

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, June 17, 2015 @ 10:00 AM

Board President Genie Murphy called the regular monthly meeting of the Fontana Public Library Board to order at 10:05 am in the Village Board Meeting Room, 175 Valley View Drive, Fontana, Wisconsin.

(Note: The Meeting was held in the Village Board Meeting Room, due to the ongoing carpet replacement project in the Library.)

Board Members Present: (Roll Call) Board President Genie Murphy, Ann Catlow, Cindy Wilson, Mary Ann Pearce, Mary Kay Frazier, Village Board Liaison Tom Howell & 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 Mar. 18 and May 20, 2015

Director Burkhalter presented the minutes from both the March 18th and the May 20th Library Board Meetings. The Board Members reviewed the "draft" minutes for both meetings and accepted them without comments.

Pearce/Catlow 2nd made a MOTION to approve the minutes from the Board Meetings held on March 18, 2015 and May 20, 2015, and the MOTION carried without a negative vote.

Financial Report: Approve June 2015 Village and Gift Account Bills

Director Burkhalter reviewed the Village Bills. At the request of the Board, Director Burkhalter explained that the bill identified as "Teach Line" is the Library's fiber-optic internet service line, which replaced the former T1 line. With respect to the current bills, the Board discussed the remaining budget available underneath the "Materials" line item and noted that over half of the budgeted amount had already been expended to date. The Board asked that Director Burkhalter review the expenses to date, in order to ensure that bills received and paid between the retirement of Director Krei and the start of Director Burkhalter's employment, were properly coded and assigned to the correct budget year, as well as the correct budget line item.

Wilson/Catlow 2nd made a MOTION to approve the June 2015 Village and Gift Account Bills and the MOTION carried without a negative vote.

Financial Report: Accept May 2015 Petty Cash and June Gift Account Reports

Director Burkhalter presented the May 2015 Petty Cash Report and the June 2015 Gift Account Report. Director Burkhalter pointed out the recent income from the newly restarted Sentry Receipts program. Following discussion, Director Burkhalter offered that he would touch base with Village Treasurer Scott Vilona to ensure the money is allocated to the proper account. Board Member McHugh requested that all miscellaneous income of such sort be the subject of a formal "Sources and Uses" policy. By way of example, all Sentry Receipts Money could be used to buy coffee and doughnuts for reading programs for the patrons, such as the Children's Reading Time, as it is the Patrons who are donating the receipts. During the review of the Gift Account, Director Burkhalter informed the board that there is a pending \$1k donation that he and Children's Librarian, Jodie Porep, are working to address, as it was earmarked for Children's materials.

Wilson/Catlow 2nd made a MOTION to accept the May 2015 Petty Cash Report and the June 2015 Gift Account Report and the MOTION carried without a negative vote.

Financial Report: Bank Accounts Update

Board Member Catlow discussed her recent meeting with Charlene DeHaan at Walworth State bank, which was also attended by Director Burkhalter. She noted that the Library is receiving a preferred, if not impressive, rate of 1% on its funds. As a side note, the recent banking work highlighted a need to track down the original "Articles of Organization" for the Library. On that item, Director Burkhalter is to follow up with Village Administrator, Dennis Martin.

Carpet Project Update

Director Burkhalter noted that the carpet is mostly installed. He offered that there was a section of carpet that was unusable for some reason. As such, the remaining section of carpeting will be installed on the coming Saturday. Due to the delay in installation, the Library will not reopen until Monday, June 22nd. The Board Members complimented Director Burkhalter on using the Village's Marquee Sign, out on the highway, as a way to communicate with the general public and to keep them up-to-date about the carpet project and the Library's schedule. Director Burkhalter offered that the use of a standard moving company was probably not as effective as using a company, such as Yerges, even though they may have been more costly. The difference is that a Professional Library Mover would have used rolling carts and kept all of the books in order, as opposed to packing the books in boxes. As a side note, the Board asked that the boxes, which were purchased for the move, be offered up for sale on the Library's Facebook Page. Board Member Wilson also agreed to offer up the boxes for sale on a newly created Fontana Facebook Page specifically for posting local for-sale items. Finally, Village Board Liaison Whowell offered that he could store boxes at his Cobalt Farms, in anticipation of their use by the Fontana Garden Club during next season's plant sale. Director Burkhalter noted that the DPW, especially Mark and Ron, did a great job assisting the Library with the recent move. He also singled out Jodie Porep for acknowledgement, as regards her significant efforts during the carpet project.

Lakeshores Report

Director Burkhalter informed the Board that the Lakeshores Advisory Committee had just met recently. He noted that, due to future Lakeshores' plans, the Fontana Public Library will need to pursue a Router Upgrade in 2016. Per an estimate from Jim Novy, said upgrade will cost

approximately \$1,700. Director Burkhalter offered that the new Router will need to be included in next year's budget. On a second item, Director Burkhalter informed the Board that the Consortium Fees for the coming year will be around \$4,700, which is a few hundred less than what was budgeted for the current year.

Director's Report

Director Burkhalter informed the board that four new computers and three new computer screens have been installed. He added that the new screens are larger than those they replaced, and are well-liked by the staff. Director Burkhalter noted that he had met recently with Joe Kowalski to get updated on the "Giving Tree." He added that Mr. Kowalski is working on a new Acorn and a new Copper Leaf and will be back soon to install them. Director Burkhalter informed the Board that he would be on vacation the week of July 20th. As such, the Board agreed to move the monthly board meeting to July 22nd. Director Burkhalter explained that he is implementing a standard for how the staff manages and tracks money. Further, he is implementing a standard count for the money drawer, as well as the additional petty cash maintained on site. Director Burkhalter expressed his desire to join Rotary, which is membership that was maintained by the previous Director, Nancy Krei. The board expressed unanimous support and asked that he get additional information as regards the costs of membership.

New Business: Holiday Hours

The Board discussed business hours during the upcoming 4th of July holiday. Following discussion, it was agreed that the Library would be closed on Friday the 3rd and Saturday the 4th. Board Member McHugh asked that he would like to have a formal policy, as opposed to having the same discussion every year for each individual holiday. Director Burkhalter offered that the Libraries, in which he had worked previously, typically have an overall policy, as well as a yearly calendar, which is then approved on an annual basis, typically at their final meeting of the year. The Board gratefully accepted Director Burkhalter's proposal and asked that he proceed with getting a formal policy and a yearly calendar in place. As a side note, the Board Members agreed that the hours of the Fontana Public Library should reflect the nature of its patrons, as Fontana is a tourist town, with people here on the Weekends and Holidays.

Adjournment

Murphy /Wilson 2nd made a MOTION to adjourn the meeting at 11:06 am and the MOTION carried without a negative vote.

Next Regular Meeting

The next regular monthly meeting of the Fontana Public Library Board has been scheduled for Wednesday, July 22, 2015 @ 10:00 am.