

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
December 14, 2021

Call to Order: The meeting was called to order by Secretary Bechtel at 4:35 p.m. in the Community Room. Library Board Trustees present were Treasurer Nargis and Trustees Isola, Pollnow, and Schoepke. Also present Library Director Heather Kinkade and Children's Librarian Tricia Cox.

Not present: President Romanak, Vice President Peters.

Public Appearances

Mike Sponholtz, Village of Waterford Department of Public Works, explained the Design Build quote for \$26,000 to work on the fire suppression system. Average life for pipes is 12-15 years, the library's are older. He took \$4,510 off for the dry system valve and will bring it back up in 1-2 years. There is \$11,000 remaining in the 2021 budget to use for the nitrogen generator, the rest will come from the 2022 budget. Mike also reported he will put out an RFP for the roof. There was a question about whether the sump pumps are hard wired or battery operated. Mike's understanding it they are hard wired, and the older battery system is back up.

Peter Engstrom, Associated Investment Services financial consultant, handed out and explained an Investment Proposal. He proposed the investments stay in a conservative growth portfolio.

There was a motion (Pollnow/Isola) to approve Peter's recommendations as presented on page 13 of the Investment Proposal. All ayes. Motion passed.

Minutes

There was a motion (Pollnow/Nargis) to approve the November 9, 2021 meeting minutes as presented. All ayes. Motion passed.

Librarians' Report

1. Program report. Recipe Club had low enrollment, so Courtney is going to try different days in 2022. Tricia has been providing library tours for homeschool families, those have been well received.

2. Air conditioner unit. An air conditioning unit that maintains temperature in the room containing Lakeshores computers needed replacing. All Pro quote was f\$2,246, and Lakeshores split the cost. Installation was 12/13/21.

3. Donated book. A children's book on the subject of grief was donated to Lake Geneva Public Library in memory of their children's librarian who unexpectedly passed away.

4. ARPA funding. No ARPA grant was awarded to any Lakeshores library.

Invoices

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

Motion (Pollnow/Schoepke) to approve November 2021 operation invoices:
November 2021 Operations – \$57,064.28
All ayes. Motion carried.

Motion (Pollnow/Schoepke) to approve November 2021 special fund invoices:
November 2021 Special funds – \$957.40
All ayes. Motion carried.

Statements

Bank statements ending November 2021 were reviewed and discussed.

Motion (Pollnow/Nargis) to approve the November Associated Bank statement as presented.
November 2021 Associated Bank Library Special Funds Account: \$35,683.90
All ayes. Motion carried.

The November 2021 Investment Fund statement was available for review. The portfolio's total current value is \$193,341.78

Old Business

- 1. Reopening plan.** The library will remain in phase 3 of the reopening plan, with the understanding that COVID variants may cause a move back in phases.
- 2. Changing banks.** The checking account will be moving to Community State Bank.

Closed Session

There was a motion (Pollnow/Schoepke) to adjourn into Closed Session for discussion regarding staff benefit. A vote was recorded as follows and the meeting adjourned into closed session.

Bechtel - Aye	Isola - Aye	Nargis - Aye
Pollnow - Aye	Schoepke - Aye	

Reconvene into Open Session

There was a motion (Pollnow/Isola) to reconvene into Open Session. A vote was recorded as follows and the meeting reconvened into open session.

Bechtel - Aye	Isola - Aye	Nargis - Aye
Pollnow - Aye	Schoepke - Aye	

There was a motion (Pollnow/Bechtel) to approve benefit discussed in closed session. All ayes. Motion carried.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Schoepke) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:15 p.m.