

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
November 11, 2025

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

Trustees present: President Isola, Trustees Pollnow (virtual), Kis, Dexter, Loebel , Schoepke

Absent: Beer

Others present: Library Director Jessica Kiesler, Samantha Vogel, Village Board President Adam Jaskie, Peter Engstrom (Associated Bank)

Public Comment

None

Minutes

Motion (Loebel/Dexter) to approve minutes from the October 14, 2025 Regular Board meeting. All ayes.

Motion carried 5-0. Kis abstained.

Motion (Schoepke/Isola) to approve minutes from the ByLaws Review Committee Meeting on October 29, 2025. All ayes. Motion carried 6-0.

Peter Engstrom was in attendance and shared information about our investment accounts at Associated Bank. He provided guidance on action for managing the account.

Librarian's Report

1. Programming review:

- Adult programming: 254 participants
 - Cooking with Class: 50 people
- Family programming: 575 participants
 - Wake up Waterford
- Juvenile 0-5: 258 participants
 - Little Bookworms: Wheels on the Bus w/ DTC
 - Preschool Book & Block Party w/ UW-Extension
- Juvenile 6-11: 188 participants
 - Monster Mania Scavenger Hunt
- Teen 12-18: 43 participants

2. Circulation Review:

- 98777 checkouts (up 3.8% from last year)
- New patrons up: Approx. 600 new patrons this year
- 60% of check outs are done at the desk by staff
- 21% of renewals done on website

3. 2025 Budget Review

- Reviewed Associated Bank Endowment statement
 - October ending: \$186,569.64
- Reviewed Community State Bank statements
 - October ending: \$19,652.57

4. Director's Report

- 56 items per hour in October 2025
- Receiving great comments from the community
- The Friends approved the Logo Apparel store and will buy a t-shirt for each staff member.
- The Friends will fund the Lucky Day collection of 30 new titles each month. We get to keep 50 % of the books, the other 50% we send back. There is no timeline to sending books back. We hope this will increase circulation numbers.
- We have made some changes in the library.
- Prairie Lakes Grant program was shared.

Invoices

- Motion (Schoepke/Loebel) to Operations \$36,636.29. All ayes. Motion carried 6-0.
- Motion (Schoepke/Dexter) Special Funds \$10,684.31. All ayes. Motion carried 6-0.

Old Business

- Endowment Discussion
 - Table discussion until next meeting until after scheduled endowment donor meeting on Thursday, November 13
- Trust Fund Policy Revision
 - Table discussion until after scheduled endowment meeting
- Library Board Bylaws
 - Subcommittee met to look at existing bylaws to make small adjustments in the bylaws
- Building Agreement
 - Continued discussions about this topic
 - Discussion tabled while more information is secured

New Business

- Proposed 2026 Budget
- Proposed 2026 Operating Hours
- Circulation Policy
 - Changes need to be made to accommodate the Lucky Day collection which is going into effect on December 1, 2025
- Room Usage

Motion to approve the updated bylaws (Kis/Pollnow). All ayes. Motion carried 6-0

Motion to table the 2026 budget with the exception of approval of the wages portion of the budget. (Kis/Loebel) All ayes. Motion carried 6-0.

Motion to approve the 2026 Proposed Hours proposal starting in January 2026 (Loebel/Isola). All ayes.
Motion carried 6-0.

Motion to approve the library circulation policy with edits we discussed (Schoepke/Loebel) All ayes.
Motion carried 6-0.

Motion to table the room usage policy until December (Isola/Kis) All ayes. Motion carried by roll call

Motion to go into closed session (Schoepke / Kis) at 6:54 PM. All ayes. Motion carried by roll call.

Adjourn to Closed Session

Roll Call: Kis (aye), Dexter (aye), Isola (aye), Loebel (aye), Pollnow (aye), Schoepke (aye)

Reconvene to Open Session

- Motion to reconvene into Open Session (Schoepke/Kis) at 7:10 PM
- Roll Call: Kis (aye), Dexter (aye), Isola (aye), Schoepke (aye), Pollnow (aye), Loebel (aye)

Motion to approve the 2026 Library Wages as presented. (Schoepke/Loebel) All ayes. Motion carried 6-0

Adjournment

There being no further business before the Board of Trustees, there was a motion (Pollnow/Dexter) to adjourn. All ayes. Motion carried 6-0. The meeting adjourned at 7:14 PM.

The next Library Board meeting will be held on Tuesday, December 9 at 5:00 PM at Waterford Public Library.

Minutes submitted by:

Sara Schoepke

Library Board Secretary