

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 26, 2018 @ 11:00 AM**

Board President Tom Whowell 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) Library Board President and Village Board Liaison Tom Whowell, Ann Catlow, Cindy Wilson, Mary Kay Frazier, & Sally Ratay.

**Board Members Absent:**

Dolly Schneidwind , 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 August 22<sup>nd</sup>, 2018.**

In the absence of Secretary McHugh, Director Burkhalter presented the minutes of the August 22, 2018 meeting of the Fontana Library Board.

Catlow/Ratay 2<sup>nd</sup> made a MOTION to approve the minutes of August 22, 2018 meeting and the MOTION carried without a negative vote.

**Financial Report: Approve September 2018 Village and Gift Account Expenditures and Audit those made since August 22<sup>nd</sup>.**

Director Burkhalter presented the September 2018 Village and Gift Account Expenditures along with the expenditures made year to date. He explained that in the future the audit report will only include monthly expenditures but since this was the first time the Board has reviewed them he asked Village Treasurer Vilona to include all of 2018. Frazier/Catlow 2<sup>nd</sup> made a MOTION to approve the September 2018 Village (including those made since August 22<sup>nd</sup>) and Gift Account Expenditures and the MOTION carried without a negative vote.

**Financial Report: Accept August 2018 Daily Cash Report and September 2018 Gift Account Report**

Director Burkhalter presented the August 2018 Daily Cash Report and the September 2018 Gift Account Report. Frazier/Catlow 2<sup>nd</sup> made a MOTION to accept the August 2018 Daily Cash Report and the September 2018 Gift Account Report and the MOTION carried without a negative vote.

**Financial Report: Expenditures from Gift Account**

Whowell/Catlow 2<sup>nd</sup> made a motion to utilize recent Chapin Foundation donation to purchase a new outside book drop. President Whowell and Director Burkhalter will review options and order the new book drop and the MOTION carried without a negative vote.

Whowell/Ratay 2<sup>nd</sup> made a MOTION to approve an amount not to exceed \$1,000 to replace and add Board Books and the MOTION carried without a negative vote.

Ratay/Catlow 2<sup>nd</sup> made a MOTION to approve an amount not to exceed \$500 to add Graphic Novels and the MOTION carried without a negative vote.

### **Director's Report**

Director Burkhalter suggested to the Board that it would be beneficial to review *Trustee Essentials*. He stated that he had gone through the handbook with several boards in the past and that it worked well to cover one or two chapters at each meeting (this will take about a year or so). It was agreed that this will become a regular monthly agenda item. Since the book is only available on-line Director Burkhalter will forward the link to board members. He also stated that he will be attending Blue Cloud Analytics training on October 16<sup>th</sup>. The training should enable him to run reports that will help with collection management. He also reminded the Board that he will be attending the Wisconsin Library Association conference October 23<sup>rd</sup> to 26<sup>th</sup>. The conference is to be held in La Crosse.

### **Village Announcements**

Board President Whowell noted that the Building and Zoning Department has been outsourced. This should not affect the library.

### **Lakeshores Report**

Network migration occurred on August 10<sup>th</sup> and went well. Because of thick walls WiFi was an issue but the problem has been solved by having two access points. The public access computers now turn on in the morning and shut off in the evening by themselves. Youth computer is set with educational games.

Annual trustee dinner will be held on November 1<sup>st</sup> at Hawks View Country Club.

### **Unfinished Business**

President Whowell stated that, after discussions with Director Burkhalter, Trustees should address questions, concerns, and appreciation to the Director at each meeting in lieu of a formal evaluation.

Because of time constraints all other business before the Board will be added to the next agenda.

### **New Business:**

Next meeting's agenda

### **Next Regular Meeting: October 17, 2018 @ 11:00 AM**

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, October 17, 2018 @ 11:00 am.

### **Adjournment**

Whowell/Wilson 2<sup>nd</sup> made a MOTION to adjourn the meeting at 12:15 pm and the MOTION carried without a negative vote.