

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
December 8, 2020

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, Nargis and Director Heather Kinkade. Pollnow was excused.

Minutes

There was a motion (Bechtel/Datka) to approve the November 10, 2020 Regular Meeting Minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before the WPL Board.

Librarians Report

1. **Programming Review** Programming for the month of November 2020 was reviewed. Yoga with Rachel Juergens in-person and virtual continues to be very popular. The Wandering Waterford Video received 139 views. In Teen Programming, the Tween Take-It Toolbox and Stress Relief Grab-a-Bag: DIY Zen Garden were very well received. The Zen Garden was gone within hours of being put on the shelf. Teen volunteers have the opportunity to serve every Monday. There were 17 teen volunteers during the month of November. In Juvenile Programming, there were 175 participants in the Tree Lighting Checkout Challenge.
2. **Circulation Review** Circulations are down 12% (31,420 items). While that decrease in circulations is great, area libraries are experiencing either the same or a greater decrease.
3. **New Board Member** On Oct. 28, 2020 Loribeth Isola met with the Village Administrator and President to review her qualifications and motivation for serving as a library trustee. However, there has been no word regarding her appointment.
4. **Lakeshores/SHARE Meeting** Kinkade shared the highlights from Lakeshores/SHARE meeting with the board. Due to COVID, Lakeshores is recommending that funding for 2022 remains flat at the 2021 rate.
5. **2020 Budget Review** The 2020 Budget Tracker Report was reviewed. At this point with 92% of the year having passed, the budget is at 87.99%. There are a few lines that are over budget which have been explained.

Invoices

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

There was a motion (Nargis/Bechtel) to approve November 2020 operation invoices:

Month 2020 Operations – \$55,907.04
All ayes. Motion passed.

There was a motion (Datka/Peters) to approve November 2020 special fund invoices:

Month 2020 Special Funds – \$3,513.25
All ayes. Motion passed.

Statements

Bank statements ending 11/30/2020 were reviewed and discussed.

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

November 2020 Associated Bank Library Special Funds Account: \$24,461.68
All ayes. Motion passed.

The November 2020 Investment Fund was not available for review

Old Business

- 1. Reopening Plan** Kinkade recommended staying in phase one of the reopening plan given the most recent COVID statistics.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Datka/Bechtel) to adjourn. All ayes. The meeting adjourned at 5:11 p.m.