018 meeting of the Fontana Library Board. Catlow/Whowell 2nd made a MOTION to approve the minutes of September 26, 2018 meeting and the MOTION carried without a negative vote.

Financial Report: Approve October 2018 Village and Gift Account Expenditures and Audit those made since September 26th.

Director Burkhalter presented the October 2018 Village and Gift Account Expenditures along with the expenditures made since the last meeting. He mentioned that the Department of Public Works will now be doing custodial work for Village Hall and the Library. Whowell/Frazier 2nd made a MOTION to approve the October 2018 Village (including those made since September 26) and Gift Account Expenditures and the MOTION carried without a negative vote.

Financial Report: Accept September 2018 Daily Cash Report and October 2018 Gift Account Report

Director Burkhalter presented the September 2018 Daily Cash Report and the October 2018 Gift Account Report. Whowell/Frazier 2nd made a MOTION to accept the September 2018 Daily Cash Report and the October 2018 Gift Account Report and the MOTION carried without a negative vote.

Director's Report

Director Burkhalter mentioned after initial review the book drop may cost more than the estimated \$3,500. He and President Whowell will meet soon to discuss options and move forward. Initial budget discussions are moving forward with the Finance Committee. Increased health insurance costs will be an issue.

Village Announcements

No new items for discussion.

Lakeshores Report

Director Burkhalter noted he had attended reports training on October 16th. In particular the reports will be useful for weeding.

Programming

The next two programs are to be held October 30th (meditation) and November 7th (cheese). The consensus of the Board was that future programs should be viewed as a public service to be held in either the library or Village Hall meeting room. It may require a separate budget depending the programs being offered.

Unfinished Business

President Whowell stated that the Walworth County Historical Society has offered to assist the library with the historical collection. This would be done either at the library and maintain the collection here or at their facility and housing it there.

New Business:

A brief discussion of *Trustee Essentials*. The next chapter will be discussed at the next meeting. Board By-laws will be an action item soon. Director Burkhalter stated that there do not seem to be current by-laws. General discussion regarding the staff evaluations. Two more need to be completed. Director Burkhalter stated that the absence of job descriptions makes it difficult to assess how an employee is doing. He also suggested that there should be more than one level for the Library Assistant position. He will meet with staff and draft some descriptions.

Next Regular Meeting: November 21, 2018 @ 11:00 AM

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, December 5, 2018 @ 11:00 am due to the Thanksgiving holiday.

Adjournment

Catlow/Whowell 2nd made a MOTION to adjourn the meeting at 12:29 pm and the MOTION carried without a negative vote.