

VILLAGE OF FONTANA ON GENEVA LAKE
WALWORTH COUNTY, WISCONSIN

REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD

(OFFICIAL MINUTES)

Wednesday, November 18, 2015 @ 10:00 AM

Board President Genie Murphy called the regular monthly meeting of the Library Board to order at 10:07 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, Ann Catlow, Cindy Wilson, Dolly Schneidwind, Mary Ann Pearce, Mary Kay Frazier, Village Board Liaison Tom Whowell & Library Board Secretary Joseph McHugh.

Board Members Absent:

None

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 October 14th, 2015

Whowell/Catlow 2nd made a MOTION to approve the minutes of the October 14th, 2015 meeting, and the MOTION carried without a negative vote.

Financial Report: Approve November 2015 Village and Gift Account Bills

Director Burkhalter reviewed the November 2015 Village and Gift Account Bills. He offered that the majority of the recent expenses were for materials. He directed the group's attention to Page 3, and highlighted the fact that just under \$2,500 remains in materials expense, which should accommodate the remainder of the year's expenses. While reviewing the Gift Account Bills, Director Burkhalter reviewed his recent expenses for the WLA conference. Board Member McHugh suggested that adopting a per-diem policy for future conferences would simplify the process. Director Burkhalter reviewed the payment to the Village for the Burn's Donation. He explained that the payment covered graphic novels, which were purchased for the library, but paid for directly by the village and were then reimbursed by the Library Board from the donated funds. Director Burkhalter explained that there was approximately \$200 remaining to be spent. He offered that he would bring some of the materials to the next meeting for the board to check out.

Schneidwind/Frazier 2nd made a MOTION to accept the October 2015 Daily Cash Report and the November 2015 Gift Account Report and the MOTION carried without a negative vote.

Financial Report: Accept October 2015 Daily Cash Report & November 2015 Gift Account Report

Director Burkhalter presented the October 2015 Daily Cash Report and the November 2015 Gift Account Report. He noted that he would be providing a final year-end report for all daily cash activities. Schneidwind/Frazier 2nd made a MOTION to accept the October 2015 Daily Cash Report and the November 2015 Gift Account Report and the MOTION carried without a negative vote.

2016 Library Budget Update

Village Board Liaison Whowell reviewed the status of the 2016 Library Budget. He noted that most Capital Expense Items were deleted from the Budget by the Village Board for all departments. He explained that the Wisconsin Department of Revenue had again adjusted the TIF increment downward by approximately \$9M, which is why the Village is working to develop a balanced budget. Director Burkhalter reminded the Board Members that the Library's 2016 Capital Request was for furniture. With the reduction in budget allocation, Board Member McHugh offered that Director Burkhalter should make sure we don't inadvertently fall below the support required from the Village to maintain county reimbursement funds. Director Burkhalter offered that he was working to familiarize himself with the historical reports, including in-kind contributions, prepared by the previous Director, Nancy Krei. Board Member McHugh suggested that the Library prepare a detailed Furniture Plan, so that alternative funding sources might be pursued. Director Burkhalter noted that the Public Hearing for the Budget was going to be held on the upcoming Monday evening at 6 PM. He offered that he was planning to attend. Village Board Liaison Whowell stated that he would be there as well. In response to questions regarding Staff Salaries, Director Burkhalter explained that those details were being finalized by Village Administrator Martin and Village Treasurer Vilona. He explained that he would obtain the details and provide them to the Board.

