

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**August 13, 2019**

**Call to Order:** The meeting was called to order by Vice President Bechtel at 4:32 p.m. in the Community Room. Library Board Trustees present were Treasurer and Secretary Datka, Trustees Peters, Halbach, McReynolds, Director Heather Kinkade, and Acting Co-Directors Tricia Cox and Sam Vogel. President Romanak was excused.

**Minutes**

There was a motion (McReynolds/Bechtel) to approve the July 9, 2019 minutes as amended. All ayes. Motion passed.

**Public Appearance**

No one appeared before WPL Board.

**Librarians' Report**

1. **Programming Review** Programming for the month of July was reviewed. It was noted that there were 368 participants in 11 adult programs, 77 participants in 4 teen programs, and 1,617 participants in 15 juvenile programs. The juvenile outreach program, "Universe of Helping Hands" had 23 participants. This was a very nice program in which the teens went to area daycare facilities armed with books, crafts and fun. It was also noted that there are 145 children signed up for 1,000 books before kindergarten with 28 children who have completed the program. There were 117 book bundles checked out in the month of July.
2. **Summer Reading Program Update** The summer reading program was reviewed. There were 2,788 people who attended 31 programs this summer. This number is low compared to last year for a variety of reasons. Programming was spread out over more of the summer instead of condensing it into 6 weeks. So these numbers only reflect a portion of the summer programs offered. Another reason is that construction inhibited people from using the library. The last reason to note is the weather. It was either extremely hot or raining during many programs. This affected the people who walk to the library for the programs. It was noted that the volunteers were wonderful this year and really helped to make it a successful summer despite the challenges. McReynolds suggested recognizing those volunteers in the Waterford Post.
3. **Circulation Review** Circulation for the month of July was reviewed. It was noted that the Town of Waterford, Town of Burlington, Mt. Pleasant, Village of East Troy, Lafayette, Linn, and Lyons had increased circulation. It was also noted that programming and being fine free is probably what is drawing patrons in from the outlying areas. Overall, circulation is down by 7% (7,398 circulations) compared to this time last year. Social Media analytics were also discussed. Facebook views have increased as well as YouTube views. The WPL Instagram account was shared, Waterford\_library\_wi.
4. **2019 Budget Update** A budget to actual report was provided. It was noted that January through June's numbers have been reconciled with the bookkeeper's numbers. July's numbers

do not match yet. Money was taken out of the wrong account and a credit card bill was paid late so there were interest charges.

5. **Paychex Problem** There was a problem with Paychex, the employee payment system, which resulted in paychecks being deposited late. Also, once the checks were deposited the pay stubs were missing the time off accrual.
6. **Department Head Meeting** There was a department head meeting on August 7th to go over the 2020 budget and provide a department update. At this time, Zeke has not given the cost of living adjustment update. In addition, Zeke requested that Vogel and Kinkade look into the Town of Waterford's commitment to pay \$50,000 per year towards the library for a ten/twenty year commitment. Vogel and Kinkade confirmed that the pledge has been fulfilled, as the commitment from the Town of Waterford was \$50,000.00 spread out over five years.
7. **Village Board Update** Cox and Kinkade attended the July 22nd Village board meeting. Topics discussed included:
  - The dysfunction between the Village and Town.
  - Parking updates for the WUHS
  - Absolutely Waterford and the Chamber of Commerce will share office space at the Village Hall
  - Apollo Industrial Park - Loss of \$800,000.00 to the TID due to the wetland delineation. A number of options for this land were shared.Kinkade and Vogel attended the second village board meeting on August 12. Topics discussed included:
  - All Pro Mechanical was awarded the HVAC contract
  - Joint Village and Town of Waterford meeting on Aug. 26 to discuss consolidation of EMS, Fire, and PoliceMcReynolds asked that the Library Board join the Village in using All Pro for their HVAC contract.
8. **Absolutely Waterford** Kinkade attended the Absolutely Waterford Meeting on July 25 regarding the Art Walk. The details for the walk were discussed, and the library has agreed to arrange the pianists for the background music during the event.
9. **Absolutely Waterford and Chamber of Commerce** Both of these organizations moved to the Village Hall on Monday, July 29 and share an office space.
10. **Roofing Proposal** McReynolds stated that he would check on this issue and possibly look into the feasibility of a metal roof. McReynolds and Jim Bergles, DPW Director, are going to meet next week, and this topic will be discussed further at the September meeting.
11. **Experience Passes** Six more Green Meadows passes and East Troy Electric Trolley passes were added to the library's collection. The trolley passes were donated by Crazy Train Saloon.
12. **New Library Assistants** Two library assistants have been hired. One started on Aug 8th (shelver) and the other will start on Aug. 20th (circulation desk/shelver).
13. **Fire Alarm** July 22 at 10:55 pm the fire sensor in the community room kitchen went off. The sensor heads needed to be replaced. They have been purchased and DPW will install when they have a chance.

