

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, July 27, 2016 @ 10:00 AM

Board President Genie Murphy called the regular monthly meeting of the Library Board to order at 10:00 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 Genie Murphy, Dolly Schneidwind, Mary Kay Frazier, Village Board Liaison Tom Howell & Library Board Secretary Joseph McHugh.

Board Members Absent:

Ann Catlow, Cindy Wilson & Mary Ann Pearce.

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 29th, 2016

Board Member Schneidwind noted that Board Member Wilson had been present at the June meeting, but was being shown as being absent in the "draft" Minutes. While reviewing the Minutes, Board Members passed around Thank-You Cards. One was offered by Author Judith Rolfs, and was sent as a follow up to her recent book signing at the Library. The second was offered by Ms. Carol Lobdell, and was sent as a thank you for her recent meeting and presentation.

Frazier/Howell 2nd made a MOTION to approve the Minutes of June 29th, 2016, with the correction as regards Board Member Wilson's attendance, and the MOTION carried without a negative vote.

Financial Report: Approve July 2016 Village and Gift Account Bills

Director Burkhalter presented the July 2016 Village and Gift Account Bills. He offered that the majority of the current charges were for materials, primarily books and audio CD's. He added that approximately \$14k remained in the Materials Budget. He added that "Daily Cash" had been higher than normal, as a result of the increase of fines being paid in the month of July. Director Burkhalter quickly reviewed an accounting issue for the regular "Book Page" subscription, which explained why the check had been reissued as a half-payment, as the Village of Williams Bay Library had directed payment directly to the vendor, as opposed to reimbursing the Fontana Library, which had been historical custom. He referenced the noted expense for a new computer and reminded the Board that it was a special purchase from Lakeshores and included a new receipt printer as well, and was now in use as one of the staff machines. He included that the Library had recently received five (5) "Play-Aways." They are the new Launch Pad devices, which are basically pre-loaded tablets, without Wi-Fi access, which are available for check-out by local patrons. It was noted that they will not be available for inter-library loan. Two (2) of the units are pre-loaded with software aimed at children, ages 3-5. The other three (3) of the units are pre-loaded with software aimed at children, ages 5-7. During discussion it was suggested that check-out of the

devices should require that a credit card be provided and kept on file. After much discussion, it was decided that the procedures and protocols would be left to Director Burkhalter, who noted that he would review it with staff. On a similar note, Director Burkhalter informed the Board that there had been a recent issue with DVD theft. Unknown peoples are leaving the cases on the shelves, but stealing the DVD's out from inside. Board Member Whowell suggested that the Library consider installing video cameras.

Whowell/Frazier 2nd made a MOTION to approve the July 2016 Village and Gift Account Bills, and the MOTION carried without a negative vote.

Financial Report: Accept June 2016 Daily Cash Report and July 2016 Gift Account Report

Discussion regarding the June 2016 Daily Cash Report and the July 2016 Gift Account Report was included under the previous agenda item.

Whowell/Frazier 2nd made a MOTION to accept the June 2016 Daily Cash Report and the July 2016 Gift Account Report, and the MOTION carried without a negative vote.

