

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, October 14, 2015 @ 10:00 AM

Board President Genie Murphy called the regular monthly meeting of the Library Board to order at 10:11 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 Genie Murphy, Dolly Schneidwind, Mary Kay Frazier, Village Board Liaison Tom Whowell & Library Board Secretary Joseph McHugh.

Board Members Absent:

Ann Catlow, Cindy Wilson and Mary Ann Pearce.

Also Present:

Village Trustee Arvid "Pete" Petersen (Arrived @ 10:25 am) & Library Director Walter Burkhalter.

Approval of the Agenda

The agenda was accepted without comments.

Secretary's Report/Approve (amend if necessary) minutes of September 16th, 2015

Director Burkhalter presented the "draft" Minutes from the September 16th, 2015 monthly meeting. The Board Members discussed them briefly and made no suggested edits.

Schneidwind/Whowell 2nd made a MOTION to approve the minutes of September 16th, 2015 and the MOTION carried without a negative vote.

Financial Report: Approve October 2015 Village and Gift Account Bills

Director Burkhalter presented the October 2015 Village and Gift Account Bills. With respect to the Village Bills, he commented that they were primarily for materials purchases. Board Member McHugh asked about the remaining budget amount for Materials, and Directory Burkhalter stated that just under \$5,600 remains. Director Burkhalter quickly reviewed the Gift Account Bills. On the income side, he reviewed the Kelly Memorial, which is getting a plaque on the Giving Tree on behalf of the Book Club. Murphy/Whowell 2nd made a MOTION to approve the October 2015 Village and Gift Account Bills, and to accept the September 2015 Daily Cash Report and the October 2015 Gift Account Report and the MOTION carried without a negative vote.

Financial Report: Accept September 2015 Daily Cash Report and October 2015 Gift Account Report

Board Member McHugh offered that all financial reports and bills should be included under a general "Consent Agenda" Item.

NOTE: The September 2015 Daily Cash Report and the October 2015 Gift Account Report were accepted as part of the previous motion.

2016 Library Budget: Approve Budget Request

Director Burkhalter presented a “draft” budget proposal, accompanied by a narrative summary of his plan for 2016. Specific items highlighted for the board included the ongoing expense for janitorial services. The Board discussed the benefits of contracting for such services directly, as opposed to being part of the overall contract for the Village. Specifically, they discussed the fact that the library requires more intense cleaning, more often, due to its use by the public, so direct contracting has several benefits. The Board suggested that Director Burkhalter identify available options. Board Member McHugh offered that a schedule of cleaning be created, which details exactly what services are expected and on what schedule, if an RFP is pursued in the future. Director Burkhalter reviewed his proposals for Capital Line Items, which included new office chairs, as well as new tables and chairs for the back meeting/congregating area. The Board discussed IT plans moving forward. Board Member McHugh suggested that future IT plans be developed over the course of the next year, and offered that equipment, such as ChromeBase desktops, may be a good fit for the Library’s future IT program. Village Trustee Petersen expressed his concern that the Library’s Wi-Fi be available after-hours, and Director Burkhalter confirmed that it was. Board Member McHugh reviewed his overall digital vision for the library and offered that he wished to see e-books readily accessible, a range of digital services, and classes for patrons to use those services. Board Member Frazier offered that Lake Geneva’s Library already offers technology classes every Tuesday. Board Member McHugh asked that the idea of ‘Focus Areas’ be formally adopted, as a guide to materials acquisition; such as, all Pulitzer Prize Winning Authors, or every Best Seller, or New York Times Top 10, etc. Village Liaison Whowell asked Director Burkhalter if there were any items on his personal “wish list” which he wished to see in the 2016 budget request. Director Burkhalter stated that he was concentrating on the replacement furniture included in his Capital Request. He added that in future years, he envisioned additional furniture replacement, as well as new shelving, but that he was satisfied with his 2016 budget, as presented. The Board discussed the Giving Tree, in its relation to soliciting donations to supplement the budget, and made plans to follow-up with Joe Kowalski. Director Burkhalter reminded the Board that the Library Budget would be presented to the Finance Committee on the following evening. Several Board Members confirmed that they would be in attendance for the meeting.

