

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**July 11, 2023**

**Call to Order:** The meeting was called to order by President Isola at 5:00 p.m. in the Community Room.

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

Not present: Secretary Klein

Others present: Heather Kinkade, Adam Jaskie, Abra Dexter

**Public Comment**

None.

**Minutes**

Motion (Pollnow/Nargis) to approve minutes from the June 13, 2023, 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. Summer reading signup has been much higher than in previous years with the Beanstack app. Yoga is again being offered for adult programming. The All Together Now puzzle pieces program was very successful and promoted through Facebook.

**2. Circulation Review.** Circulation stats were up by 3,000 when compared to the previous month. Summer reading program is a catalyst for people to come to the library.

**3. Director's report.** The Prairie Lakes Advisory Council meeting included plans for a library system strategic plan conducted by WiLS (formerly Wisconsin Library Services). WiLS will send a survey to library directors, who are encouraged to send the surveys to board trustees. Please watch for an email from Kinkade with the survey link. The instructional videos database Creativebug contract will expire on Monday, July 31st. The library system picked up Creativebug during the pandemic; however, there is no longer enough use to justify subscribing. It was also discussed that the county reimbursement numbers should be ready to go in mid-August, which will help with our 2024 budget planning.

Kinkade reviewed agenda items from the July 10 Village Board meeting she attended.

Kinkade will be on vacation Friday, July 21 through Monday, July 31, returning to the library on Tuesday, August 1st.

Trustee Training Week will take place Monday, August 21st through Friday, August 25th. Registration is required for this lunchtime series of virtual webinars on topics useful to Library Board trustees; Kinkade will send the registration link to Board members.

**4. 2023 Budget review.** 50% of the year has elapsed; 53.2% of the budget is considered spent because of annual up-front costs. The budget is on track.

**Invoices**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Schoepke) to approve June 2023 operation invoices totaling \$54,290.81  
All ayes. Motion carried.

Motion (Nargis/Isola) to approve June 2023 special fund invoices totaling \$3,557.19  
All ayes. Motion carried.

The May 2023 Community State Bank statement was reviewed with a total value of \$40,788.17.

The May 2023 Associated Bank investment fund statement was reviewed with a total value of \$129,348.29 .

### **Old Business**

**1. 2023 Budget and Operation Considerations.** Kinkade reported on the additional 10 hours/week total for staffing during the summer, not to exceed a total of \$2,000.00, the Board had allocated in May. It has been helpful and going well, although more staffing could be used. After Labor Day, there will be a need to pull back on staffing to stay within the budget.

### **New Business**

**1. Memorandum of understanding.** There was discussion and editing of a draft memorandum of understanding to clarify library building maintenance and operational responsibilities between the Library Board and the Village of Waterford. Discussion included an explanation of how Kinkade records and tracks donations.

### **Adjournment**

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

All ayes. Motion carried. The meeting adjourned at 6:00 p.m.