

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
December 13, 2022

Call to Order: The meeting was called to order by President Isola at 5:00 p.m. in the Community Room. Library Board Trustees present: Vice President Peters, Treasurer Nargis, Secretary Bechtel, and Trustees Klein, Pollnow and Schoepke. Also present Library Director Heather Kinkade, Children's Librarian Tricia Cox, Circulation Supervisor Samantha Vogel.

Public Appearances

Lakeshores Library System Director Steve Ohs, Village Board President Don Houston, Village Administrator Zeke Jackson, Village Treasurer/Financial Officer Michelle Vandehey, Village Deputy Treasurer Danielle Brown

Minutes

There was a motion (Nargis/Schoepke) to approve the November 15, 2022 regular meeting minutes as presented. All ayes. Motion passed.

Trustee Essentials

No discussion.

Adjourn to closed session.

There was a motion (Nargis/Klein) to table closed session for discussion regarding performance of Director. All ayes. Motion passed.

Librarian's Report

1. Programming review. Kinkade reviewed programming for the last month. A staff member visits Waterford Senior Living to provide materials to residents there. Waterford Place has been contacted about the Library's Memory Cafes. The Alphabet Lab program for juveniles 5 and under continues to be so popular to need two sessions.

2. Circulation review. Vogel reported that circulation numbers are on a normal pattern and in line with other public libraries in the area. OverDrive use continues to be up. Library visits are at more than 49,000 for the year-to-date, continuing the more than 14% increase from 2021 visits. Displays of materials are added at programs to provide opportunities for more circulation.

3. Director's report. Documents in board packet were reviewed. Kinkade reported on the LAC/SHARE meetings from earlier in the month and the Village Board meeting from the previous evening. New material are processing/preparation for circulation was discussed.

4. 2022 Budget review. 2022 budget was discussed.

Statements

The November 2022 Community State Bank checking statement was not available for review.

The November 2022 Associated Bank investment fund statement was not available for review.

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Nargis/Klein) to approve November 2022 operation invoices totaling \$81,184.09.
All ayes. Motion carried.

Motion (Schoepke/Peters) to approve November 2022 special fund invoices totaling \$13,964.97.
All ayes. Motion carried.

Old Business

1. Reopening plan. The library will remain in phase 3 of the reopening plan.

2. Member Library Agreement. Prairie Lakes Member Library Agreement that will start at beginning of 2023 was reviewed, then signed by Board President Isola.

3. 2023 Budget.

Motion (Nargis/Schoepke) to approve 2023 budget for a total of \$660,435 including using endowment funds as necessary to reach that total.

All ayes. Motion carried.

New Business

1. January 9 Listening Session.

Session for January 9, 2023, 5 PM in the Community Room is planned to be only a presentation of Village finances by Village staff.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Nargis/Klein) to adjourn. All ayes. Motion carried. The meeting adjourned at 9:25 PM.