

**WATERFORD LIBRARY BOARD OF TRUSTEES  
OFFICIAL MEETING MINUTES  
April 9, 2024**

**Call to Order:** The meeting was called to order by President Isola at 5:05 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters, Treasurer Nargis, Secretary Klein and Trustees Bechtel, Schoepke and Pollnow

Absent: None

Others present: Library Director Heather Kinkade, Village Trustee Adam Jaskie, Julie Fick, Samantha Vogel, Abra Dexter

**Public Comment**

None

**Minutes**

Motion (Pollnow/Schoepke) to approve minutes from the March 2024 meeting as written. All ayes. Motion passed.

**Trustee Essentials**

**Topic #27: Trustee Orientation and Continuing Education**

Heather asked if there were any other topics we would like to discuss further or get more information about and Lori mentioned she appreciated when Steve Ohs came for a meeting. Heather suggested he could attend again to discuss funding. Beth mentioned the link to [wilibrariesforeveryone.blogspot.com](http://wilibrariesforeveryone.blogspot.com) included in the trustee essentials article is no longer active. Beth also mentioned how much she valued the trustee essentials and would recommend continuing that.

**Director's Report:**

**1. Programming review:**

This is National Library Week and today was National Library Workers Day. Heather shared a proclamation that was posted by Mukwonago celebrating this special week.

Loose Ends continues to be very popular. A cooking class was held with Staci Joers and this was very popular, with the maximum number of participants allowed (30).

The Spring Scavenger Hunt family activity was very popular with 326 participants.

The children's program Birdhouse Make it-Take It was very well-attended with 60 participants.

New Dungeons & Dragons Club recently started for teens and has been well received. An adult group is also being considered. The Tween Thing program to make sandwiches had 22 participants.

**2. Circulation Review:**

Circulation numbers continue to be down overall. Holds to SHARE is currently higher than holds from SHARE which is good and improvements are seen over 2023. Hoopla subscription expires in April through Prairie Lakes but WPL has budgeted to continue this popular option. There were 3,395 library visits in the month of March. This is pretty comparable to 2023.

**3. 2024 Budget Review**

25% of the year has elapsed and we are at 31% of the budget used.

### **Prairie Lakes Advisory Council:**

Heather attended the meeting virtually on April 2. Prairie Lakes was looking to hire a youth services librarian but changed the title to Services Coordinator (contract position) as a resource to all member libraries. This position's responsibilities would be distributed as follows: 60% youth services, 20% adult services, 20% inclusive services.

By the end of this year, Prairie Lakes will have to transition to a new app.

New personal computers have arrived at WPL (25 of them). A reminder these were donated by a patron in honor of his late wife.

Prairie Lakes wants to have a puzzle competition at the local level and then a county competition and a system-wide competition. Each local library can choose to participate. Prairie Lakes would provide the puzzles.

Prairie Lakes asked what kind of marketing support the local libraries would like. Many indicated an interest in postcards that promote the library.

### **Department Head Meeting:**

The Waterford village department heads met in person on April 8. Talked about fiscal deficits and how to manage them. The stakeholders survey was receiving a lot of yes responses to having a referendum for increased funding for the library. If this went to a referendum and passed, the earliest the funding would be available is 2026 per the village administrator. A discussion also took place about homeless people in Waterford.

**Cleaning/Janitorial Staff:** WPL is having a difficult time finding a replacement person since the previous employee left. One quote from a professional cleaning service came in at twice the amount budgeted. Suggestions included reaching out to Waterford Moms, Next Door, the Friends of the Library, etc. Beth suggested using a contract company once or twice while waiting to find a more permanent person as the staff indicated the library is in great need of cleaning and staff has limited time to accomplish this. There has not been a regular cleaning staff since early March so there should be some money in the budget to do this.

### **Stakeholders Survey:**

Patrons asked about question #7, wondering if the roof or HVAC was more critical as well as some questions about the funding. The WPL staff created a post to share on social media which answered those questions.

### **Village Board Meeting:**

Heather did not attend this week. Tami and Adam shared some updates. There has been a small uptick in homeless people in Whitford Park and a couple other areas. An ordinance was established at the meeting to allow no public camping.

A discussion took place amongst the library board members on whether it would be beneficial for Heather, board members or library patrons to speak at a village board meeting to share needs, positive stories about the benefits of the library, etc. The suggestion was made for Heather to share one "meaningful connection" story from the library at each village board meeting as well as significant news such as the donation of funds by a patron to purchase new computers.

### **Invoices and Bank Statements**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Bechtel/Isola) to approve March 2024 operation invoices totaling \$41,728.12  
All ayes. Motion carried.

Motion (Shoepke/Pollnow) to approve March 2024 special fund invoices totaling \$17,428.38  
All ayes. Motion carried.

The March 2024 Community State Bank statement was reviewed with a total value of \$34,628.64

The March 2024 Associated Bank investment fund statement was reviewed and the current value is \$156,843.08

## **Old Business**

### **1) Response to Community Member Questions**

Mary Falbo thanked Heather for the response. Heather also shared the same information with the village administrator and village president. The administrator responded with a thank you for the information.

### **2) 2024 Operational Considerations:**

As part of an exploration on whether some Saturday hours might be possible, Sam compiled information about the busier times at the library. Heather, Sam and Julie discussed different potential scenarios for possibly being open on Saturdays starting in the fall. Libraries historically reduce hours in the summer (if they reduce at all) and increase during winter so the suggestion would be to do this beginning in the fall. A handout was shared with several options. Four people need to be on the schedule at any given time for safety reasons. Staff would need to be approached about their Saturday availability. The preferred option had the most consistency/fewest changes throughout the week. Some possibilities for where to free up some money to be able to do this were discussed and will be explored further (Heather will check on the pattern for the water and sewer bills to see if there is some room there). We will further consider these options and revisit again at a future meeting.

### **3) Round Robin Brainstorming Sessions:** Sara Shoepke proposed doing this at the library as part of a continuous improvement plan. At each session, we would start with an overview of the goal for the round robin. People then go around the room and provide their feedback on various topics. For each topic, accept feedback on what they like and what could be better. (Answers would be written on large pieces of paper with 5 minutes per topic before encouraging people to move to the next area) Results could be presented a month later with responses to some of the feedback as needed. The recommendation was to do this before Memorial Day. It was recommended to reach out to different stakeholder groups (for example: staff, patrons, business leaders, etc.) and encourage them to attend one of the sessions. Lori will work on marketing for the sessions and send to Heather for review. The sessions were scheduled for the following dates and times and with these board members in attendance:

Tues, May 21 from 10-11:30 - Lori and Heather

Tues, May 21 from 5-6:30 - Sara and Tami

Thurs, May 23 from 2-3:30 - Shannon and Kelly

## **New Business**

### **1) Nomination of Library Board Officers**

Motion (Shoepke/Pollnow) to nominate Loribeth Isola for WPL President.

Motion to nominate Shannon Peters for WPL Vice-President (Pollnow/Shoepke)

Motion to nominate Kelly Klein for WPL Secretary (Bechtel/Pollnow)

Motion to nominate Sara Shoepke for WPL Treasurer (Isola/Bechtel)

Elections will take place at the May meeting.

### **2) Heather asked that we move the August meeting to the 20th instead of the 13th. All board members agreed.**

## **Adjournment**

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

All ayes. Motion carried. The meeting adjourned at 7:22 PM.