Director's Report

Director Burkhalter reviewed for the group his recent experience volunteering at Farm Technology Days. He offered that it was – Exciting, Fun & Hot. He added that the libraries of Walworth County were represented at the event and that the 3-D Printer was a big draw. He informed the Board that a new push by the Lakeshores System to upgrade to Windows 10 will most likely require Fontana to upgrade several of its machines. During the discussion, Board Member McHugh offered his ongoing concern that the Fontana Library needed to develop an overall IT plan. Director Burkhalter explained that an upgrade to Windows 10 will cause compatibility issues with the “Time Management” software that is currently used to manage and track use of the computers by the public. He added that of the eight (8) public computers currently in use, at least four (4) will require replacement in the near future. He noted that he will keep an eye out for group-purchase opportunities, and he added that he will be sure to keep the Board informed the next time that Lakeshores plans a Group Purchase. The concept of leasing the computers was discussed, as well as the idea that sponsorships may be solicited from area businesses in exchange for some type of advertising on the individual machines. As regards the financial controls of the Library, Director Burkhalter explained that he was continuing to work with Administrator Martin, and Treasurer Vilona, to put in place the monthly reporting requested by the Board. He noted that in his time at the City of Franklin, the provision of a monthly budget report from the city was simply standard procedure. Director Burkhalter reminded the group that August 6th is the annual Corn and Brat event, and he noted that he was selling tickets, if anyone was in need. Director Burkhalter reviewed the status of the open staff position. He noted that he had received a total of five (5) applicants already. He added that two (2) of the five (5) are very promising, and will be pursued. He noted that the job as offered, would pay \$10 per hour, which is actually better than the current rate at several other area libraries. Board Member McHugh offered that Director Burkhalter should work to develop a stable of “subs” similar to the system employed by area schools, and Director Burkhalter offered that two recently retired employees, who have remained in the area, have offered to fill in as necessary. Director Burkhalter informed the Board that he would be out-of-the-office from August 9th to the 12th. Board President Murphy offered that she would be out-of-town, as well, from August 9th to the 26th. Director Burkhalter noted that author Danielle Lincoln Hanna would be on-hand on Thursday, August 18th for a book signing of her new book, “Mail Boat.” Director Burkhalter informed the Board that he had searched the files to find the old records mentioned during Ms. Carol Lobdell's recent presentation and noted that he had not found anything further on-site.

Village Announcements

Village Board Liaison Whowell announced that Trustee Micki O'Connell, who had previously served as the Village Board Liaison to the Library, was retiring from Public Office. He also informed the Board that the Village had addressed several outstanding public-works issues, such as the Porter Court Fountain and the Fontana Boulevard Irrigation system. On a final note, Village Board Liaison Whowell informed the Board that the Village Trustees had been discussing the idea of replacing the sewer line that runs underneath the shore-path due to the sheer amount of infiltration that causes the Village to send millions of gallons of clean lake-water to the water treatment plant for no reason. The proposed idea is to move the sewer line up underneath the actual street on both North Shore and South Shore, and then install injector pumps in the individual homes on the lakefront.

Lakeshores Report

Director Burkhalter restated the issues with upgrading to Windows 10, in order to stay current with the Lakeshore's system's software needs, and confirmed that the move will require upgrading at least half of the public computers currently in use in the Library. He informed the Board that the next Lakeshores Meeting was scheduled for August 2nd. With respect to Kenosha's recent addition to the SHARE system, Director Burkhalter explained that Kenosha is utilizing about the same amount of materials in inter-library loan as Racine, which is a similar sized library.

Unfinished Business:

Board Member Schneidwind updated the group on her efforts to plan the 9/11 Ceremony of Remembrance. She offered that she was still working to contact Chief Nitsch, as regards getting the Fontana Fire Department involved in the event. Board Member McHugh offered to reach out to the Fire Department directly and to coordinate with the local Boy Scouts, Troop 234. He further offered to provide flags for the event. The Board discussed the sponsorship of Wine and Cheese for the event. With respect to schedule, the event was confirmed for 6 PM on Saturday, September 10th, at Saint Benedict's Catholic Church.

New Business:

Board Member Frazier relayed comments she received about perceived delays in inter-library loan requests. Director Burkhalter noted that nothing had changed and that he had not seen any increase in wait times.

Next Meeting Date: August 17, 2016 @ 11:00 AM

The Board discussed and confirmed that the next regular monthly meeting would be scheduled for Wednesday, August 17th @ 11 AM. Following adjournment those attending the boat luncheon will meet at the Abbey Harbor at 11:30 AM.

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, August 17, 2016 @ 11:00 am.

Adjournment

Schneidwind/Frazier 2nd made a MOTION to adjourn the meeting at 11:36 AM and the MOTION carried without a negative vote.