

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
By Tami Pollnow
December 9, 2025

Call to Order: The meeting was called to order by President Isola at 5:02 p.m. in the Community Room.

Trustees present: President Isola, Pollnow, Beer, Kis and Dexter, Loebel attended virtually

- Schoepke excused

Others present: Library Director Jessica Kiesler, Samantha Vogel, Village President Adam Jaskie

No Public comment

Minutes

Motion by Isola/Dexter to approve minutes. All ayes. Motion carries 6-0.

Director's Report

Programming

Jessica reviewed - Adult Program: 9 @ How we are shaped by German influence, 67 @ Adult yoga, 10 @ Needlecrafters, 21 @ Mah Jongg, 32 @ Loose ends sewing, 15 @ Bingo, 18 @ quilting group and 32 attendees @ puzzle table.

Family programs: Ink and Imagination Passport - 245 patrons - 46 completed, Ingrid Hanson Popp piano recital had 70 attend, 405 Passive activity sheets.

Juvenile programs 0-5: Alphabet Lab with Ms. Amy is very popular @ 108, Little bookworms count with me 29, Families @ 18, pre-school book party 30 and 4 signed up for 1,000 books before pre-school. Ages 6-11 had 7 attendees for Polar Fort Adventure and 21 homeschool connections.

Teen programs: 15 @ Dungeons & Dragons, TAB - Tree decorating had 5 participants, 20 attended It's a Tween Thing relaxation station with Casey & Maggie and 12 volunteers.

Outreach: 52 participants in birth to 3 programming.

Highlights: 5 curbside visits, Sam attended a web conference & brought great ideas. Jessica, Julie & Sam visited 3 libraries for ideas on how to use the PLLS grant funds.

Circulation

25k using Libby, Hoopla is done, 43,918 visits ytd. FB followers increased as did instagram.

Resignation of Noah Miller - looking for new hire.

Patron issues being documented and addressed, warning letter sent.

Special Projects

Lions Club grant \$1,500. - Thank you John

PayPal set up for direct donations

New website about 50% complete

New cleaning company begins at New Year - 2 nights per week / turn off keyfob for Library for previous company

Attended Prairie Lakes Directors meeting - new discovery layer- Aspen

Attended meeting with Racine County Library Directors - Review with Executive Malicki - plan for funding to create a committee for the County. Integrate E materials into formula for funding.

Sam, Julie and Jessica have been touring libraries to improve programming - Two Rivers ideas

Clearing Storytelling room - add more activities/toys for kids

Strategic Plan Survey

New collections display from FRIENDS donations, CDs moved to Adult AV, coloring table in kids area. Themes updated monthly.

Carl toured from Public Works Committee and is running for Trustee

Book Club begins in January with Jessica - months to match themes

Vote for Library Tree decorated @ park

Updates from suggestion box

John has donation ideas to share

2025 Budget Review

88% of budget spent @ 92% for year

Paid for Library Leasing service from Community State Bank Balance \$9,106.50 - Friends have covered so balance will go up. Associated \$189,625.09

Invoices

Motion to approve Operations \$44,096.16 (Kis/Beer). All ayes. Motion carries 6-0.

Motion to approve Special Funds \$3,588.90 (Dexter/Kis). All ayes. Motion carries 6-0.

Zoo pass is Friends donation - 2 passes for up to 8 people and parking/ review late fee on return WE Energies

November bill late on payment / Central States payment also paid late - Village covers both Jon recommends auto debit

Old Business

Proposed 2026 Budget

- 210 - increase janitorial wages and balance to materials from \$33k balance.

Motion by Isola/Kis. All ayes. Motion carries 6-0,

- 211 - estimated \$10k as donation account. Motion by Kis/Beer. All ayes. Motion carries 6-0.

Motion by Isola/Kis for an allocation of unused funds from 2025 including unpaid salary/benefits from not paying a Director (as discussed by board during hiring process) to the Salary line in 2026. All ayes. Motion carries 6-0.

MOU from Hartford Library for building agreement-Kis reviewing with attorney

Community Room and Study room policies. Motion by Dexter/Beer. All ayes. Motion carries 6-0.

Edit to Community Room policy - add for-profit to be included

Personal supplies and materials not to be stored on the premises.

New Business

Endowment Review with donors, Matt Giese and Dexter

Edits - highlights - 3 Endowments Frederick Lewnau, Racine Community and new fund

Conditions - requested by anonymous donors:

Create a sub committee

Marketing- donations direct to Waterford Public Library Endowment Fund

Monthly statements

Only 4% to be spent per year

Signers - update signatures to current staff and board

Management of funds

Asset allocation

Motion by Isola/Beer to open a new account at Patriot Financial - Waterford PLF. All ayes. Motion carries 6-0.

Motion by Pollnow/Dexter for update on signatures for all endowments to be two of Isola, Jessica and Kis. All ayes.

Motion carries 6-0.

Motion on proposed Investment Policy Statement crafted by Matt Giese @ Patriot Financial - calculated by year end but withdrawn by 8/1 (Kis/Isola). All ayes. Motion carries 6-0.

Trust Fund Policy - edits for approval and Waterford Library Special funds - Motion by Kis/Beer. All ayes. Motion carries 6-0.

Formation of sub committee to manage fund, marketing and outreach.

2 board members and others appointed by Isola.

Quarterly for marketing and yearly for review. Motion Kis/Dexter. All ayes. Motion carries 6-0.

Adjournment

Motion to adjourn 6:30 Kis/Beer. All ayes. Motion carries 6-0.