

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**December 10, 2019**

**Call to Order:** The meeting was called to order by President Romanak at 4:33 p.m. in the Community Room. Library Board Trustees present were Vice President Bechtel, Trustees Peters, Halbach, McReynolds, and Director Heather Kinkade. Treasurer and Secretary Datka and Trustee Vandehey were excused.

**Minutes**

The November 12, 2019 minutes were amended to show McReynolds as excused rather than present. There was a motion (Bechtel/Halbach) to approve the November 12, 2019 regular meeting minutes as amended. All ayes. Motion passed.

**Public Appearance**

No one appeared before WPL Board.

**Librarians' Report**

1. **Programming Review** It was noted that in adult programming the Loose Ends Sewing group had 52 participants in the month of November. It was also noted that the adult yoga program is very popular. Kinkade visited Waterford Senior Living on Nov. 21 which had 18 participants and resulted in 14 checkouts. In teen programming it was noted that 10 people participated in a Tween Thing. In juvenile programming, the Sensory Friendly Story Time only brought in two participants, likely due to the snowy weather that day. There were 72 participants for the Frozen party. There was also a home schooling event in which there were about 20-30 people participating. 112 Teen Craft Kits and 238 Juvenile Craft Kits were checked out. These remain very popular. There were 276 entries to win a \$25 gift card for checking out five or more items.
2. **Circulation Review** Circulation for the month of November was discussed. Overall, the library is down 14,986 circulations compared to last year at this time. That is about 10%. Some municipalities such as the Town of Waterford, Mt. Pleasant, Lafayette, Sugar Creek and Waukesha County show an increase in circulation. Over Drive usage is up by about 9% (1,317), however visits to the library are down by 8,173 circulations which is about 9%. In social media analytics, the library has 273 new Facebook followers.
3. **2019 Budget Review** The 2019 budget was discussed. With the exception of the Meeting Pay line being inaccurate, too low, the WPL numbers match with the village's numbers. As of Nov. 30, 2019 92% of the year has passed and the library has used 84.5% of their budget. There are a few areas that are over budget but overall the library is on track. Library wages has been updated to reflect personnel changes and will be under for the year. Kinkade announced there will be a meeting with the village administrator to reconcile the 2018 budget numbers now that they have been published and to go over what to expect in 2020. There were no finance committee meetings scheduled.
4. **Village Board Meeting** The recent village board meeting was discussed. Kinkade updated the board on the 2020 budget review. At the November 2019 WPL board meeting the 2020 budget

was approved, however, the draft budget that was published for the Village board meeting was different. The changes were: Beginning balance decreased from \$10,453 to \$9,020. Village Administrative Charges went up from \$28,786 to \$32,098. The village administrator told Kinkade that the cause of the change in administrative fees was due to a part time employee of the Village going full time. It was also noted that some village employees received 15%, 14%, and 8%, raises with some receiving a child care stipend as opposed to the 2.9% COLA that was announced by the village administrator, which has caused quite a few questions among staff. With the changes made in the 2020 budget, the WPL is left about \$5,000 short. Kinkade and Romanak talked with the village administrator who said the money can be transferred next year, so they should not fret.

5. **Trustees' Dinner** The trustees' dinner took place on Nov. 14 at Hawk's View Golf Club. There was good food and great speakers.
6. **Lakeshores and SHARE Meeting** This meeting took place on Dec. 3 in Elkhorn. Lynda.com was discussed. Nomenclature uniformity amongst all SHARE consortium libraries was discussed. Eldercare kits were also discussed.
7. **Purple Springs Memory Cafe** WPL employees went to training in Mukwonago in order to host this program.
8. **Christmas Tree Lighting** This took place on Dec. 7th after the parade. It was a very nice event. Kinkade received many compliments about the library and its programs.

### Invoices

The WPL Invoices for November 2019 Operations and Special Funds were presented and discussed.

There was a motion (Bechtel/Peters) to approve November 2019 operation invoices:

November 2019 Operations – \$63,461.90  
All ayes. Motion passed.

There was a motion (Halbach/Peters) to approve November 2019 special fund invoices:

November 2019 Special Funds – \$2,225.65  
All ayes. Motion passed.

### Statements

Bank statements ending November 2019 were reviewed and discussed.

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

November 2019 Associated Bank Library Special Funds Account: \$44,216.38  
All ayes. Motion passed.

The November 2019 Investment Fund statement was available for review. The portfolio's total current value is \$161,157.94

### **New Business**

1. **Participation Agreement between Central States Health & Welfare Fund and Waterford Library** The collective bargaining agreement for three positions at the library were discussed. There was a meeting with the teamsters and labor attorney. The teamsters recommended a 2.07% raise. Since the 2020 budget already called for a 2.9% it was agreed upon quickly.

### **Old Business**

1. **2020 Budget** This was discussed under the Village Board Meeting update.
2. **Impact Fees** Kinkade noted that this is still being worked on along with Bergles from DPW. Right now there is only one bid but other local companies are putting bids together. There is \$8,410 in capital funds to be used for the roof.
3. **Overdue Policy** Updating the Overdue Policy was discussed and the proposed updated policy was reviewed. The revised policy will be brought to the next board meeting.
4. **Conceal and Carry** This topic was tabled until the February board meeting.

**Adjourn:** There being no further business to come before the Board of Trustees, there was a motion (McReynolds/Peters) to adjourn. All ayes. The meeting adjourned at 5:43 p.m.