Murphy/Frazier 2nd made a MOTION to approve the 2016 Budget Request, as presented, and the MOTION carried without a negative vote.

Director’s Report

Director Burkhalter confirmed for the Board that he had moved forward with the hiring of a part-time employee. He reminded the Board that the new part-time employee had previously worked in a local area Library, and as such was familiar with the systems. Director Burkhalter informed the Board that he would be attending the WLA (Wisconsin Library Association) Conference during the first week of November. Due to recent concerns, Director Burkhalter updated the Board on the need to utilize the building’s elevator after-hours; especially now that the road in front of the Library entrance is under construction. Board Member McHugh relayed a story of an elderly patron who found herself basically trapped in the library on a recent Tuesday evening, as she had parked in the upper parking lot, only to find that the elevator was off when she went to leave at 5 pm. He added that the loss of parking across the street from the entrance was going to make coordinated use of the elevator after-hours an ongoing requirement. Director Burkhalter confirmed that the upper parking lot and the elevator were the official ADA entrance for the library. He further offered that it will be an issue on Saturdays when the Library is open, but the Village Hall is not. He explained that he was already in discussions with Village Administrator Martin and that the Village was working to get the library staff a key to the elevator. Village Trustee Petersen offered that the road in front of the library would be repaved before winter, which should ease access issues. Director Burkhalter distributed a letter from Edward Jones detailing the recent Foss bequest to the Library. Board President Murphy commented on recent discussions as regards a desire for a new website. She briefly reviewed her professional experience, and offered that the best solution, in her opinion, would be to build a website that can be easily maintained internally. She noted that the Library may already have a registered domain. Board Member McHugh stated his warning that

any website project should be formally and fully defined on the front-end to avoid the inevitable scope-creep, which ultimately leads to a website that is far more complicated than necessary and too large to maintain; leading to an outdated site, which defeats the entire purpose. The Board nominated Board Member McHugh to follow up and to get some details for building a new website. The Board Members quickly discussed the plans for the 2016 Holiday Party and offered up two dates: 1st Choice, January 3rd. 2nd Choice, December 27th. It was agreed that staff spouse's should be included. 2016 Holiday Party Committee Chair Whowell agreed to confirm the date and get back to the Board.

Village Announcements

Village Trustee Peterson provided the Village Announcements. He offered that the Abbey Harbor Bridge would be removed on the upcoming Monday. He noted that this would cause difficulty for people looking to walk the Lake Path along the south shore, if they were to start from Fontana. He explained that the Village is working to put in place measures to ensure adequate emergency and fire protection services during the duration of the project.

Lakeshores Report: Share ByLaws

Director Burkhalter presented the newly proposed ByLaws for the SHARE Library System. He offered that he had only been involved towards the end of the process, as the project was already well underway when he started at Fontana. General discussion as regards the future of the system, as well as how it ties in with Lakeshores was discussed. Director Burkhalter noted that 16 libraries currently belong to Share, with Kenosha's membership anticipated in the coming year. He added that Fontana's share of the expenses was well worth the benefits received as a member. The Village of Fontana Library would not be able to recreate the services that are afforded by being members of Share.

Schneidwind/Frazier 2nd made a MOTION to approve the new ByLaws as presented, and to authorize their signature by the Board President, and the MOTION carried without a negative vote.

Lakeshores Report: Trustee Dinner Reminder

Director Burkhalter reminded the Board of the upcoming Trustee Dinner. He confirmed that four people, including three trustees and himself, were scheduled to attend on behalf of the Fontana Library.

Next Regular Meeting: November 18, 2015 @ 10:00 AM

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, November 18, 2015 @ 10:00 am.

Adjourn

Whowell/Schneidwind 2nd made a MOTION to adjourn the meeting at 11:27 am and the MOTION carried without a negative vote.