

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
February 16, 2021

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, Trustees Pollnow, Director Heather Kinkade, and Circulation Supervisor Sam Vogel. Peters and Nargis were excused.

Minutes

There was a motion (Pollnow/Bechtel) to approve the January 12, 2021 Regular Meeting Minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before the WPL Board.

Librarian's Report

1. **Programming Review** Vogel shared the programming for the month of January. Yoga with Rachel Juergens continues to be popular. Also in adult programming, New Year, New You: Crossfit was very well received with 149 participants. In teen programming, the Grab n' Go kits were again very popular. In juvenile programming, the STEAM Grab & Go Challenges remain popular as did the Dance Party with Ms. Amy. Curbside visits continue to decline with 48 visits in the month of January.
2. **Circulation Statistics** Vogel reported that overall, the library's items circulated are down about 15% or 15,000 items, even though some municipalities such as Dover, City of Burlington and Racine have increased. Overdrive usage has increased 24%, although library visits have decreased by about 1,700 visitors. In social media analytics, Facebook was boosted by 13% with 207 new followers. Instagram also showed an increase of 165 followers.
3. **New Library Board Member** Kinkade reported that there is no news regarding the vacant library board seat. Pollnow offered to bring it to the Village Board's attention.
4. **Lakeshores/SHARE Meeting** Kinkade reported that on Feb. 5th, there was a virtual LAC/SHARE meeting . Discussed were the RFID grants, Book Page subscription, and adding minimum wage on the next agenda for discussion. In addition, the annual report walkthrough was again discussed. Also, the newspaper article about Fontana and Darien was discussed.
5. **Village Board Meeting** Kinkade reported on the February 8th Village Board meeting.
6. **Open Hours** Summer hours during the River Rhythm concerts were discussed. Due to parking obstacles, bathroom usage and COVID statistics, the library will be closing at 5:00 pm on nights of River Rhythms.
7. **Memorandum of Agreement for County Funding** The memorandum of our contract with Lakeshores was discussed and signed.

- 8. 2020 Budget Review** The 2020 Budget Tracker was reviewed. It was noted that the total for Library Wages may be incorrect as what the Village reported does not match what the library has. There were a few lines that were adjusted for 2021, but, overall, the library budget ended in a really good spot.

Invoices

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

There was a motion (Pollnow/Bechtel) to approve December 2020 operation invoices:

Month 2021 Operations – \$68,453.13
All ayes. Motion passed.

There was a motion (Pollnow/Bechtel) to approve December 2020 special fund invoices:

December 2020 Special Funds – \$1,514.50
All ayes. Motion passed.

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

There was a motion (Pollnow/Bechtel) to approve January 2021 operation invoices:

January 2021 Operations – \$17,563.77
All ayes. Motion passed.

There was a motion (Pollnow/Bechtel) to approve January 2021 special fund invoices:

January 2021 Special Funds – \$823.46
All ayes. Motion passed.

Statements

Bank statements ending January 31, 2021 were reviewed and discussed.

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

January 2021 Associated Bank Library Special Funds Account: \$24,828.17
All ayes. Motion passed.

The January 2021 Investment Fund statement was available for review. The portfolio's total current value is \$179,763.28.

Old Business

- 1. Reopening Plan** Reopening phases were discussed. Pollnow reported that Racine County COVID-19 numbers were still high, so the library will remain in Phase 1.

2. **COVID Paid Sick Leave** COVID paid sick leave was discussed. Although the COVID Care Act expired, the library will still operate under the COVID Care Act guidance.
3. **Merit Pay Memorandum** The merit pay memorandum was discussed and Kinkade reported that it went though.
4. **Pharmacy Station Runs** Kinkade updated on the status of the Pharmacy Station. The new “P.S. Gifts” is now running as a gift store and the manager was happy to continue the relationship with the library. Therefore, this satellite location will still be used.
5. **Employee Wage Increase** The employee wage increase was discussed. It was very well received by the employee.

New Business

1. **2020 Annual Report** Kinkade and Vogel went over the 2020 Annual Report with the Board and explained each part of it. The Board then approved the annual report.
2. **Faxing** The idea of offering faxing services was discussed. It was agreed that the library will offer this service at the same rate as area businesses.
3. **Masks** Kinkade proposed changing the verbiage in the reopening plan from “masks recommended” to “masks required”. The change was discussed and implemented.

Closed Session

There was a motion (Pollnow/Bechtel) to adjourn into Closed Session for discussion regarding performance, benefits, and compensation of Village employees and preliminary consideration of specific personnel matters pursuant to Wisconsin Statute s. 19.85 (1)(c) and (f). A roll call vote was recorded as follows and the meeting adjourned into closed session at 6:24 p.m.:

Romanak - Aye Bechtel - Aye Datka - Aye Pollnow - Aye

Reconvene into Open Session

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

Romanak - Aye Bechtel - Aye Datka - Aye Pollnow - Aye

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Romanak/Bechtel) to adjourn. All ayes. The meeting adjourned at 6:35 p.m.