

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**July 13, 2021**

**Call to Order:** The meeting was called to order by President Romanak at 4:29 p.m. in the Community Room. Library Board Trustees present were Vice President Peters, Secretary Bechtel, and Trustee Isola. Excused were Treasurer Nargis, Trustees Pollnow and Schoepke. Also present was Library Director Heather Kinkade.

**Minutes**

There was a motion (Peters/Isola) to approve the June 8, 2021 meeting minutes as presented. All ayes. Motion passed.

**Public Appearance**

No one appeared before WPL Board.

**Librarians' Report**

**1. Program Report.** As reported in previous months, the adult yoga program continues to be a very popular adult program offered both in person and on Facebook. However, it was rivaled this month with the one-year checkout party. The afternoon movie for adults and recipe club program were not as successful as hoped. There was a programming meeting recently to plan forthcoming programs. Outreach for adults has not yet been restarted due to halting communication between Waterford Senior Living and the Library. Teen programming take-and-make/grab-and-go programs have been a big hit during the pandemic. In the fall there will likely be a move back to in-person teen programming. Successful juvenile programming in June included checkout parties, grab and go kits, a pet parade photo challenge, and an adopt a plush pet program. The library has a June Dairy days program every other year, and this year there were 299 participants. Other June programming noted was: juvenile outreach to day care centers has been restarted, 130 book bundles were checked out, 3 teacher baskets were completed, there were 9 curbside visits, and children's toy bins were use 13 times.

**2. Circulation Review.** Year to date circulation through June is 72,263. This is up from 52,320 in 2020, but down from 81,032 in 2019. Noted were Village of Waterford year-to-date checkouts at 22,007, which are down only slightly from the same period in 2019 when they were 22,744. Year-to-date checkouts are on par with or better than other libraries in the area. June library visits were 5,078, which is down from 6,739 in June 2019.

**3. Budget Review.** Spending is on track for the year, except for juvenile and young adult materials budgets which are being spent more quickly. Those budgets were cut in recent years, so there is less money in those lines although the needs are the same. Some areas that are close to 100% spent are lines paid up-front at the beginning of the year, such as the administration charges paid to the Village.

**3. Lakeshores/SHARE meeting.** On Tuesday, July 6 there was a short virtual SHARE meeting. Janesville library's forthcoming 1,000 Books Before Kindergarten app was demonstrated. The Lakeshores meeting included a report on the Lakeshores Board meeting about the potential Arrowhead/Lakeshores system merger, Racine

County and Walworth County funding plans, and that the WI Department of Public Instruction will likely announce American Recovery Plan Act (ARPA) funding categories soon.

**4. Finance Committee Meeting.** At the Monday, June 12, Village of Waterford Finance Committee meeting the main topic was water/sewer increases.

**5. Village Board Meeting.** There was also a Village Board meeting on July 12. On that meeting agenda was combining two lots on the corner of Milwaukee Street and Main Street, which was approved. In addition, there was a public hearing regarding the lateral project on Rohda Drive and Oak Drive.

**6. Suspension/Loss of Privileges.** Kinkade explained about a library patron who has for years been repeatedly verbally abusive and harassing to library staff regarding checking out library materials. The library's rules of conduct were explained to the patron and a verbal warning was given. The patron argued with and harassed staff again. The board reviewed the Library's rules of conduct and discussed.

There was a motion (Romanak/Bechtel) to suspend the patron's library privileges through December 31, 2021.

All ayes. Motion carried.

**7. Tree Removal.** An overgrown spruce tree was removed from near the northeast corner of the library building.

**8. Light Bulbs.** Many light bulbs in and outside of the building need to be replaced. Kinkade has contacted the DPW about the bulbs. Mike Sponholtz, DPW, got a quote. Kinkade will double check the details of the quote and look into this further.

**9. Library Narrative.** The Village of Waterford has hired an attorney to block the Town of Waterford's bid to incorporate into a Village. Kinkade was asked to provide a narrative statement with library circulation statistics by residency and cost per item circulated. She provided the narrative and on June 29<sup>th</sup> met with the attorney and Village Administrator Zeke Jackson.

**10. Open Positions.** The board discussed the open library position. Kinkade investigated the village's employee handbook's nepotism clause, which states that an employee cannot supervise a family member. The board discussed potential problems and perception of preferential treatment of hiring trustees' family members.

**11. Trustee Training Week.** Kinkade asked Board members to mark their calendars for a trustee training webinar each weekday August 23-27 from noon to 1 PM. This webinar series from the DPI covers topics relevant to public library board members, friends, and trustees. Web links are forthcoming.

### **Invoices**

The WPL Invoices for June 2021 Operations and Special Funds were presented and discussed.

There was a motion (Bechtel/Isola) to approve June 2021 operation invoices:

June 2021 Operations – \$51,363.31

All ayes. Motion carried.

There was a motion (Peters/Isola) to approve June 2021 special fund invoices:

June 2021 Special funds – \$4,424.46

All ayes. Motion carried.

### **Statements**

Bank statements ending June 2021 were reviewed and discussed.

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

June 2021 Associated Bank Library Special Funds Account: \$40,132.54

All ayes. Motion carried.

The June 2021 Investment Fund statement was available for review. The portfolio's total current value is \$191,540.42.

### **Old Business**

**1. Reopening Plan.** The board agreed to move to Phase 3 of the reopening plan.

**2. Copier Lease.** Ricoh has been called to start the replacements of copiers.

### **New Business**

**1. 2022 Budget.** Kinkade explained a budget worksheet she filled out at the request of Michelle Vandehey, Village Treasurer/Financial Officer, who asked all departments to fill out the worksheet.

**Adjourn:** There being no further business to come before the Board of Trustees, there was a motion (Bechtel/Peters) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:09 PM.