

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**May 12, 2026**

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

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

Absent: Beer

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

**Public Comment**

None

**Minutes**

Motion (Pollnow/Isola) to approve April minutes as discussed. All ayes. Motion carried 6-0.

**Director's Report**

**1. Programming Review:**

- Adult programming:
  - Tai Chi for Seniors w/ ADRC: 99 participants / 5 sessions
  - Total Participants: 328
- Family programming:
  - New: Would you rather question of the week passive programming
  - Creative Play Space Usage: 855
  - Total Participants: 2,390
- Juvenile 0-5:
  - Alphabet Lab: 98 participants / 3 classes
  - Total Participants: 205
- Juvenile 6-11:
  - WI Money Smart Week Scavenger Hunt: 193
  - Total Participants: 279
- Teen 12-18:
  - Total Participants: 33

**2. Circulation Review:**

- Library Visits: 16,228 visits total thus far in 2026
- Number of programs: Up 46.15% from 2025
- Program attendance: 7,727 participants attended 191 programs thus far in 2026
- Lucky Day materials: 104 checkouts in April

**3. Special Projects Update**

- Have started the strategic planning process.
- Applied for a grant from the Racine Arts Council for funds to hire pianists to use our piano more frequently.

- Hired a new Library Assistant.
- Buy a Brick fundraiser has opened. Buy a brick for our front walk for \$100.
- Jessica visited Milton Public Library to see the Mini Milton project.

#### 4. 2026 Budget Review

- Budget currently at 34.8% of spending for the year (33% of year has elapsed)
- Associated Bank: End of April \$196,045.56
- Community State Bank: End of April \$28,273.45
- Patriot Financial: End of April - not yet received

#### Invoices

- Motion (Loebel/Pollnow) to Operations \$48,953.09. All ayes. Motion carried 6-0.
- Motion (Dexter/Isola) Special Funds \$13,474.57. All ayes. Motion carried 6-0.

#### Committee Report

- Endowments Subcommittee Report
  - Will be meeting in June to discuss marketing.

#### Old Business

- Building Agreement
  - Jessica and Mike will do a walk through
- Election of Library Board Officers
  - Motion (Pollnow/Kis) to elect Loribeth Isola for President.
    - Roll Call Vote: Pollnow (aye), Kis (aye), Schoepke (aye), Dexter (aye), Loebel (aye)
    - Motion carried 5-0.
  - Motion (Isola/Kis) to elect Tamara Pollnow for Vice President.
    - Roll Call Vote: Isola (aye), Kis (aye), Schoepke (aye), Dexter (aye), Loebel (aye)
    - Motion carried 5-0.
  - Motion (Kis/Isola) to elect Jan Loebel for Treasurer.
    - Roll Call Vote: Pollnow (aye), Kis (aye), Schoepke (aye), Dexter (aye), Isola (aye)
    - Motion carried 5-0.
  - Motion (Pollnow/Kis) to elect Sara Schoepke for Secretary.
    - Roll Call Vote: Pollnow (aye), Kis (aye), Isola (aye), Dexter (aye), Loebel (aye)
    - Motion carried 5-0.

#### New Business

- Discussion of existing Investment Policy Statement
  - Motion (Loebel/Kis) to amend the Investment Policy Statement for Waterford Public Library Endowment Fund - Patriot Financial Account # to incorporate the change in title of policy and added account number. All Ayes. Motion carried 6-0.
- Discussion of Approved Financial Institutions and Existing Waterford Public Library Funds Policy
  - Motion (Kis/Loebel) to approve the Approved Financial Institutions and Existing Waterford Public Library Funds Policy. All ayes. Motion carried 6-0.
- Discussion of Donor & Naming Recognition Policy

- Motion (Schoepke/Pollnow ) to approve the Donor & Naming Recognition Policy with corrections as discussed. All ayes. Motion carried 6-0.
- Discussion of the Waterford Public Library Investment & Fund Management Policy
  - Motion (Schoepke/Loebel ) to approve the Waterford Public Library Investment & Fund Management Policy with corrections as discussed. All ayes. Motion carried 6-0.
- Discussion and possible action on existing Trust Fund Policy
  - Motion (Schoepke /Kis) to rescind the existing Waterford Public Library Trust Fund Policy once the new Approved Financial Institutions and Existing Waterford Public Library Funds Policy is signed. All ayes. Motion carried 6-0.
- Disposal of old library furniture
  - Motion (Kis/Isola) to approve the expenditure of \$525 for the furniture company to remove/recycle the old library furniture. All ayes. Motion carried 6-0.
- Circulation Policy edits
  - Motion (Kis/Isola) to approve the Circulation Policy edits as discussed. All ayes. Motion carried 6-0.
- Wireless & Internet Usage Agreement Policy edits
  - Motion (Pollnow/Schoepke) to approve the Internet/Wireless Use Policy edits as discussed. All ayes. Motion carried 6-0.

### **Adjournment**

There being no further business before the Board of Trustees, there was a motion (Schoepke/Kis) to adjourn. All ayes. Motion carried 6-0. The meeting adjourned at 6:24 PM.

Next meeting: Tuesday, June 9, 2026 at 5:00 PM at Waterford Public Library.

Minutes submitted by: Sara Schoepke