

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
July 9, 2019

Call to Order: The meeting was called to order by President Romanak at 4:31 p.m. in the Community Room. Library Board Trustees present were Vice President Bechtel, Treasurer and Secretary Datka, Trustees Peters, Halbach, McReynolds, Director Heather Kinkade and Acting Co-Directors Tricia Cox and Sam Vogel. Karweik was absent.

Minutes

There was a motion (Halbach/Bechtel) to approve the June 11, 2019 minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

- 1. Programming Review** Programming for the month of June was reviewed. It was noted that in Adult Programming there were 338 participants in 10 programs, which is an increase of 44 participants from last year. In Teen Programming, there were 105 participants in 5 programs this month compared to June of 2018 in which 183 participants attended 7 programs.

Peters arrived at 4:35

In Juvenile Programming, the June Dairy Days program was very successful and had 350 participants. In total, 1,605 participants attended 14 programs. This is an increase of 94 participants from the 18 programs of June of 2018. Craft kits continue to be popular. 107 Teen and 310 Juvenile Craft Kits were checked out in June. It was noted that there were 337 entries to win a \$25 gift card for checking out five or more items at a time.

- 2. Summer Reading Program Update.** Cox gave an update on the Summer Reading Program. There are 1,010 children signed up in the Summer Reading Program with 700 children completing the first week of the program. It was noted that the reading celebration (previously the Summer Reading Program Finale) will take place on July 17 in Village Hall Park. At the completion of the Summer Reading Program, 3 weeks of The Dog Days of Summer series of events will begin with dog-themed programs.
- 3. Circulation Review** Circulation statistics for the month of June were reviewed. It was noted that circs to the Town of Waterford, Town of Burlington, Mount Pleasant, Racine, Village of East Troy, Lafayette, Lyons, and Waukesha County saw a significant increase. Overall, circulations are down by about 6% (4,884) from this time last year. Overdrive and Gale Courses continue to see an increase in use, as well as wireless and computer use. Social media activity and engagement has also increased. This was attributed to staff members Tricia, Courtney, Julie, Katie and Sam who add content and update regularly. McReynolds suggested adding an Instagram account to the library's social media presence. It was also noted that YouTube video number of views has increased by 25 views.

- 4. 2019 Budget Update.** It was reported that the budget numbers from May of 2019 were congruent. At this point, June's budget numbers from the Village are not congruent with WPL's numbers. An update on June's and July's budget numbers will be provided at the August Board Meeting. In a cursory review, it appears that bills were paid out of the wrong account and that one amount was not on the village's report. During the discussion it was reported that there have been numerous late fees for past due bills. In response to a question about who covers that fee, it was reported that village assumes the late fees if it was due to their error. There have been multiple times when WPL staff will spend time making calls to try to reverse late fees. McReynolds asked if communication has improved between the Village Hall staff and WPL staff. It was reported that the communication between Michelle, Danielle and Alyssa have been fine.
- 5. Department Head Meeting Update.** During the meeting on June 26, updates regarding the respective departments were given and then the 2020 budget was the main topic of discussion. The Village Administrator is requesting all departments have a draft budget prepared for the next meeting scheduled for Aug. 7.
- 6. Finance Committee Meeting Update.** Kinkade and Vogel attended this meeting on July 8th. Everyone was provided with a January through June 2019 budget to actual for every department and line item. Furthermore, attendees went through the document line by line. There was a question about why the continuing education account is only at 8%. It was explained that most of the conferences are in August and the fall. Vogel asked the treasurer to look into the interest payout on the gift fund in addition to the meeting pay for the library board. The treasurer explained that she is looking into purchasing a utility software as well as general ledger software as an upgrade to QuickBooks which has been used as a stop-gap measure.
- 7. Village Board Meeting Update.** Cox, Vogel, and Kinkade attended this meeting on July 8th. On the agenda was a listening session with downtown property owners, businesses, and residents regarding an ordinance pertaining to the Village's zoning code. All in all, the Village Board expressed understanding and support to the request to relook at this ordinance, and an ad-hoc committee comprised of downtown property owners, business owners, and residents, in addition to any interested parties. This committee has been given until October to redraft the zoning ordinance. Furthermore, Absolutely Waterford and the Chamber of Commerce each went before the Village Board to request \$15,000. These motions were passed.
- 8. Real Racine Update.** Kinkade shared her correspondence with the president of Real Racine in an effort to have WPL included in their visitor's guide attractions listing.
- 9. Roofing Proposal.** On June 10, SRS Roofing & Sheet Metal Inc. looked at the roof where snow was creating an ice dam. SRS suggested that the library put a seal on the area which is estimated to be \$7,200. This is a relatively temporary measure however, as it is only warranted against leaks for one year. Kinkade requested the board's preference in moving forward asking if she should seek other estimates. McReynolds said he would investigate other contractors. As discussion moved to the damage that these leaks have caused, McReynolds suggested that the Village needed to change their mentality towards the WPL and that if the fire department roof were leaking, the village would have it fixed. McReynolds suggested that the village would find the money to fix the WPL roof.

