

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
February 18, 2020

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, Treasurer and Secretary Datka, Trustee Peters and Director Heather Kinkade. Tricia Cox was also in attendance. Vandehey and Halbach were excused. McReynolds has resigned.

Minutes

There was a motion (Bechtel/Peters) to approve the January 14, 2020 Regular Meeting Minutes as presented. All ayes. Motion passed.

Public Appearance

Gene and Ryan Townsend from All-Pro Mechanical arrived at 5:00 p.m.

Librarians' Report

1. **Programming Review** In adult programming, Loose Ends Sewing and Stitching Club continues to be popular. The Book Club selections were not overly popular this month. In teen programming it was noted that there were 31 participants in the teen passive programming, which is a cart containing activities and includes charging stations. In juvenile programming, the Snowman Dance Party (usually led by Miss Amy) was led by Cox. This is a very popular program. There were 335 entries to win the \$25 gift card in the month of January.
2. **Summer Programming Overview** Tricia Cox, Children's Librarian, gave an overview of the purpose and learning outcomes of the library's programming, which is to meet one of seven goals: 1. Improve knowledge or skills, 2. to increase connections between members of our community, 3. to increase awareness or understanding of the community itself and the resources available, 4. to experience a positive interaction with the library, 5. to encourage reading or literacy, 6. to increase awareness of library services, and 7. to increase circulation. At this point the focus will be to increase circulation to help fix the budgeting issues. Courtney has been very responsive, adaptive and creative in the adult programming. Changes in the juvenile programming have also shown an increase in participation. Changes to the summer reading program were also discussed with excitement. Most noticeably will be that the finale in July will be held indoors. This year's theme will be The Waterford Wizarding Experience, which will be very Harry Potter-like. Many ideas about this theme were shared. Cox shared with the board the summer programming schedule as it is to date with tons of exciting programs in the works.
3. **All-Pro Mechanical Estimates** Gene and Ryan Townsend were present to explain their findings from their January 14th HVAC inspection. They went over the estimates for repair that were presented.

Gene and Ryan Townsend excused at 5:33 p.m.

It was decided that quote numbers ST20-073, ST20-074, ST20-071 and ST20-068 would be scheduled to be completed.

4. **Circulation Review** Circulation for the month of January was discussed. It was noted that the Village and Town of Waterford circulations have increased from the same time as last year, as well as Raymond and Sturtevant. Overall however, the circulations are still down slightly. In social media analytics for the month of January, emails sent and opened almost doubled.
5. **2019/2020 Budget Review** No budget numbers were available for review. Reports have been requested multiple times in multiple ways with no resolve. This has caused a hardship in the completion of the Annual Report for DPI. This led to discussion of the Village's WRS deduction error which also affected the W-2s. The correct W-2s will not be ready for another month. This is the **second** year that the W-2s were inaccurate. This caused a downshift in employee morale due to having to cancel tax preparation appointments and tax return timing. This led to discussion as to whether or not it is appropriate to have a Village Treasurer on the Library Board. The Board Members present agreed it was very much inappropriate to have the Village Treasurer on the Library Board due to this specific situation. Also, 25% attendance to Board Meetings is not an asset. The Board will be requesting an alternate Village of Waterford Representative to sit on the Board. It was also discussed that in all of the previous Library Director's tenure (26 years), the Village President always selected the representatives from the Director's suggestions. The Library Board is seeking solid representation on the Board for the Village's sake, not in spite of it. If the Library thrives, so will the Village.

There was a motion (Romanak/Bechtel) to pay \$600.00 for the amount owed to the WRS accounts towards reconciliation out of the Benefits Line Item, due to an error by the Village of Waterford.

All ayes. Motion passed.

There was a motion (Bechtel/Datka) to approve the draft form of the 2019 Annual Report to be signed by Romanak when released.

6. **Steve Ohs Check Up** Kinkade met with Steve Ohs from LakeShores Library System to discuss some library topics. One topic was his opinion on the necessity of the RFID gates at the exit of the library. Steve felt gates were not necessary. Ohs discussed another library's system for all students opting in for library cards when they register for school. Kinkade will meet with the WHS librarian to discuss this option at the high school level with hope of expanding it to the graded school.
7. **Village Board Meeting** This meeting mainly focused on Fire Station #1 and the brewery plans.

Invoices

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

There was a motion (Datka/Peters) to approve January 2020 operation invoices:

January 2020 Operations – \$9,518.19

All ayes. Motion passed.

There was a motion (Bechtel/Peters) to approve January 2020 special fund invoices:

January 2020 Special Funds – \$1,342.57

All ayes. Motion passed.

Statements

Bank statements ending January 2020 were not available for review at the time of the meeting.

The January 2020 Investment Fund statement was available for review. The portfolio's total current value is \$164,049.80.

New Business

1. 2019 Annual Report

There was a motion (Bechtel/Datka) to approve the draft form of the 2019 Annual Report to be signed by Romanak when released.

- 2. RFID Implementation** Kinkade updated the board on the status of the grant which the library did not receive.
- 3. W2s** Previously discussed.
- 4. Fiscal Agent Discussion** Previously discussed.

Old Business

- 1. Impact Fees** IRS Industrial Roofing, a roofing consultant, will be able to work with the library regarding the initial consultation and bidding the project out.
- 2. Conceal and Carry** Brief discussion regarding Conceal and Carry.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Datka/Peters) to adjourn. All ayes. The meeting adjourned at 6:59p.m.