

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
June 13, 2023

Call to Order: The meeting was called to order by President Isola at 5:04 p.m. in the Community Room.

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

Others present: Heather Kinkade, Adam Jaskie, Tricia Cox

Trustees Absent: Sara Schoepke

Public Comment

Children's Librarian Tricia Cox attended to talk about the summer reading program and how things are being done differently this year in order to save money but still offer opportunities for the families. No school visits were done this year but Tricia and Julie made a video which was sent to the schools to share with students. (Board viewed the video.) Staff did get feedback that some people were disappointed they didn't visit schools in person in costume; however, it was apparent at least some of the schools showed the video to students as it was mentioned by children in the library. WPL used some funds from Friends of the Library to purchase some prizes in addition to some donated prizes (coupons from Wendy's, etc). Lots of positive feedback that reading records are on paper again instead of Beanstack. Great feedback from adults about the program for them and the chance to earn weekly prizes. As of 4 PM on 6/13, the following had signed up: 469 total (293 kids, 142 adults and 31 teens) This was a higher number already than last year. Some questions have come up about differences between Burlington and Waterford summer reading programs. Burlington is not doing reading records or prizes and instead focusing on intrinsic motivation of readers. 98% of public libraries offer prizes for summer reading programs. WPL feels it brings in reluctant readers, helps avoid backsliding during summer.

Minutes

The motion was made to approve the May 9, 2023 meeting minutes as written. All ayes. Motion passed.

Librarian's Report

1. Programming review. Kinkade reviewed programming. May programming included the Washington Caldwell 4K meetup, multiple elementary school field trips and several other programs.

2. Circulation Review. Kinkade reviewed circulation for the month of May, and it is significant to note that the Village of Waterford's circulation has increased slightly from the previous year (1,000). Overall, both library visits and circulation have decreased from last year at this time, while Libby and hoopla usage has increased. Lastly, holds from SHARE libraries have increased.

3. Director's report.

Kinkade shared an update on the Waterford Jam Fest scheduled for August 18-20. On July 4th, Friends of the Library will have a float and pass out information about Jam Fest. (Float will be built by Jam Fest organizers.) Jam Fest organizers suggested Friends purchase an ATV and sell raffle tickets. Friends declined this idea. Event organizers decided to move forward to purchase the ATV. Tickets will be sold and proceeds from all tickets will go to Friends. Bracelets for unlimited rides/transportation between music events on both Saturday and Sunday will be \$10 and all proceeds from the bracelets will go to Friends. Organizers suggested an Open House at the library on Fri, August 19 during the River Rhythms concert. The library will be open that day until 9:30 PM for that purpose. It was discussed that public information for the event should clarify which funds/proceeds will be specifically going to the Friends of the Library.

Social media numbers were reviewed. This will be the last month sharing numbers for TikTok as the board decided to retire that account. Kinkade also mentioned the Twitter account does not get engagement.

Longtime library housekeeper, Liz, retired as of 5/28/23 after 21 ½ years of service. She was currently working 8 hours per week. Library was looking for someone to replace her. Least expensive option they could find was \$23 per hour. Liz was making \$19.75 per hour. Current part-time employee was looking for some additional money but part-time typically cannot go over 29.5 hours per week. Kinkade coordinated with village staff to address this and that staff member is now doing the housekeeping at the previous rate. This is a trial period for the summer to make sure it works for all involved.

Kinkade acknowledged the recent passing of Phyllis Bixler, longtime library volunteer.

Kinkade was unable to attend the Prairie Lakes Advisory Council meeting due to covering hours for a staff member who had a death in their family.

Kinkade, Pollnow and Jaskie reported on the most recent Village Finance Committee and Village Board meetings.

HVAC Update: DPW has had to come and "flip the switch" this summer; It takes two people to do it. All Pro had to be called in yesterday and some repairs will be needed.

Both former employees that were on unemployment have now found full-time jobs and will no longer need unemployment.

4. 2023 Budget review.

May bank statements and May investment fund statement were not available for review.

Old Business

1. 2023 Budget and Operational Considerations:

Kinkade is hoping one or more members from the library board will be able to attend a future Finance Committee meeting with her to discuss future budget needs.

Adam Jaskie shared that the finance committee will want the following:

- 1) wish list
- 2) have current operations been manageable/sustainable - what's working /what isn't?

Isola suggested reviewing the impact on circulation thus far in 2023. