

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
May 13, 2025

Call to Order: The meeting was called to order by President Isola at 5:00 PM

Trustees present: President Isola, Trustees Schoepke, Pollnow, Kis, Dexter

Absent: Beer

Others present: Interim Director Samantha Vogel, Julie Fick, Jan Loebel, Village Board President Adam Jaskie

Public Comment

None

Approve Minutes

Motion (Pollnow/Isola) to approve minutes with edits from the April 8, 2025 meeting.
All ayes. Motion carried 5-0.

Trustee Essentials

Chapter 13: Library Advocacy Discussion

mywisconsinlibrary.org - State level website for library advocacy

<https://www.wisconsinlibraries.org/> - WLA website - Guidance on advocating for libraries

Librarians' Report

Programming review:

- Adult programming: total participants 198
 - Adult yoga 45
 - Play American Mah Jongg 31
 - Passive Puzzle table: 39
- Family programming: 734
 - Scavenger Hunt 170
- Juvenile 0-5: 186
 - Alphabet Lab 133
- Juvenile 6-11: 6
- Teen 12-18: 47
 - It's a Tween Thing Ice Cream Social 23
- Sam attended the virtual SHARE Circulation Committee meeting on April 7
- Julie attended virtual SHARE YA Committee meeting on April 8

Circulation Review:

- Most circulation areas are up from last year's stats
 - Up by 2,295 circulations this year; up 6.7% from last year
 - Library visits up by 567; up 4% from last year

2025 Budget Review

- Currently at 40.9% of budget expended thus far this year

- Sam took care of a few report adjustments with Village
- Over \$19,000 in donations this year thus far
- Reviewed Community State Bank statement for end of April 2025 - \$35,828.22
- Reviewed Associated Bank Statement for end of March 2025 - \$167,881.34
- Reviewed Associated Bank Statement for end of April 2025 - \$167,336.46

Other Updates

- Town of Norway board representative: Jan Loebel, will join board on June 10, 2025
- Search & Screening Committee meetings: Need to have agendas and minutes posted per Steve Ohs
- Prairie Lakes Library System notes:
 - sent a letter to Hoopla regarding cost of service
 - ILL discussion
 - Prairie Lakes has gathered prizes for the summer reading programs valued at \$78,000
- Village Department Head meeting update

Invoices

- Motion to approve (Pollnow/Schoepke) Operations Invoices - \$61,190.41
- Motion to approve (Kis/Pollnow) Special Funds - \$1,668.76

Old Business

- Library Director Job Posting Update
 - Multiple public libraries have posted Director positions
 - 3 applicants thus far
 - Job posting closes on May 30
 - Will be re-posted on multiple job boards for an additional posting
- Election of Board Officers
 - Motion for John Kis to Treasurer position
 - Roll Call: Pollnow (aye), Isola (aye), Schoepke (aye), Dexter (aye)
 - Motion carried 4-0
 - Schoepke will perform duties when John is not available
 - Motion for Sara Schoepke to Secretary position
 - Roll Call: Pollnow (aye), Isola (aye), Kis (aye), Dexter (aye)
 - Motion carried 4-0
 - Motion for Tami Pollnow for Vice President position
 - Roll Call: Kis (aye), Isola (aye), Schoepke (aye), Dexter (aye)
 - Motion carried 4-0
 - Motion for Lori Isola for President position
 - Roll Call: Pollnow (aye), Kis (aye), Schoepke (aye), Dexter (aye)
 - Motion carried 4-0

New Business

- Water/Sewer Bill
 - Village Hall will pay the bill prior to Library Board meeting to avoid late fee.
 - Motion to approve Warrant to Fulfill Village of Waterford Quarterly Invoice (Isola/Pollnow)
Motion carried 5-0
- Hoopla Checkout Adjustment
 - Change patron number of Hoopla checkouts per month to 2
 - Hoopla is expensive for the library to have as a resource
 - Motion to approve the checkout adjustment from 5 per month / 2 per month (Isola/Kis) Motion Carried 5-0

Adjournment

There being no further business before the Board of Trustees, there was a motion (Pollnow/Kis) to adjourn. Motion carried 5-0. The meeting adjourned at 5:57 PM

The next Library Board meeting will be held on Tuesday, June 10 at 5:00 PM at Waterford Public Library.

Minutes submitted by:
Sara Schoepke
Library Board Secretary