

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**February 20, 2024**

**Call to Order:** The meeting was called to order by President Isola at 5:00 p.m. in the Community Room.

Trustees present: President Isola, Treasurer Nargis, Secretary Klein and Trustees Bechtel and Pollnow

Absent: Vice-President Peters and Trustee Schoepke

Others present: Library Director Heather Kinkade, Village Trustee Adam Jaskie, Abra Dexter, Mary Falbo

**Public Comment**

Mary Falbo (member of the Friends) came to speak to the board to ask for clarification about some information that was presented to her condo association (Country Club Villas). Zeke Jackson and Don Huston asked to speak to their association to “dispel rumors about things happening in the village”. This meeting was held last week Thursday, 2/15/24. Mary had 8 questions/comments on behalf of her condo association for which they would like clarification or a response.

Lori asked Mary if there were minutes taken at this meeting. Mary said no official minutes were taken but people took notes. Mary was asked to send an email to Heather and Lori with the 8 questions. Based on board policy, further discussion did not take place at the current meeting as the concerns brought up don't pertain to any items on the February agenda. Discussion and response will be put on the agenda for the March meeting.

**Minutes**

Motion (Nargis/Pollnow) to approve minutes from the January meeting as written.  
All ayes. Motion passed.

**Trustee Essentials**

**Topic #25: Liability Issues**

All agreed it's important to keep library policies updated. Heather felt the next policies to be reviewed should be related to programming.

**Director's Report:**

**1. Programming review:**

Added more yoga classes with Rachel Juergens with help from Friends and donations  
Alphabet Lab continues to be very well-attended  
Added some additional preschool programs  
Had a few teen and tween events

**2. Circulation Review:**

These numbers are in comparison to January 2023.

- Town of Waterford checkouts are down by 953.
- Village of Waterford checkouts are down by 783.
- Town and City of Burlington checkouts are down by 322 and 139 respectively.
- Overall, checkouts are down by 2,769 or 24.9%.
  
- Holds to SHARE Libraries are up by 192. These are items we've lent to other libraries.
- Holds from SHARE Libraries are down by 236. These are items our patrons have requested from other libraries. (Ultimately, we want the holds to and from numbers to be similar.)
- Overdrive (aka Libby) use is up by 215 or 11%. This is the statewide digital library.

- Library visits are down by 322 or 9.8%.

### **3. 2024 Budget Review**

Expenses tend to be heavier early in the year due to certain items being paid out in early January (for example, the administrative fees to the village).

#### **Prairie Lakes Advisory Council Meeting:**

Held virtually on February 6. Main topic was the SHARE app which is no longer available. They are exploring a new option which will be tested and will then determine if it's a good replacement or if they will continue to explore other options.

#### **Department Head Meeting:**

The department heads met again in February. The village administrator would like all departments to cut 10% from their operating budget. When Heather asked about last month's directive to cut 2.5% versus today's 10%, the VA said that the library did not really need to do this. Although, because its greatest funding source from one municipality is the Village of Waterford, and all other departments are required to cut their budget by 10%, it is important to be aware that there probably won't be as much municipal funding for the library.

Heather also shared that for Budget Year 2025 there probably will be a considerable dip in reimbursement from the home and adjacent counties for services rendered in 2023. Of course, this would be attributed to cutting hours from 58 hours per week in 2022 to 44 hours per week in 2023, as well as not having as many programs and new materials to offer patrons.

### **Invoices and Bank Statements**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Bechtel) to approve January 2024 operation invoices totaling \$67,859.26.  
All ayes. Motion carried.

Motion (Pollnow/Bechtel) to approve January 2024 special fund invoices totaling \$6,250.18  
All ayes. Motion carried.

The November 2023 Community State Bank statement was reviewed with a total value of \$47,781.42.

The January 2024 Associated Bank investment fund statement was reviewed and the current value is \$148,721.43.

### **Old Business**

- 1) Director's Goals for 2024: Heather shared that her proposal was accepted and she will be presenting at the WAPL Conference on the topic *Loss, Damage and Moving Forward: Navigating a Challenging Year After a Substantial Funding Cut*. Presenting at this conference was one of Heather's goals for 2024.

### **New Business**

- 1) Library Annual Report: Heather Kinkade and Samantha Vogel presented the 2024 DPI Public Library Annual Report to the board.

There was a motion (Nargis/Isola) to approve the annual report as written. All ayes. Motion carried.

### **Adjournment**

There being no further business before the Board of Trustees, there was a motion (Pollnow/Isola) to adjourn.  
All ayes. Motion carried. The meeting adjourned at 6:59 PM