

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
April 8, 2025

Call to Order: The meeting was called to order by President Isola at 5:00 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters, Treasurer Schoepke, Beer, Kis and Pollnow (minutes)

Others present: Interim Library Director Samantha Vogel, Village Trustee Adam Jaskie, Julie Fick and Citizen Abra Dexter

Public comment

None

Motion by Isola/Beer to move Invoices & Library Director Job Description up on agenda due to Treasurer Schoepke needing to leave early. (5:15pm).

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Kis/Beer) to approve March 2025 operation invoices totaling \$48,803.88.

Discussion on Design Build Fire Protection (\$5,390) to be reviewed by Village Board President Jaskie and Finance Committee for funding. Sam will email Jaskie the bill.

All ayes. Motion carried.

Motion (Kis/Peters) to approve March 2025 special fund invoices totaling \$2,095.23.

All ayes. Motion carried.

New Business

Approval of Library Director Job Description

Motion to review job description for Library Director. (Isola/Peters) MLS degree required. Social Media updated from 2018 posting. Maintain Grade 1 Certification due to incoming housing and population. Four years of progressively responsible public library experience with at least one year in a supervisory or admin capacity with experience in library management, human resources and marketing experience preferred. Approved by (Kis/Peters)

Minutes

Motion (Pollnow/Beer) to approve minutes from the March 11th meeting with corrections.

Motion (Isola/Kis) to approve minutes from the special board meeting on March 19th.

All ayes. Motion passed

Trustee Essentials

Topic #18 Library Board Appointments and Composition

- School appointment alternates from Waterford Union High School to Waterford Graded Schools.
- Municipal appointments will be approved at May 12 Village Board meeting - Welcome Ms. Dexter.

Librarian's Report

1. Programming review:

In March 2025, 31 attended the Loose Ends Sewing group, Rachel Juergens Adult Yoga (44), American Mah Jongg (27) and Needlecrafters (11) and the passive Puzzle Table had 44 participants. Our farewell to Heather event hosted 50. Family programming handed out 300 Passive activity sheets. 191 enjoyed Gee Funny Farm and the morning movie

brought 34 patrons. Juvenile Programs were well attended for Alphabet lab (140), Rainbow of colors (30) and Before kindergarten sign ups. Our spring break reading challenge had 58 participants. The Teen programs continued success with Dungeons and Dragons (17), there were 5 volunteers. 59 Book bundles checked out. 4 children came in for Birthday books. Saturdays are successful. 6 Curbside visits. The county birth to 3 program had 55 participants. Julie attended 3 webinars and a virtual meeting to prepare for summer programming.

2. Circulation Review:

The library circulates in our service population, which is Dover, Norway, Rochester, Village of Waterford (7%), and Town of Waterford, (11% overall increase in checkouts). Mango language is a new resource to assist in learning new languages. The holds from SHARE-member libraries (items leaving member libraries to fulfill holds at WPL) has increased. Visits up by 801.

More families and Senior citizens to utilize resources. Terrarium display created by Norway Area Garden Club. Books were on display for checkout on how to create) 3/31/25 - New installation contract for alarm monitoring fire suppression system. Mike Sponholtz obtained quotes. (5 years \$365/year) with \$1k install fee with Guetzke and Associates. Cancelled Johnson Controls contract.

Racine County Board to review appointment of Laura Rockey of Norway (goodbye Shannon)

3. Prairie Lakes Advisory Council

Impacts of Federal cuts: IMLS, WISCAT, DPI

Temporary library cards are blocked from Hoopla. Letter sent to Hoopla to address costs.

Review @ 5/13 meeting (\$1k/month) contract until 4/2026 - cancel with 60 day notice no fees

4. Budget Review

- Update on some Elan transactions that were billed to the wrong fund line. Sam will work this out with Village Hall staff.
- 25% of the year passed and on target. Software license fees to be paid in March.
- The endowment statement has not arrived. Community State bank balance after donations received (\$19,151.90) is \$39,324.68. Motion to approve (Kis/Isola).
- Kis mentioned exploring QCD's before year end to solicit future donations.

5. Village Board Meeting

- Director's report submitted for Village Board packet. Samantha unable to attend due to counter duty.

Old Business

None this month

New Business

Approval of Library Director Job Posting

The job posting for Waterford Public Library Director will be on the Village of Waterford website, WLA Jobs board and Waterford Library's website. It will also be sent out via wispublib listserv, which includes Prairie Lakes Library System and other library systems around the state. Candidates are to send an application, cover letter and resume.

Wording for posting: edits made via email on 4/11 from Isola to add "Applicants must have a Grade 1 certificate or be eligible for such certification."

Edit and approval of posting for Library Director. (Peters/Isola)

Samantha to create temporary new email for Library Board to review applications submitted -

wplboard@waterford.lib.wi.us

Salary range \$60-80K

Nomination of Library Board Officers

Motion (Kis/Beer) to nominate Loribeth Isola for WPL President.

Motion (Isola/Peters) to nominate Tami Pollnow for WPL Vice-President.

Motion (Peters/Beer) to nominate Sara Schoepke for WPL Secretary.

Motion (Isola/Pollnow) to nominate John Kis for WPL Treasurer.

Elections will take place at the May meeting.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Isola/Beer) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:36pm