

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
August 12, 2020

Call to Order: The meeting was called to order by Vice President Bechtel at 4:30 p.m. in the Community Room. Library Board Trustees present were Treasurer and Secretary Datka, Trustees Halbach, Nargis, and Pollnow and Director Heather Kinkade. Romanak and Peters were excused.

Minutes

There was a motion (Bechtel/Datka) to approve the July 14, 2020 Regular Meeting Minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before the WPL Board.

Librarian's Report

1. **Programming Review** Programming for the month of July was discussed. Kinkade reported that in adult programming, the Beach Ball Checkout Party was very successful with 58 participants. The Yoga Facebook Live Event with Rachel Juergens was very popular with 53 participants. The Ice Cream Checkout Party was also very successful with 70 participants. In Teen programming, the Online Escape Room was really popular. In Juvenile programming, the Storywalk was very popular with 125 participants. Also popular was the STEAM Grab & Go. The Wizarding Experience had a great turnout and was very well done. It was a pleasant surprise that so many patrons took part in the program.
2. **Circulation Review** The circulation for the month of July was discussed. While circulations are still down overall, the library did gain from June to July, as did visits to the library. Overdrive usage also increased.
3. **Lakeshores/SHARE Meeting** On 9/14 Kinkade attended the LAC/SHARE Director's Council. The focus of the meeting was planning for the fall based on what local school districts were planning for reopening.
4. **All-Pro** In preparing for fall programming the idea of an air purifier was brought up. There are a few options to look at.
5. **Fall Programming** In planning for the fall programming with all the unknowns surrounding school reopening plans, etc., the library decided to plan two months out at a time.
6. **Landscaping** A volunteer suggested the library plant a Phantom Hydrangea in the on the west side of the library. The library board suggested that the Friends of the Library be contacted to purchase this plant.
7. **Budget Review** The YTD Account Totals were available for review. With approximately 58% of the elapsed, the library is at 60.88% of their budget.

Invoices

The WPL Invoices for July 2020 Operations and Special Funds were presented and discussed.

There was a motion (Datka/Halbach) to approve July 2020 operation invoices:

July 2020 Operations – \$54,122.74

All ayes. Motion passed.

There was a motion (Pollnow/Nargis) to approve July 2020 special fund invoices:

July 2020 Special Funds – \$706.17

All ayes. Motion passed.

Bank Statements ending July 2020 were reviewed and discussed.

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

July 2020 Associated Bank Library Special Funds Account: \$24,093.50

All ayes. Motion passed.

The July 2020 Investment Fund statement was available for review. The portfolio's total current value is \$165,549.07.

New Business

- 1. 2021 Budget Update** There was a department head meeting on 8/6 and the 2021 budget was discussed. Village Administrator anticipates that the budget will be flat so the library can expect \$290,048 from property taxes in 2021. When asked about the cost of living adjustment, the administrator believes that it will be 0.4%. Retirement will stay the same, but the price of health insurance will go up to \$109.50 which is only a \$5.00 increase. The county reimbursement for 2021 will be \$362,375 which is down \$11,079 from 2020.
- 2. Temporary Remote Work Agreement** A Working from Home Agreement was created should there be another library closure and was presented to the board for approval.

There was a motion (Pollnow/Halbach) to approve the Working from Home Agreement.

All ayes. Motion passed.

Old Business

- 1. Reopening Plan** An update was given on the status of the library's reopening plan.
- 2. Safe child Policy Review** The Safe Child Policy was discussed and updated.

There was a motion (Bechtel/Datka) to approve updated Safe Child Policy.

All ayes. Motion passed.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Bechtel/Pollnow) to adjourn. All ayes. The meeting adjourned at 5:25 p.m.