

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
August 10, 2021

Call to Order: The meeting was called to order by President Romanak at 4:29 p.m. in the Community Room. Library Board Trustees present were Vice President Peters, Treasurer Nargis, Secretary Bechtel, and Trustees Isola, Pollnow and Schoepke. Also present were Library Director Heather Kinkade and Children's Librarian Tricia Cox.

Minutes

There was a motion (Peters/Isola) to approve the July 13, 2021 meeting minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

1. Program Report. Cooking classes are requested and will be moved to a night other than Mondays in the fall. A new section for family programs has been added to the program report. In that category is the well-done escape room. The ice cream checkout party was a hit with 364 participants. Parents gave feedback that collecting book bucks for the summer reading prize store provided valuable lessons for children. Other successful juvenile programming included playground visits, preschool dance party, STEAM grab and go, and an early learning chalk obstacle course. In the month of July, there were 12 curbside visits. Kinkade noted some of the higher use special collections such as: read and discover kits; family fun movie bins; and toy bins. The summer reading program included raising funds for Tiny Hooves animal sanctuary, which sent a plant of thanks to the library. The library's bearded dragon, Mushu, passed away. As a result, there has been an overwhelming outpouring of sympathy and condolences to the library and staff

2. Circulation Review. Year to date circulation through July is 87,175. This is up from 65,774 in 2020, but down from 97,814 in 2019. Noted were Village of Waterford year-to-date checkouts at 26,345, down from the same period in 2019 when they were 27,710. Year-to-date library visits were 27,970, down from 41,071 in 2019. Facebook is the library's strongest social media outlet.

3. Public Hearing of the Wisconsin Incorporated Review Board. Kinkade remotely attended the public hearing meeting on August 2. At that meeting, Christine DeMaster, a senior consultant with Trilogy Consulting, gave a detailed report in support of the Village of Waterford. In addition to comparing fire departments, water and sewer, DeMaster had a slide about the library.

4. Security Cameras. Kinkade reported that Ron from Maximum Security fixed issues with the library's security cameras on August 2, and all cameras are now working correctly.

5. Lakeshores/SHARE meeting. Due to a light agenda, there was no SHARE meeting in August. August 3 Lakeshores meeting topics included: County approval of Racine County Funding Plan through 2023; advisory committee members chosen for potential Arrowhead and Lakeshores merger; discussion Lakeshores' increase

in state aid for the next year; and, a time study to determine if the Lakeshores office lease is needed. The next Lakeshores meeting is scheduled for September 14.

6. Circus Tickets. In a partnership with Explore Waterford, tickets are for sale at the library for the circus at 10 Club Park on Saturday, August 28th.

7. Finance Committee Meeting. There was no Village Finance Committee meeting this month.

8. Village Board Meeting. August 9 Village Board agenda items included integrating into one Racine County Health Department and the possible purchase of electronic poll books, which was tabled.

9. Suspension/Loss of Privileges. Kinkade explained that a letter was not sent to the verbally abusive library patron before that person was again in the library and exhibiting good behavior. If the patron goes back to her previous abusive behavior, a suspension/loss of privileges letter will be sent.

10. Air conditioner. All-Pro was in for preventative maintenance on the air conditioner on August 4 and reported no problems.

11. Employee updates. Kinkade shared news that Carson Beier and Lindsay Kimble have joined the staff. Kinkade reported that Brenda Heinze will be retiring. Brenda has great customer service skills and does a wonderful job at the Circulation desk. She will be missed and the Board wishes her well. Two other employees will be out for surgery, the specifics are not all known.

12. Light Bulb and Fixture Replacements. Kinkade worked with Mike Sponholtz, DPW, to clarify a quote received for fixing non-working lights in and outside the library. A second lower quote was received. Kinkade will ask the first bidder if they can match the second quote.

13. Summer Reading Challenge Update. Tricia Cox reviewed wide variety of programs provided this summer. The World of Animals program was most successful with estimated attendance of 450 people. Also well attended were June Dairy Days with 299 people and mini golf with 193 attendees. The Lakeshores StoryWagon program will be held on Wednesday, August 9. Going forward, movie bins will be a permanent part of the collection, STEAM kits will be purchased rather than assembled in-house, and craft bags will continue due to their popularity. Teen and tween grab-and-go kits will be stopped because of their expense and time-consuming nature, unless the library moves back in pandemic stages. In-person teen volunteering was successful. The summer reading program store was extremely popular. The Beanstack reading app is good for staff to use, but feedback from parents is that there is not enough hands-on for children. One of the badges created in Beanstack asked participants for feedback about the library, and that information is invaluable for planning future programming. Overall attendance was similar to 2018 numbers. Next year's summer reading program theme is "Oceans of Possibilities."

14. Budget Review. Spending is on track for the year.

Invoices

The WPL Invoices for June 2021 Operations and Special Funds were presented.

There was a motion (Pollnow/Bechtel) to approve July 2021 operation invoices:

July 2021 Operations – \$49,525.97
All ayes. Motion carried.

There was a motion (Pollnow/Peters) to approve July 2021 special fund invoices:

July 2021 Special funds – \$1,942.76
All ayes. Motion carried.

Closed Session

There was a motion (Romanak/Pollnow) to adjourn into Closed Session for discussion regarding consideration of specific personnel matters.

A vote was recorded as follows and the meeting adjourned into closed session 5:37 p.m.

Bechtel - Aye	Isola - Aye	Nargis - Aye	Peters - Aye
Pollnow - Aye	Romanak - Aye	Schoepke - Aye	

Reconvene into Open Session

There was a motion (Romanak/Bechtel) to reconvene into Open Session. A vote was recorded as follows and the meeting reconvened into open session at 5:44 p.m.

Bechtel - Aye	Isola - Aye	Nargis - Aye	Peters - Aye
Pollnow - Aye	Romanak - Aye	Schoepke - Aye	

There was a motion (Pollnow/Romanak) to appoint Children’s Librarian Tricia Cox to act as Interim Director while Director Heather Kinkade is on medical leave for approximately 6-8 weeks starting on or about September 21.

Statements

Bank statements ending July 2021 were reviewed and discussed.

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

July 2021 Associated Bank Library Special Funds Account: \$38,639.77
All ayes. Motion carried.

The July 2021 Investment Fund statement was available for review. The portfolio’s total current value is \$193,259.87.

Old Business

1. Reopening Plan. The library will stay in Phase 3 of the reopening plan. Re-opening phases will be evaluated when Kinkade returns from medical leave.

2. 2022 Budget. Future capital improvement projects submitted to the Village are a new roof estimated at \$190,000, new HVAC estimated at \$160,000, and new tread on basement steps estimated at \$7,500. Not yet

available for the 2022 budget are the county access payment amount from Walworth County and the appropriation from the Village of Waterford.

New Business

1. River's Edge Art & Wine Walk. Kinkade reported that Explore Waterford asked if the library would host artists for the River's Edge Art & Wine walk on Saturday, September 11 from 4-8 p.m. Two staff members volunteered to have their hours adjusted and work the event at the library.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Romanak/Pollnow) to adjourn. All ayes. Motion carried. The meeting adjourned at 5:55 p.m.