

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
January 10, 2023

Call to Order: The meeting was called to order by President Isola at 5:00 p.m. in the Community Room. Library Board Trustees present: Vice President Peters, Treasurer Nargis, Secretary Bechtel, and Trustees Klein, Pollnow and Schoepke. Also present Library Director Heather Kinkade.

Public Comment

None.

Minutes

There was a motion (Pollnow/Schoepke) to approve minutes from both the December 13, 2022 regular meeting and January 3, 2023 special meeting as written.

All ayes. Motion passed.

Trustee Essentials

Discussion of Trustee Essentials on hiatus until further notice.

Librarian's Report

1. Programming review. Kinkade reviewed programming for the last month. Adult programming includes yoga, which continues to be popular and was offered as beginner sessions and an advanced session. The Loose Ends Sewing Group is going well. The family McJingles escape room was a hit, and the open Christmas music was well attended. Juvenile programming Alphabet Lab remains a big hit, H Out & About went well, and the wrapped books drop-in program was successful. Teens' gingerbread houses were popular. The outreach program was a Birth to 3 class with 31 participants. Prepared teacher baskets, Boredom Break kits, and juvenile craft kits remain extremely popular. Curbside visits continue, there were 9 in December.

2. Circulation review. Total circulation in 2022 was down about 1.6% from 140,895 in 2021 to 138,618 in 2022. However, visits to the library in 2022 increased 14% from 46,165 in 2021 to 52,686 in 2022.

3. Director's report. Documents in board packet were reviewed. Kinkade reported that the library director's meetings for the newly formed Prairie Lakes Library System will be the third Tuesday of the month, rather than the first Tuesday.

4. 2022 Budget review.

Motion (Nargis/Schoepke) to transfer \$24,900 from Lewnau Endowment Fund to Special Funds to balance 2022 budget for previously paid Design Build Fire Protection invoice number 22332 dated 4/30/22.

All ayes. Motion carried.

Statements

The December 2022 Associated Bank investment fund statement was available for review with a total value of \$178,014.65.

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Peters) to approve December 2022 operation invoices totaling \$47,394.36.

All ayes. Motion carried.

Motion (Pollnow/Isola) to approve December 2022 special fund invoices totaling \$27,839.30.

All ayes. Motion carried.

Old Business

1. Reopening plan. The library will remain in phase 3 of the reopening plan.

2. Finance Committee Listening Session. Feedback sheets and survey papers were available for review, they will be compiled by Trustee Schoepke.

3. 2023 Budget. Kinkade presented possible 2023 budget for consideration.

Adjourn to closed session.

Motion (Pollnow/Schoepke) to convene into Closed Session pursuant to Wisconsin Statute s.19.85 (1)(c) considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. A vote was recorded as follows and the meeting adjourned into closed session.

Bechtel - Aye	Isola - Aye	Klein - Aye	
Nargis - Aye	Peters - Aye	Pollnow - Aye	Schoepke - Aye

Reconvene

Motion (Nargis/Schoepke) to reconvene into Open Session. A vote was recorded as follows and the meeting reconvened into open session.

Bechtel - Aye	Isola - Aye	Klein - Aye	
Nargis - Aye	Peters - Aye	Pollnow - Aye	Schoepke - Aye

New Business

1. Endowment Fund Cash Transfer

Motion (Pollnow/Isola) to also transfer \$25,100 from Lewnau Endowment Fund--for a total of \$50,000 transferred to Special Funds--to free money for expenses discussed in closed session.

All ayes. Motion carried.

Board discussion confirmed direction to Director Kinkade to follow direction from the Board from closed session, and to work with President Isola to create website and social media posts on behalf of the Board regarding changes in hours and programming.

Adjourn:

There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Isola) to adjourn.

All ayes. Motion carried. The meeting adjourned at 8:03 PM.