

VILLAGE OF FONTANA ON GENEVA LAKE  
WALWORTH COUNTY, WISCONSIN

---

**REGULAR MEETING of the FONTANA PUBLIC LIBRARY BOARD**

---

(OFFICIAL MINUTES)

**Wednesday, November 16, 2016 @ 11:00 AM**

Board President Genie Murphy called the regular monthly meeting of the Library Board to order at 11:00 am, on the button, 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) Board President Genie Murphy, Ann Catlow, Cindy Wilson, Dolly Schneidwind, Mary Ann Pearce, Mary Kay Frazier, Village Board Liaison Tom Whowell & Library Board Secretary 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 October 19<sup>th</sup>, 2016**

Whowell/Schneidwind 2<sup>nd</sup> made a MOTION to approve the Minutes of the October 19, 2016 Meeting and the MOTION carried without a negative vote.

**Financial Report: Approve November 2016 Village and Gift Account Bills**

Director Burkhalter presented the Village and Gift Account bills. He pointed out the Cataloging Software item as it was a non-typical, one-time expense. Director Burkhalter reviewed the remaining budget in the Library's IT account, and offered that he was going to work with Village Treasure Vilona to confirm the remaining balance in that account.

Whowell/Schneidwind 2<sup>nd</sup> made a MOTION to Approve the November 2016 Village and Gift Account Bills, and the MOTION carried without a negative vote.

**Financial Report: Accept October 2016 Daily Cash Report and November 2016 Gift Account Report**

Director Burkhalter commented on the amount received from the "Sentry Receipts" program, and noted that it was higher than normal, as it covered two months' worth of receipts. He offered the "Daily Cash" report and the "Gift Account" report and pointed out that several donations had been made in Memoriam of Mr. Peter Wilson. Board Member Wilson showed off Peter's Library Card. It was well used and it showed.

Whowell/Schneidwind 2<sup>nd</sup> made a MOTION to Accept the October 2016 Daily Cash Report and the November 2016 Gift Account Report and the MOTION carried without a negative vote.

**2017 Library Budget Update**

Director Burkhalter provided an update on the Budget and a \$7k correction to the County exemption, which will result in a total increase of \$14k in the Fontana Library budget. The final allocation of the additional funds will need to be addressed by the Board at the January Meeting.

### **Director's Report**

Director Burkhalter passed out a new Contact Sheet for the Board Members. He asked that the group members confirm their preferred contact information. Director Burkhalter also passed around a report, prepared by Norma, for the recent Poetry Contest. With respect to the Poetry Contest, one of the concerns was the length of time between the contest and the printing of the books. Director Burkhalter explained that the printer had offered a discount, in exchange for some leniency on schedule. He offered that there were copies available at the front counter in the Library. Director Burkhalter noted that he was in the process of updating the "Giving Tree," including the correction of a typo, and the inclusion of missing donors. Board Member McHugh asked that Director Burkhalter start to maintain a global list of donations made to the Library for future reference. Director Burkhalter reviewed the plans for hours of operation during the upcoming Holiday. Director Burkhalter informed the group of some upcoming events, including an Autoimmune Support Group, scheduled to meet in January, on the Second Saturday from 11:30 AM to Noon. He further noted that plans were in place to display 5 to 6 pieces of artwork by local artists. The plan would be to rotate them on a monthly basis. There would also be a "Meet the Artists" event on a Saturday, once a month. On a final note, Director Burkhalter explained that there was a need for lighting around the new parking spots, east of the building. He explained that he was going to discuss the issue with Administrator Martin, and work to get some night-lighting installed.

### **Village Announcements**

Board Liaison Whowell informed the Board of the upcoming Village Holiday Party.

### **Lakeshores Report**

Director Burkhalter informed the Board that there had been no Lakeshores Meeting in the past month, and as such, he had no report.

### **Unfinished Business:**

#### **Furniture Reupholstery Project**

Board Member Wilson provided an update on the Library Furniture Reupholstery Project. She presented and discussed the initial estimate. She offered that the quote did not include the office chairs. The group discussed the plan to do the project in stages. Board Member Catlow offered that certain pieces of furniture could be considered for the addition of wheels. The board discussed the payment terms, including a \$3k pre-payment prior to year's end. Board Member Wilson offered that she could return to the group with fabric samples for review.

### **New Business:**

Board Member Frazier informed the group that she planned to order more Library-personalized "Thank You" notes. It was discussed that a new logo and/or new design might be something to consider in the future. Board Member Wilson asked Director Burkhalter if the Library would be interested in a collection of Civil War books. He explained that they would gladly accept anything she was willing to donate, but that they might not keep it all for the collection. The Board discussed the concept of a Holiday Luncheon for the staff and it was decided to hold the event on December 14<sup>th</sup>. The Board agreed that invitations should be made to former employees, Jenny and Norma, as well.

### **Next Meeting Date: January 18, 2017**

The next regular monthly meeting of the Fontana Public Library Board was scheduled for Wednesday, January 18, 2017 @ 11:00 am.

### **Adjournment**

Whowell/Schneidwind 2<sup>nd</sup> made a MOTION to adjourn the meeting at 12:14 PM and the MOTION carried without a negative vote.