

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
June 10, 2025

Call to Order: The meeting was called to order by President Isola at 5:02 PM

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

Absent: Jody Beer

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

Public Comment

Jan Thornberg requested we consider setting up an endowment fund where the principle is maintained and expenditures come from the interest earned.

Needs the following in place:

- Tax exempt status (EIN number)
- Managed by someone local and subcommittee of board
- Monthly report of the status of endowment (by board)
- Marketing plan for the endowment fund created by library board
- Written guidelines about how the money could be used.

Once these things are in place, a donation will be made.

Minutes

Motion (Pollnow/Kis) to approve minutes from the May 13, 2025 meeting. All ayes. Motion carried 5-0.

Trustee Essentials

Chapter 19: Library Director Certification

Conversation about the different grades of library director certification. Timely in lieu of our current process of hiring a new director.

Director's Report

1. Programming review:

- Adult programming: total participants 175
 - Play American Mah Jongg 32
 - Loose Ends Sewing Group 30
 - Passive Puzzle table: 47
- Family programming: 437
 - Passive Activity Sheets 283
 - 2 separate piano recitals in May
- Juvenile 0-5: 133
 - Alphabet lab 101
- Juvenile 6-11: 182
 - Partnered with the Norway Garden Club 38
 - School (Evergreen Field Trips) 140
- Teen 12-18: 26

- Dungeons & Dragons Club 13

- 2025 Summer Reading Challenge

- As of today, 320 children have signed up (after 4 days of registration)
- Pre-week activities to accommodate the variety of school end dates
- Official start date is June 16; Reading records for 4 weeks
- Many donations of prizes for program from area businesses
- Programming is being held all summer
- Summer Kickoff Scavenger Hunt (June 9-14) very successful

2. Circulation Review:

- Norway, Town of Waterford, Raymond, and Rochester village are a few of the municipalities that are up from last year's stats
- Overall, we are up by 2,302 circulations at this point this year
- Website traffic is up as people are looking at the website more often

3. Other Updates

- Shared a director's report for the Village Board meeting
- Sam attended a Friends of the Library meeting
 - Renewal of CDs
 - Bus Trip
 - New cooking class in the fall
- Racine Cty Directors meeting
 - Continued work on county plan
- Staff Meeting May 2025
- Prairie Lakes LAC
 - Knowledge Exchange: an organization that takes care of weeded book and more
 - Tuesday, July 1: Next LAC meeting at Waterford Public Library
 - IRS Vida service
 - Speak Up for Libraries campaign discussed and flyers shared

Other Topics:

Invoices

- Motion to approve (Pollnow/Schoepke) Operations Invoices \$30,906.79. All ayes. Motion carried 5-0.
- Motion to approve (Pollnow/Schoepke) Special Funds \$2,787.60. All ayes. Motion carried 5-0.

Old Business

- Hoopla Checkout Adjustment
 - The Prairie Lakes system will be moving away from Hoopla
 - Individual libraries can continue service if they would like; need to decide by November
 - Cost still being determined
 - Circulation reimbursements are currently not available for digital access

New Business

- Library Director hiring process
 - Pollnow will recuse herself from the hiring process as she is familiar with one of the candidates

Motion to go into closed session (Dexter/Kis) at 5:51 PM. All ayes. Motion carried 4-0.

Adjourn to Closed Session

- Motion to reconvene into Open Session (Schoepke/Kis) At 6:20 PM
- Roll Call: Schoepke (aye), Kis (aye), Dexter (aye), Isola (aye)

Reconvene to Open Session

- Motion to change the search and screen committee from 4 members to 3 members (Kis/Isola). All ayes. Motion carried 4-0.
- Motion to appoint Schoepke to the search and screen committee with Isola and Kelly Klein (Isola/Kis). All ayes. Motion carried 4-0.
- Motion to accept the interview questions and interview process (Isola/Schoepke). All ayes. Motion carried 4-0.
- Motion to adjust the screening process and add background check of the final candidates prior to the last round of interviews (Dexter/Isola). All ayes. Motion carried 4-0.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Schoepke/Dexter) to adjourn. All ayes. Motion carried 4-0. The meeting adjourned at 6:24 PM.

The next Library Board meeting will be held on Tuesday, July 8 at 5:00 PM at Waterford Public Library.

Minutes submitted by:

Sara Schoepke

Library Board Secretary