

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
January 11, 2022

Call to Order: The meeting was called to order by Secretary Bechtel at 4:41 p.m. in the Community Room. Library Board Trustees present were Treasurer Nargis and Trustees Pollnow and Schoepke. Also present, Library Director Heather Kinkade.

Not present: President Romanak, Vice President Peters, Trustee Isola.

Public Appearances

None.

Minutes

There was a motion (Schoepke/Pollnow) to approve the December 14, 2021 meeting minutes as presented. All ayes. Motion passed.

Librarians' Report

1. Programming review. There were 172 adult program participants in December, including Loose Ends sewing group, book club, and mah jongg. There were zero participants for the Memory Café that is a partnership with Bridges Library System. Library staff brainstormed with Mukwongo library staff about how to get the word out about Memory Cafes; the next Memory Café will be in March. Family programming attendance was 260 and included Christmas Around the World, holiday language game, open music and the two performances of "Evening with Charles Dickens" on December 21. Teen programming totaled 60 participants and included the popular wrapped books. Juvenile programming totaled 343 participants and included alphabet lab and dance around the Christmas tree programs. 185 children signed up for 1,000 Books Before Kindergarten and 22 family movie bins were checked out.

2. Circulation review. Kinkade explained that 2021 circulation numbers are better compared to 2019 numbers than 2020 number since the library was closed due to the COVID19 pandemic for some of 2020. Total circ for 2021 was down 10% from 2019. Circulation to Village of Waterford residents in 2021 was down 8% from 2019. Total number of visitors to the library in 2021 was down 29% from 2019. December 2021 circulation was down 14% from December 2019.

3. Director's report. Kinkade explained that Zeke Jackson wrote back to her that everything is on hold with staffing. Also in the board packet were examples of the social media posts for Christmas and New Year's inviting people to join or donate to Friends of Waterford Library. The Library was grateful to be awarded \$1,000 through Greater Milwaukee Foundation's Dan and Sheila VanderSanden Family Foundation Fund. Kinkade reported that topics from the SHARE/LAC meetings included discussion of the new catalog app, applying for 2022 continuing education grants, a committee had been formed for the merger of Lakeshores and Arrowhead systems. Rather than 5 Storywagon performers, in 2022 there will be 3 performers per library and money will be returned to libraries. Kinkade attended the Village Board meeting virtually; new fee schedule and who signs for banking were topics. Carol Barnharst is back to work at the library after medical leave.

4. Budget review. At the end of the year 98% of the budget was spent. Payment for fire suppression equipment will come from carryover funds.

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Nargis) to approve December 2021 operation invoices:
December 2021 Operations – \$61,603.69
All ayes. Motion carried.

Motion (Pollnow/Nargis) to approve December 2021 special fund invoices:
December 2021 Special funds – \$13,875.90
All ayes. Motion carried.

Statements

The Associated Bank statement was zero because checking funds have been moved to Community Bank. A statement from Community Bank was not available.

Old Business

- 1. Reopening plan.** The library will remain in phase 3 of the reopening plan.
- 2. Investment funds.** Kinkade reported that Peter Engstrom reallocated investment funds as directed by the board in December.
- 3. Fire suppression equipment repair.** Kinkade reported the nitrogen generator was paid for in 2021 at \$11,500. Repairs can be done as soon as DesignBuild is available.
- 4. Fundraising.** Discussion of possible fundraisers included a bowling event and partnering with restaurants and other local businesses. Kinkade reported that Friends' sponsored "Evening with Charles Dickens" was well done, but not as well attended as had been hoped and costs were not recouped. She will discuss fundraising and social media posts with Friends group.

New Business

None.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Nargis/Pollnow) to adjourn. All ayes. Motion carried. The meeting adjourned at 5:46 p.m.