

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
July 8, 2025

Call to Order: The meeting was called to order by President Isola at 5:03 PM

Trustees present: President Isola, Trustees Schoepke, Pollnow, Kis, Dexter, Beer, Loebel

Absent: None

Others present: Interim Director Samantha Vogel, Julie Fick, Village Board President Adam Jaskie

Public Comment

None

Minutes

Motion (Isola/Schoepke) to approve minutes from the June 10, 2025 meeting. All ayes. Motion carried 7-0.

Librarian's Report

1. Programming review:

- Adult programming: total participants 173
 - Adult Yoga: 49
 - Passive Puzzle table: 54
- Family programming: 1141
 - Passive Activity Sheets: 570
 - June Dairy Days (shared event with Rochester): 331
 - Storywagon: Novel Motion Circus and Bollywood Groove 167
- Programming focus shifts to school aged in the summer
- Juvenile 6-11: 519
 - Summer Kickoff Scavenger Hunt 352
- Teen 12-18: 49
- 2025 Summer Reading Challenge
 - 770 people registered
 - Last day to turn in reading records and challenge sheets in 7/19

2. Circulation Review:

- Circulation is up from last year; up 2,300 check outs this year ~ 4% from last year
- Libby usage is up almost 1,500 from last year
- Social Media/Website viewing is also up from last year; Facebook views are down

3. 2025 Budget Review

- County reimbursement for next year (per Steve Ohs) \$368,301 (an increase of \$4,500 from last year)
- Reviewed Associated Bank Endowment statement
 - May ending: \$171,875.01
- Reviewed Community State Bank statements
 - May ending: \$33,356.76
 - June ending: \$33,688.34

4. Other Updates

- Discussed status and usage of Hoopla for library
- Continuing to use credits to pay for cost

- Prairie Lakes is starting a Passport program to encourage patrons to visit all SHARE Consortium libraries
- Final draft of the SHARE budget was approved: Our 2026 cost will be \$21,524.97.

President's Report

- Library Director Hiring update
 - Reviewed timeline of hiring process
 - Discuss 2nd round interview process
- Travel Stipend Funding
 - Emergency Presidential decision to use funding from salary & wages budget line to cover travel stipend for out of state candidate

Invoices

- Motion to approve travel stipend invoice (Kis/Loebel) \$800. All ayes; 1 abstain. Motion carried 6-0.
- Motion to approve (Pollnow/Schoepke) Operations Invoices \$33,538.64. All ayes. Motion carried 7-0.
- Motion to approve (Pollnow/Schoepke) Special Funds \$5,566.71. All ayes. Motion carried 7-0.

Old Business

- Hoopla Checkout Adjustment
- Motion to table Hoopla Checkout Adjustment discussion to August (Isola/Kis). All ayes. Motion carried 7-0

New Business

- Endowment Fund Discussion
- Motion to table further discussion and details regarding establishing an endowment fund or foundation until August to allow for further investigation of details and parameters (Pollnow/Dexter). All ayes. Motion carried 7-0
- Library Director Candidates
- Library Director Position

Motion to go into closed session (Kis/Dexter) at 5:49 PM. All ayes. Motion carried 7-0.

Adjourn to Closed Session

- Roll Call: Schoepke (aye), Kis (aye), Dexter (aye), Isola (aye), Beer (aye), Loebel (aye)

Reconvene to Open Session

- Motion to reconvene into Open Session (Schoepke/Kis) at 7:19 PM
- Roll Call: Schoepke (aye), Kis (aye), Dexter (aye), Isola (aye), Beer (aye)
- Motion to approve the presentation prompt to send to candidates for 2nd interview (Isola/Beer). All ayes. Motion carried 5-0.
- Motion to schedule board meetings for the purpose of 2nd round interviews for Library Director and go into closed session to deliberate and select Library Director (Schoepke/Kis). All ayes. Motion carried 5-0.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Kis/Dexter) to adjourn. All ayes. Motion carried 5-0. The meeting adjourned at 7:24 PM.

The next Library Board meeting will be held on Tuesday, August 12 at 5:00 PM at Waterford Public Library.

Minutes submitted by:
Sara Schoepke
Library Board Secretary