14. **Air Conditioning** The library has been experiencing numerous problems with the air conditioning shutting off, and a tech is needed onsite to manually flip a switch on the roof. Matt Tucker from AccuTemp has been extremely helpful in trying to find the problem, as he repeatedly comes as soon as the call is placed and troubleshoots to find which of the “valves” is malfunctioning, if any of them.

### Invoices

The WPL Invoices for July 2019 Operations and Special Funds were presented and discussed.

There was a motion (Halbach/Peters) to approve July 2019 operation invoices:

July 2019 Operations – \$83,301.47  
All ayes. Motion passed.

There was a motion (McReynolds/Peters) to approve July 2019 special fund invoices:

July 2019 Special Funds – \$449.44  
All ayes. Motion passed.

### Statements

Bank statements ending July 2019 were reviewed and discussed.

There was a motion (Halbach/Peters) to approve the bank statement from Associated Bank as presented:

July 2019 Associated Bank Library Special Funds Account: \$42,135.14.  
All ayes. Motion passed.

The July 2019 Investment Fund statement was available for review. The portfolio’s total current value is \$157,365.77.

### Old Business

1. **Conceal and Carry** Tabled until September 10, 2019 library board meeting.
2. **2020 Budget** Budget numbers for 2020 were discussed. While the Village Income will stay the same as last year, the County reimbursement has dropped by \$37,512. Options to balance the budget were discussed. Resolution 709 would change the fixed charges of Rent and Leases, gift funds would be used for programming, and Administrative Charges were scrutinized.

### Closed Session

There was a motion (McReynolds/Peters) to adjourn into Closed Session for discussion regarding performance, benefits, and compensation of Village employees and preliminary consideration of specific personnel matters pursuant to Wisconsin Statute s. 19.85 (1)(c) and (f). A roll call vote was recorded as follows and the meeting adjourned into closed session at 5:40 p.m.:

Datka - Aye  
Bechtel - Aye

Peters - Aye  
Halbach - Aye

McReynolds - Aye

### **Reconvene into Open Session**

There was a motion (Peters/Datka) to reconvene into Open Session. A roll call vote was recorded as follows and the meeting reconvened into open session:

Datka - Aye  
Bechtel - Aye

Peters - Aye  
Halbach - Aye

McReynolds - Aye

There was a motion (McReynolds/Peters) to eliminate the Reference Librarian position due to budget constraints. All ayes. Motion passed.

*Peters excused at 6:08*

There was a motion (Bechtel/Datka) to table the 90- day review of the library director until the September board meeting.

*Halbach excused at 6:15*

Communication between the Village and WPL employees was discussed. It was revealed that the Village administrator requested all department heads report to the Town of Waterford board meeting as a show of solidarity. At some point after this request, there was communication to the other department heads (excluding the library director) to cancel this request. Because the library was left out of this communication, they spent their evening unnecessarily at the Town of Waterford board meeting. It was also stated that the Waterford Public Library must remain neutral in the midst of the Village and Town turmoil, as they service both municipalities. McReynolds acknowledged the frustration from the continued lack of communication and offered to discuss the topic with the Village employees.

### **New Business**

- 1. Resignation of Jordan Karweik** Board members were informed that Jordan Karweik had resigned from the library board. The WPL will submit names to the Village Board President for a replacement.
- 2. Review Rules of Conduct Policy** Tabled until September 10, 2019 library board meeting.
- 3. 90-Day Review of Library Director** Tabled until September 10, 2019 library board meeting.

Kinkade expressed her appreciation and offered kudos to Samantha Vogel and Tricia Cox for their support during her transition into the director's role. Kinkade said they were her safety net as she was learning about our library and also a trampoline to bounce ideas off of as she came up with new ones.

**Adjourn:** There being no further business to come before the Board of Trustees, there was a motion (McReynolds/Bechtel) to adjourn. All ayes. The meeting adjourned at 6:32 p.m.