

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
August 15, 2023

Call to Order: The meeting was called to order by Vice-President Peters at 5:04 p.m. in the Community Room.

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

Others present: Heather Kinkade, Adam Jaskie, Tricia Cox, Julie Fick, Sam Vogel

Trustees Absent: President Lori Isola

Public Comment

Three librarians - Tricia Cox, Julie Fick and Sam Vogel - reported on the summer reading program. A total of 28 in-person programs were offered this summer, about half of what was offered in 2022 due to a shortage of staff. Staff visited the Summer Playground program three times during the summer. Local child care centers once again utilized programs during the summer. Thirteen teenagers volunteered a total of 83 hours during the summer library program. The highest attended programs were the scavenger hunt, June Dairy Days, Racine Zoo and GEE Funny Farm. The final reading celebration attracted 254 people throughout the day. A total of 2,615 people attended a program in person and 2,841 prizes were awarded for completed reading records between June 9 and July 21. A total of 897 participants registered for the summer reading program this year (566 kids, 56 teens and 275 adults - more than double the number of adults in 2022). 36% of participants lived in the Village of Waterford with the remainder traveling from Town of Waterford, Raymond, Norway, Dover, East Troy, Burlington, Rochester and more.

Tricia Cox, Children's Librarian, has given her notice and will be taking a new position in another community. She read a personal statement to the board about her reasons for leaving.

Minutes

Motion (Peters/Pollnow) to approve minutes from the July 2023 meeting as written.
All ayes. Motion passed.

Librarian's Report

1. Programming review.

2,616 people attended 36 programs at the library in July. 15 adult programs hosted 118 participants, 9 juvenile programs hosted 203 participants, 2 teen programs hosted 26 participants and 10 family programs hosted 2,269 participants.

2. Circulation Review.

12,333 items circulated during the month of July 2023.

76,027 items have circulated since January 1, 2023.

3. Director's report.

In both the interest of time and already being available in the board meeting packet, both the programming and circulation reviews were not discussed during the meeting. In summary, adult yoga continues to be a popular program, as well as the passive program of the Puzzle Table. The juvenile and tween programs Storytime from Space and Tween Space STEM both were well-attended during the summer reading challenge. Lastly, the family program Summer Scavenger Hunt, a week-long, passive program, saw 444 participants. Regarding July's circulation statistics, overall circulation is lower from this time last year by 6,727 circulations. Libby use was the highest it has been since January 2023. To conclude, July was one of the library's busiest months with programs, WiFi usage, and library visits (5,307).

4. 2023 Budget review.

The 2023 budget review was discussed later in the meeting during the closed session as it pertained to moving a part-time employee to full-time.

Old Business

1. The community was told the library's current hours would be maintained through Labor Day. Kinkade's recommendation would be to keep these hours going forward.

In seeking community feedback, patrons say they wish the library was open on Saturdays but Kinkade assessed data and feels the advantage still lies with maintaining the current schedule of evenings versus Saturdays.

Decision was made to maintain the current hours through the end of 2023.

2. The village administrator approached Kinkade and said the library may want to go to a referendum in 2024 along with the fire department. Kinkade asked other area library directors about their experiences with this. None had seen a referendum related to operational expenses.

3. Memorandum of Understanding: Kinkade will bring this to the September meeting to discuss further and finalize.

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Schoepke) to approve July 2023 operation invoices totaling \$41,236.93. All ayes. Motion carried.

Motion (Pollnow/Schoepke) to approve July 2023 special fund invoices totaling \$2,479.11. All ayes. Motion carried.

The July 2023 Community State Bank statement was reviewed with a total value of \$37,385.61.

The June 2023 Associated Bank investment fund statement was reviewed with a total value of \$133,308.53.

New Business

1. Decision was made to table the 2024 budget discussion until September.

Closed Session

There was a motion (Pollnow/Peters) to adjourn into Closed Session at 5:50 PM *pursuant to Wisconsin Statute §19.85(1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility*. This closed session specifically dealt with discussion of a part-time employee moving to a full-time employment status in 2023.

There was a motion (Schoepke/Nargis) to reconvene into Open Session at 7:12 PM.

Adjournment

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

All ayes. Motion carried. The meeting adjourned at 7:18 PM.