

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
July 14, 2020

Call to Order: The meeting was called to order by President Romanak at 4:33 p.m. in the Community Room. Library Board Trustees present were Vice President Bechtel, Treasurer and Secretary Datka, Trustees Peters, and Director Heather Kinkade. Halbach and Pollnow were excused.

Minutes

There was a motion (Peters/Bechtel) to approve the June 9, 2020 Regular Meeting Minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before the WPL Board.

Librarian's Report

1. **Programming Review** Programming for the month of June was discussed. It was noted that there were nine teen volunteers in the month of June. In juvenile programming, it was noted that the STEAM Grab & Go Challenges continue to be popular. They always "sell out". It was also noted that there were 299 Summer Reading Program registrations and 650 badges earned in June.
2. **Circulation Review** Circulations are down almost 30,000 this year compared to last year at the same time.
3. **2020 Budget Review** The 2020 YTD account totals were available for review. With 50% of the having elapsed, the library is at 53.2% of their budget. It was noted that the Repairs & Maintenance is at 81.5% due to the All-Pro HVAC maintenance work. The 2019 budget binder was released in July, but the village's budget numbers do not match the actual library numbers.
4. **Lakeshores/SHARE Meeting** On July 7 Kinkade virtually attended the LAC/SHARE Director's Council. As a member of the Marketing and Public Relations Committee, Kinkade shared that the group purchased 50 yard signs for every library to draw attention to the library. In addition, Kinkade noted that the Library of Things (Realia) has new binders at the library for the juvenile collection, and it has also been added as a subject heading on the website.
5. **Finance Committee Meeting** Kinkade attended this on July 13, 2020.
6. **Village Board Meeting** Kinkade attended this meeting on July, 13, 2020. Kathy Nargis was appointed to the library board.
7. **Memory Cafe** Blawat and Kinkade attended a virtual memory cafe on June 25th. The topic was travel, and the cafe went well with participants holding up a souvenir and explaining about their favorite trip.

8. **HVAC** All-Pro conducting their second round of maintenance on the HVAC system on July 8.
9. **RFID Carts** Jim Novy from Lakeshores delivered the RFID tags and set up the RFID conversion carts as well. He also trained staff on how to make the conversion.
10. **Fall Planning** Kinkade noted the library will only be planning 4-6 weeks of programming due to the uncertain nature. Much of that planning will rely on the surrounding schools' reopening plan.

Invoices

The WPL Invoices for June 2020 Operations and Special Funds were presented and discussed.

There was a motion (Datka/Bechtel) to approve June 2020 operation invoices:

June2020 Operations – \$39,919.08
All ayes. Motion passed.

There was a motion (Bechtel/Peters) to approve June 2020 special fund invoices:

June 2020 Special Funds – \$11,856.16
All ayes. Motion passed.

Bank statements ending June 2020 were reviewed and discussed.

There was a motion (Datka/Peters) to approve the bank statement from Associated Bank as presented:

June 2020 Associated Bank Library Special Funds Account: \$24,140.43.
All ayes. Motion passed.

The June 2020 Investment Fund statement was available for review. The portfolio's total current value is \$160,727.93.

New Business

1. **Unattended Children's Policy Review** The Unattended Children's Policy was reviewed and updated.
2. **2021 Budget** The known variables of the 2021 budget were discussed.

Old Business

1. **Reopening Plan** The reopening plan was discussed. Kinkade reported that overall post-Safer At Home Order opening has been very positive, and she was very pleased at how it has all unfolded. Staff was very happy to return to work. They will continue to follow the phases of their reopening plan.

2. **Garden Bump Out Plan** The plan for the bump out garden was discussed. This project will begin in the spring of 2021.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Datka/Peters) to adjourn. All ayes. The meeting adjourned at 6:01 p.m.