

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
January 9, 2024

Call to Order: The meeting was called to order by President Isola at 5:03 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters, Treasurer Nargis, Secretary Klein and Trustees Bechtel, Pollnow and Schoepke

Others present: Library Director Heather Kinkade, Village Trustee Adam Jaskie

Public Comment

None.

Minutes

Motion (Nargis/Bechtel) to approve minutes from the December meeting as written.

All ayes. Motion passed.

Trustee Essentials

We reviewed Chapter 24: Library Friends and Library Foundations.

In our library, the library director would be considered the liaison to the Friends of the Library.

o Currently, we rely on the Friends to support programming and collection development. At every Friends' meeting Heather, Julie, and Lisa come prepared with a request of financial support for various items.

o Page 2 does a great job explaining financial donations and volunteer work. "It is important that library donations, including financial and material support from the Friends and any library foundation, be used to enhance or enrich library services. The availability of the Friends' support should never be the occasion for reducing or replacing the community's commitment to public funding. Donors will quit donating and volunteers will quit working if they see that their efforts are resulting in reduced public funding for the library instead of improved service."

Bechtel mentioned the importance of the library director being the liaison versus the board making requests. Board members mentioned the importance of recognizing the efforts of the Friends with a formal thank you letter and perhaps a gift. Shannon suggested Lasagna Love might be open to donating a meal for the Friends during an upcoming meeting. Shannon will email the board with details. It was discussed that this would probably work out well in the month of March and the board members could try to attend as well.

Librarian's Report

1. Programming review:

In the last month of 2023, we saw that the Loose Ends Sewing group, which met twice during the month, and the passive Puzzle Table program were the adult programs with the highest participation. On Wednesday, December 13th the library hosted its holiday program, which had 195 participants. Alphabet Lab continues to be the most popular juvenile program with 124 participants. Lastly, the library had nine teen volunteers in December helping with bulletin boards, preparing craft kits, and decorating the library. The Check Out Wisconsin Park Passes at Your Library program ended on December 31st. The program started on May 1st with 50 free state park passes, and 25 passes were given out. The passes were free to the library and patron; however, the patron had to have a three-day window of dates of when they wanted to use the pass.

2. Circulation Review:

The library ended the year down by 3,310 circulations in our service population, which is Dover, Norway, Rochester, Village of Waterford, and Town of Waterford. Overall, together with the library's service population, the total circulation for 2023 was 121,582. Compared to 2022, the library is down 17,036 circulations, or 11.4%. The holds to SHARE-member libraries (items leaving WPL to fulfill requests at other libraries) was 17,474 items for the year. The holds from SHARE-member libraries (items leaving member libraries to fulfill holds at WPL) was 18,275 items. This data indicates that our library had to bring in more items than we lent out, so we did not always have the items our patrons requested. Libby use was up from last year at 21,769 compared to 20,880 in 2022. Lastly, we closed the year with 44,749 library visits compared to 52,686 visits in 2022, meaning we were down 7,937 visits or 11.7%.

Noted by Beth: While circulation is down overall (11%), the open hours have been reduced by more than 11% so circulation per open hour is actually up.

4. Directors' Report:

Friends of the Library Meeting:

- There will be a Friends of the Library meeting on Thursday, January 18th at 1:00 pm.

February is "Love Your Library" month, and this is traditionally the month the Friends send out their annual membership letter. In addition, Heather will speak with the Friends about the Staci Joers's cooking class, which will be held on March 21st in the morning. The Staci Joers's classes tend to be very popular, as she has quite a following in Racine and Milwaukee Counties. This cooking class is a fundraiser for the Friends, and Heather is looking to solidify the price for participants.

Prairie Lakes Advisory Council Meeting:

- Held virtually on Tues, Jan. 9. The annual report was discussed which is due on March 1. Library director certification was discussed. Heather is not due to recertify until December 2027. WPL will be using the group PC purchase option to purchase new computers using funds donated by Tom Dragan in honor of his late wife. They will also be purchasing a group RFID tag. Rachel Arndt was brought into the meeting to discuss effective library board meetings. Rachel relayed that structure, goal-driven actions, engagement, involving the relevant people, and facilitation are key elements in effective meetings. In concluding the meeting, Chad Robinson of Elkhorn (Matheson Memorial Library) will be the 2024 chair of the Prairie Lakes Advisory Council, and WPL director Kinkade will be the chair-elect for 2025.