Discussion Only – No Motion

Director's Report

Director Burkhalter informed the Board that Representative Amy Loudbeck would be holding a listening session in the Library's Meeting Room the following day from 11:30 AM to 12:30 PM. Director Burkhalter offered that while attending the recent WLA Conference, he had attended a number of valuable workshops, and had come away with several interesting ideas. One specific idea, which he picked up at the conference, was the idea of "Grandparent Kits," which provides something for Grandparents to pick up from the Library when they have grandkids to entertain. Director Burkhalter informed the Board that there was an issue with the Staff Computers. Recently one of the machines indicated that the Anti-virus was using 90% of the available CPU capacity. He explained that he had called BTO, our contracted IT service provider through the Village of Fontana, and was told that they were not our vendor, which is unnerving as they charge a great deal to monitor the systems of a client whom they don't remember. The Board had a very lengthy conversation over ground that has been well-covered in the past, and Board Member McHugh formally and specifically noted for the record that he wanted Lakeshores and Jim Novi to be our IT Service Provider, and requested that Director Burkhalter pursue the necessary steps. The Board further asked that Director Burkhalter keep a watch on upcoming BTO charges from the Village to make sure that the Library was not charged for the recent issues. Director Burkhalter offered that Village Administrator Martin had already advised him that the Library was free to pursue Jim Novi and Lakeshores for IT needs. Director Burkhalter reviewed a Handicap Accessibility Issue, which had resulted due to the removal of the handicap space, which was originally located directly in front of the Library's front door. Per Director Burkhalter's discussions with the Police Chief, the space was not grandfathered in, and was not a legal handicap parking space. He further explained that it is now a security issue as well, as the staff is not comfortable having to go upstairs to lock the doors at night, or to exit the building upstairs at night as well. The Board suggested various options, including working with the Police Officers on duty. The final result was that Director Burkhalter would work with the staff to determine a workable solution and then report back to the board.

Discussion Only – No Motion

Village Announcements

Village Board Liaison Whowell updated the Library Board as regards the recent activity at the Village Board level with respect to the Budget (See Budget Item). He also reminded the Board Members that the Village Holiday Party had been scheduled for Monday, December 14th @ 5 PM @ Gordy's.

Discussion Only – No Motion

Lakeshores Report: System Headquarters Move

Director Burkhalter updated the Board as regards the recent move by Lakeshores of their headquarters. He noted that while the office had moved, the Computer Servers were to remain in Waterford. He further noted that the Delivery and Sorting functions were being moved to Racine.

Discussion Only – No Motion

Lakeshores Report: Trustee Dinner Report

Director Burkhalter quickly reviewed the recent Trustee Dinner. Both he and Board Member Schneidwind offered that Dipesh Navsaria, MPH, MSLIS, MD; Assistant Professor of Pediatrics at the University of Wisconsin School of Medicine and Public Health, had done a fantastic job.

Discussion Only – No Motion

Old Business: Holiday Hours

Director Burkhalter reviewed the issue of Holiday Hours with the Board. Following a brief discussion about the need to have a formal policy in place, so that the decision as to holiday hours could be formally settled going forward, Director Burkhalter informed the Board that his schedule for the coming holiday called for the Library to be closed on Thursday and Friday, and to be back open on Saturday.

Discussion Only – No Motion

Old Business: Library Website

Board Member McHugh reviewed his recent discussions with Ms. Sarah Lobdell of Signalfire, a local marketing agency which was involved in the new Website for Delavan Library. Director Burkhalter informed the Board that a website, beyond the page provided by the Village, already existed, and he provided the address: <http://www.fontana.lib.wi.us/>. The Board discussed the need/desire, if any, to pursue a new website, if one was already in existence. Board Member McHugh offered to continue his discussions with Signalfire and to return with additional scope and cost details.

Discussion Only / No Motion

Old Business: Memorial Presentation of 9/11

Board Member Schneidwind reviewed with the Board her son's willingness to present his 911 tribute here in Fontana in 2016. It was discussed that the event could be held at Saint Benedict's Catholic Church. The Board discussed its desire to host/sponsor the presentation, and Board Member Schneidwind agreed to obtain a summary of costs and expectations involved. Board Member McHugh offered to solicit involvement from the local Boy Scout Troop.

Catlow/McHugh 2nd made a MOTION to approve designating the Fontana Public Library as the Host/Sponsoring Organization and the MOTION carried without a negative vote.

Next Regular Meeting: January 20th, 2016 @ 10:00 AM

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, January 20th, 2016 @ 10:00 am.

Adjourn

Pearce/Schneidwind 2nd made a MOTION to adjourn the meeting at 12:10 PM and the MOTION carried without a negative vote.