

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**April 11, 2023**

**Call to Order:** The meeting was called to order by Secretary Bechtel at 5:01 p.m. in the Community Room.

Trustees present: Treasurer Nargis, Secretary Bechtel, and Trustee Klein, Pollnow and Schoepke  
Excused: President Isola, Vice President Peters  
Others present: Heather Kinkade, Adam Jaskie, Abra Dexter

**Public Comment**

None.

**Minutes**

Motion (Nargis/Pollnow) to approve minutes from the March 14, 2023, meeting as written.  
All ayes. Motion passed.

**Trustee Essentials**

Discussion of Trustee Essentials on hiatus until further notice.

**Librarian's Report**

**1. Programming review.** Kinkade reviewed programming. Of note for adult programming was the return of the book club. The family program Book Character Scavenger Hunt had 123 participants. The multiple sessions of the popular Alphabet Lab had 276 participants, and they are close to the end of the alphabet. There was a Home School Out & About program with 21 participants. Kinkade reported proctoring an exam for a patron.

**2. Circulation review.** Circulation from Village residents is up over the same period last year. Overall circulation is down about 2.5% from last year. In March the library provided patrons with curbside pick-up 12 times.

**3. Director's report.** Girl Scout Troop #11154 donated \$500 for children's materials. Waterford Stillhouse is hosting an Escape Room with proceeds going to the library. Thank you to the generous and thoughtful library donors! Kinkade virtually attended a brief meeting of Prairie Lakes Library System library directors. The library will have summer Story Wagon performers on three Wednesday mornings. A 3-day music festival is being organized by local Tavern League members for August 18-20, with proceeds to go to the library. This will be a topic for discussion at the Friends meeting on April 13. Kinkade reported on attending the Village Board meeting on April 10.

**4. 2023 Budget review.** Budget figures and expenditures 2023 to date were reviewed. Library board meeting payments from the fourth quarter of 2022 are included in 2023 payments. The membership fee to Prairie Lakes has been paid and will be reflected in next month's budget. The Ask My Account line is for credit card payments.

The March 2023 Community State Bank statement was available for review with a total value of \$44,754.30.

The March 2023 Associated Bank investment fund statement was not yet available for review.

Kinkade reported her discussion with Teamsters President Tim Pinter, who explained that Library union members are carrying the insurance for Village employees

Motion (Nargis/Pollnow) to pay Patricia Cox \$1,143.80 and Samantha Vogel \$1,102.05 from gift funds to offset the cost of their Union Dues.

All ayes. Motion passed.

### Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Schoepke) to approve April 2023 operation invoices totaling \$37,050.80.

All ayes. Motion carried.

Motion (Pollnow/Schoepke) to approve April 2023 special fund invoices totaling \$6,907.67.

All ayes. Motion carried.

### Old Business

**1. Reopening plan.** The library will remain in phase 3 of the reopening plan and review whether the reopening plan is still necessary.

**2. 2023 Budget and operational considerations.** The new hours of operation are in effect until Labor Day and will be reviewed again by the Board in August.

**3. Baseboard replacement.** Mike Sponholtz, Village of Waterford DPW, is in the process of getting bids for the Community Room baseboard heaters

**4. January 9, 2023 listening session feedback.** The feedback sheets will be kept for future reference.

**5. Social media policy.** The library's Facebook page has been moved to a generic account staff can now use for library postings, rather than using their personal accounts.

Motion (Schoepke/Klein) to table discussion and possible approval of a social media policy until the regular May meeting.

All ayes. Motion carried.

### New Business

**1. HVAC.** Kinkade reported that on April 5, Adam Jaskie, Zeke Jackson, Mike Sponholtz, and she discussed Library HVAC replacement. Sponholtz had explained the HVAC system first needs engineering, which may cost in the \$10,000-\$20,000 range. Engineering is likely to include planning for moving HVAC equipment off the roof. Replacement of the actual system may cost in the \$250,000-\$300,000 range. Jaskie said the money for HVAC replacement will be in the Village budget for late 2024 or early 2025; roof replacement will be in the budget for 2027. If there is catastrophic HVAC failure, engineering will likely not be possible. In the April 5 meeting there was discussion of renting industrial-sized dehumidifiers if needed. Jaskie said he will confirm that funds for engineering will come from the Village. Kinkade will investigate examples of maintenance agreements between municipalities and public libraries.

### Adjournment

There being no further business to come before the Board of Trustees, there was a motion (Nargis/Klein) to adjourn.

All ayes. Motion carried. The meeting adjourned at 6:26 PM.