

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**February 15, 2022**

**Call to Order:** The meeting was called to order by President Romanak at 4:32 p.m. in the Community Room. Library Board Trustees present were Vice President Peters, Treasurer Nargis, Secretary Bechtel and Trustees Isola, Pollnow, and Schoepke. Also present Library Director Heather Kinkade and Circulation Supervisor Samantha Vogel.

**Public Appearances**

None.

**Minutes**

There was a motion (Pollnow/Schoepke) to approve the January 11, 2022 meeting minutes as presented. All ayes. Motion passed.

**Librarians' Report**

**1. Programming review.** Highlights of adult programming included the return of the in-person mah jongg group, yoga offered virtually and in-person, and book club offered virtually. Family programming included a naming contest for the new bearded dragon: Captain Loki, Keeper of the Books. Juvenile programming is now being reported by age range to accommodate next year's state annual report. Tween programming will be reported as either juvenile or teen. Craft kits continue to be popular for all age ranges. The library added TikTok to existing social media communication and marketing (@waterfordwilibrary).

**2. Circulation review.** Vogel presented circulation statistics comparing year-to-date with 2021. An increase of circulation came from residents of Waukesha and Kenosha counties. OverDrive circulation was up about 5%. Other than Twitter, social media views increased, especially YouTube.

**3. Director's report.** Kinkade reported on Friends of Waterford Public Library meeting, programming donation, membership drive, and upcoming fundraising trip to Marriott Theatre. The Friends will again offer a graduating senior scholarship; the amount has increased to \$750 and the due date is April 22. Kinkade reported on the SHARE/LAC meeting: the new SHARE Anywhere mobile app will be soon available; planning for the Lakeshores/Arrowhead merger continues; Lakeshores plans to provide Hoopla content to member libraries for two years; annual report assistance was provided; and library email addresses might need to be funded or changed. Kinkade reported that a circulating pass for museums in mostly northern Illinois and Lake Geneva is available, the Board gave feedback the pass would be acceptable. Kinkade reported that HVAC maintenance revealed safety valves needing replacement. Kinkade will be a facilitator for *Wisconsin Libraries Talk About Race* librarian programming in May. Kinkade reported attending the Village Board meeting on February 14, shared her 2022 strategic work objectives, and explained the Village employee handbook is in review.

**4. Budget review.** Although 8.5% of the year has elapsed, 14.35% of the budget is considered spent because of annual up-front costs. The budget is on track.

## **Statements**

Bank statements were reviewed and discussed.

There was a motion (Nargis/Pollnow) to approve the bank statement from Community State Bank as presented.

January 2022 Community State Bank special funds account: \$37,623.98  
All ayes. Motion carried.

The January 2022 Associated Bank investment fund statement was available for review. The portfolio's total current value is \$188,306.81.

## **Invoices**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Isola) to approve January 2022 operation invoices:  
January 2022 Operations – \$84,304.88  
All ayes. Motion carried.

Motion (Pollnow/Peters) to approve January 2022 special fund invoices:  
January 2022 Special funds – \$1,511.38  
All ayes. Motion carried.

## **Old Business**

- 1. Reopening plan.** The library will remain in phase 3 of the reopening plan.
- 2. Fundraising.** No discussion beyond the earlier report of Friends' donations.

## **New Business**

- 1. Annual report.** Kinkade and Vogel presented the 2021 Annual Report and explained each section.

Motion (Isola/Peters) to approve the 2021 Waterford Public Library Annual Report as presented.  
All ayes. Motion carried.

**Adjourn:** There being no further business to come before the Board of Trustees, there was a motion (Romanak/Pollnow) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:08 p.m.