

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
August 9, 2022

Call to Order: The meeting was called to order by President Isola at 4:31 p.m. in the Community Room. Library Board Trustees present were Vice President Peters, Treasurer Nargis, Secretary Bechtel, and Trustee Pollnow. Also present Library Director Heather Kinkade and Children's Librarian Tricia Cox.

Public Appearances

None.

Minutes

There was a motion (Nargis/ Peters) to approve the July 12, 2022 meeting minutes as presented. All ayes. Motion passed.

Trustee Essentials

Discussion of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*, "Chapter 4: Effective Board Meetings and Trustee Participation."

Librarian's Report

1. Summer Programming Review. Children's Librarian Tricia Cox reported on the successful summer reading program: 513 people signed up and there were 54 programs with a total of 3,286 attendees. Highlights mentioned were the visiting summer playground groups, shark scavenger hunt, aquatic snail program, Bermuda Triangle escape room, checkout parties, and summer reading celebration on July 21. Participants logged more than 210,000 minutes of reading. (That's 3,500+ hours!) Friends of the library, VanderSanden Foundation, Lakeshores Library System, and local donations continue to substantially support summer reading program expenses. This year those donations totaled more than \$27,000. Next year's main program will likely be a midsummer celebration to avoid scheduling conflicts with other local events.

2. Programming review. Highlighted July programs included the puzzle table, Bermuda Triangle escape room, Tales of the Sea reading celebration, and Where's Waldo shop local hunt. The Read in 100 Places challenge was provided for patrons who did not want to use the Beanstack app, but there was low participation. Craft kit checkout was very impressive in July with 11 adult, 219 teen, and 552 juvenile craft kits checked out.

3. Circulation review. Library visits are up significantly over last year. Circulation to Town of Waterford, Union Grove, and Yorkville patrons is up slightly from the same time last year. The pending Tri-Troy agreement will decrease funds for the Waterford library. Waterford patrons place more holds on materials from other SHARE libraries than the number of holds sent to other libraries. Being a net lender means there might be areas of the collection that could be strengthened.

4. Director's report. Kinkade reported that at the LAC/SHARE meetings this month, there was discussion of library cards for 16 year-old patrons, Burlington library's elevator project being delayed, and the Arrowhead/Lakeshores systems merger.

Kinkade attended the Village Board meeting August 8. At that meeting the petition to amend the Village's comprehensive plan (Vision Waterford 2018) did not pass. There was not yet an appointment to the vacant Library Board position.

Kinkade continues to work on finding an HVAC consultant. There is currently a problem with the rooftop compressors; every day someone needs to go on the roof to reset the compressor. A representative from AllPro intends to investigate the compressor.

Board members were encouraged to attend the virtual Trustee Training Week offered August 22-26.

5. Budget review. 58% of the year has elapsed; 62.89% of the budget is considered spent because of annual up-front costs. The budget is on track.

Statements

Bank statements were presented.

Motion (Pollnow/Nargis) to approve July 2022 checking statement balance \$35,806.27
All ayes. Motion carried.

The June 2022 Associated Bank investment fund statement was available for review with an end value of: \$171,143.59. The July 2022 Associated Bank investment fund statement was available for review. The portfolio's total value: \$178,903.34

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Nargis) to approve July 2022 operation invoices totaling \$65,755.64
All ayes. Motion carried.

Motion (Pollnow/Peters) to approve July 2022 special fund invoices totaling \$2,717.62
All ayes. Motion carried.

Old Business

1. Reopening plan. The library will remain in phase 3 of the reopening plan.

2. Review of Mission Statement. Kinkade presented a draft statement of mission, vision, and core values. A revised version of the document incorporating suggestions will be presented next month.

New Business

1. Building Controls Contract. There was unanimous agreement to take Kinkade's recommendation to work with Master Buildings Solutions while a solution is sought for the HVAC system and accompanying control panel.

2. Board Meeting Time Change. There was no Village appointment to the vacant Library trustee position. No change made to the current regular board meeting time.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Bechtel) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:24 p.m.