

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**January 12, 2021**

**Call to Order:** The meeting was called to order by President Romanak at 4:34 p.m. via a Zoom meeting. Library Board Trustees present were Vice President Bechtel, Treasurer and Secretary Datka, Trustees Peters, Pollnow, Nargis and Director Heather Kinkade.

**Minutes**

There was a motion (Bechtel/Peters) to approve the December 8, 2020 Regular Meeting Minutes with corrections. All ayes. Motion passed.

**Public Appearance**

No one appeared before the WPL Board.

**Librarian's Report**

1. **Programming Review** Programming for the month of December was discussed. Kinkade noted that in Adult Programming, Yoga with Rachel Juergens continues to be very popular with 138 participants in her programs. In Teen Programming, The Tween Take-It Toolbox is very successful. In Juvenile Programming, Kinkade reported that there were 451 views of the Virtual Tree Lighting. Also, there were 106 participants in the Winter Warm-up with a Good Book Program. The STEAM Grab & Go Challenge Video Tutorial was popular too.
2. **Circulation Review** Circulation statistics for the month of December were discussed. Overall for 2020, the library's circulations are down 20% from last year. Visits to the library in 2020 were down 41%. Overdrive use, Facebook followers, Twitter views and YouTube views have increased. Kinkade reported that 14 teacher baskets were completed this month.
3. **2020 Budget Review** The Village did not send the requested reports to Kinkade in order for her to complete the 2020 budget review. Pollnow explained that the Village Hall is quite busy due to end-of-the-year items, for example, tax payments.
4. **New Board Member** There is no update on the status of a new Library Board Trustee.
5. **Lakeshores/SHARE Meeting** Kinkade attended the Lakeshores/SHARE Meeting on January 5th. Topics discussed were the 2020 Annual Report, the Summer Reading Program, and Library Legislative Day.
6. **Village Board Meeting** Kinkade discussed the January 11th Village Board Meeting. On the agenda were the review of Racine County's Sheriff Department contract, Racine County's Digital Divide Power Plan, and the approval of the Waterford Brewing plans.

**Invoices**

The WPL Invoices for December 2020 will be reviewed at the February Board Meeting.

**Old Business**

1. **Reopening Plan** The library will continue in Phase One of the reopening plan.

## **New Business**

- 1. COVID Paid Sick Leave** The library will continue to adhere to the guidance in the Families First Coronavirus Response Act after its expiration.
- 2. Merit Pay Memorandum** Merit pay for the three union library employees was discussed.
- 3. Pharmacy Station Runs** The Pharmacy Station is closing so a new satellite location for the future will be discussed.
- 4. Employee Wage Increase** Employee wage increase was discussed and approved.

**Adjourn:** There being no further business to come before the Board of Trustees, there was a motion (Nargis/Pollnow) to adjourn. All ayes. The meeting adjourned at 5:26 p.m.