Department Head Meeting:

- Heather attended this meeting where a banker presented on the village's credit rating. For February's meeting, the village administrator asked each department head to share information on how they could eliminate 2.5% of their general fund spending, what hardware and software they can eliminate and what services they could potentially eliminate which they currently receive.

Children's Area:

- In addition to Tom Dragan's donation of \$15,000 to the library for all new computers, he wanted part of his donation to spruce up the library's children's area as his wife was a former kindergarten teacher. Julie and Heather ordered a play castle and a snake that serves as seating. These items were ordered from Demco, and Heather was not sure when they would arrive.

- The SHARE app is still not available for use and a replacement is being explored. However, the website can still be used to request and renew items.

Invoices and Bank Statements

The WPL Invoices for Operations and Special Funds were presented.

Motion (Bechtel/Schoepke) to approve December 2023 operation invoices totaling \$37,869.14.
All ayes. Motion carried.

Motion (Bechtel/Schoepke) to approve November 2023 special fund invoices totaling \$1,550.06.
All ayes. Motion carried.

The November 2023 Community State Bank statement was reviewed with a total value of \$47,781.42.

The November 2023 Associated Bank investment fund statement was reviewed and ended at \$146,246.06 for the year.

Old Business

- 2023 Budget and Operation Considerations—According to the reports received from the Village, and keeping in mind that December's invoices are not included in the reports, the library is currently at 91.5% of the budget. We typically average 8% of our budget per month, which would put us at 99.5% for the end of 2023
- 2024 Library Board Meeting Dates—As discussed from December's meeting, I have put the meeting dates on the calendar and passed along the dates to Village Hall to update their website.

New Business

1. Goals for 2024 - Director Kinkade shared her accomplishments for 2023 as well as her goals for 2024:

Heather Kinkade's 2023 Goals/Accomplishments

1. Developed and implemented a social media policy
2. Worked with the Friends of the Library on filing paperwork to become a 501(c)(3) organization
3. Extensively helped the Friends with Waterford Jam Fest by attending Jam Fest organizer meetings, organizing apparel with PS Gifts and More, arranging the raffle held at every Jam Fest location, logging in sponsorships and donations, and managing the library's open house on the opening night of Jam Fest
4. Kept the library board apprised every month of the finances, donations, local, state, and national library news and developments, and various meetings
5. Worked on a memorandum of agreement regarding the library's maintenance, repair, and upkeep
6. Shifted and mentored Julie regarding her transition from part-time teen librarian to full-time children's librarian
7. Hired and worked with part-time teen librarian, who has a background in education, but no library background
8. Continued with the annual Team In-Service Day in October

2024 Goals

1. Continue mentoring and supporting the library team in all ways possible
 - The library has 5 employees who are between 65-80 years old.
2. Update policies, for example, community room and study room policy and rules of conduct policy
3. Develop possible new policy and protocol regarding a threat in the library
4. Continue to iron out the memorandum of agreement in relation to the library facility
5. Would like to be a presenter at the Wisconsin Association of Public Libraries conference in May

- 6. Learn QuickBooks for non-profits and use for the monthly financials for the library's recordkeeping
- 7. Advocate in a respectful way regarding library funding, how libraries operate as a member in a library system, etc.

2. Library Director Evaluation

Closed Session

There was a motion (Pollnow/Bechtel) to adjourn into Closed Session for discussion regarding: evaluation of director Kinkade.

A roll call vote was recorded as follows and the meeting adjourned into closed session at 6:21 pm:

	Aye	Nay	Other
President Loribeth Isola	X		
Vice President Shannon Peters	X		
Treasurer Kathy Nargis	X		
Secretary Kelly Klein	X		
Trustee Beth Bechtel	X		
Trustee Tamara Pollnow	X		
Trustee Sara Schoepke	X		

Reconvene into Open Session

There was a motion (Pollnow/Bechtel) to reconvene into Open Session. A roll call vote was recorded as follows and the meeting reconvened into open session at 6:38 pm:

	Aye	Nay	Other
President Loribeth Isola	X		
Vice President Shannon Peters	X		
Treasurer Kathy Nargis	X		
Secretary Kelly Klein	X		
Trustee Beth Bechtel	X		
Trustee Tamara Pollnow	X		
Trustee Sara Schoepke	X		

Adjournment

There being no further business before the Board of Trustees, there was a motion (Schoepke/Isola) to adjourn.
 All ayes. Motion carried. The meeting adjourned at 6:40 PM