- 10. Capital Investment Fund.** At the June meeting WPL was asked to explore funding for library capital improvements. Vogel and Kinkade asked the treasurer about this and were told that:
- The library does have a capital budget within the Village's budget. The library needs an overall capital needs analysis in order to maximize dollars productively. The Village's capital contributions will be less than \$100,000 until new development occurs.
 - A triage system needs to be put in place in order to maximize value.
 - For the roof, DPW should inspect it annually, and when they make the decision that the roof needs to be replaced, then the "trigger" will be pulled. McReynolds offered to check into this approach.
 - The Village is managing its way out of a hole.
 - Currently the Village is treading water through 2024.
- 11. Johnson Controls Sprinkler Inspection and Pipe Replacement.** The sprinkler system was checked on June 12th and it was reported that all was well and the system is fine. Next summer a 5th year inspection will take place, which is a more detailed inspection. On July 5th, Johnson Controls changed the problem pipe in the attic. After testing no pressure was lost. Johnson Controls recommends checking for leaks at a future date, meaning that leaks could be checked during the library's quarterly inspection.
- 12. Hiring Two Library Assistants.** Kinkade and Vogel will be posting a call for applicants due to the departure of a shelver in August. Hopefully, the positions of two part time assistants will be filled by mid-August.

Halbach excused at 5:15

Statements

Bank statements ending June 2019 were reviewed and discussed.

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

June 2019 Associated Bank Library Special Funds Account: \$43,993.50.
All ayes. Motion passed.

The June 2019 Investment Fund statement was available for review. The portfolio's total current value is \$156,279.59.

Invoices

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

There was a motion (McReynolds/Peters) to approve June 2019 operation invoices:

June 2019 Operations – \$60,167.50
All ayes. Motion passed.

There was a motion (McReynolds/Bechtel) to approve June 2019 special fund invoices:

June 2019 Special Funds – \$1,469.38

All ayes. Motion passed.

Old Business

- 1. Trustee Training Week, August 12 - 16** Board members were reminded that the Trustee Training week is coming up. It was noted that sessions can be viewed live or at a later time. One session that was recommended was *Free is Key: Ensuring Your Library is Meeting its Mission* about going (and being) fine free.
- 2. Experience Passes** The experience passes have been very successful with a list of patrons requesting to check them out. There has not been a time when they have not been checked out. There was discussion about expanding experience passes to other venues in the future, possibly with sponsors for the initial cost of the pass. McReynolds (Crazy Train Saloon) offered to purchase six more experience passes to Green Meadows Farm to donate to the library for this year. This offer was joyfully and gratefully accepted.

New Business

- 1. Review of Trustee Manual, Chapters 1 and 4** Chapters 1 and 4 will be revisited in a few months so the new board members have time to experience a few more board meetings before discussion of them. Kinkade's 90-Day Review is due in August and a review will be performed at the August 13th board meeting and discussed at the September board meeting.
- 2. Absolutely Waterford Art Walk, October 11, 2019** There was discussion about the details of the Art Walk scheduled for October 11th. The WPL will stay open until 8:30 on this day to accommodate two artists. One will be set up in the Community Room and the other by the piano. Permission was requested to serve wine during this event.

There was a motion (McReynolds/Peters) to allow licensed servers who will be provided through Absolutely Waterford to serve wine during the Art Walk on October 11, 2019 from 4:30 - 8:30 pm.

All Ayes. Motion passed.

- 3. Google 3-D** There was discussion about the implementation of Google's 3-D services. This would show the library's building at numerous angles where a person viewing it could take a virtual tour. It was decided to wait on this technology. Datka will check into the use of a 360° camera.
- 4. Conceal and Carry** There was discussion on the weapon policy at the WPL. It was decided that members would look into the risk involved in changing the policy as well as the potential that by having "weapons banned" signage may be inviting to those looking to cause harm. This topic will be reviewed at the August 13th board meeting.

McReynolds excused at 6:20.

- 5. 2020 Budget Discussion** There was a brief discussion of the 2020 budget. At the village department head meeting at the end of May, it was stated that the same municipal income can be expected in 2020. Each department will also be raising wages to reflect the cost of living adjustment. This amount should be known at the August meeting. Based on last year's COLA this would add \$10,420.00. The 2020 access payments have been published, and the WPL will

receive \$37,512.00 less than last year. These two decreases combined could mean a decrease of \$47,932.

Closed Session

There was a motion (Romanak/Bechtel) 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 6:28 p.m.:

Romanak - Aye Datka - Aye Peters - Aye Bechtel - Aye

Reconvene into Open Session

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

Romanak - Aye Datka - Aye Peters - Aye Bechtel - Aye

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Datka/Peters) to adjourn. All ayes. The meeting adjourned at 6:56 p.m.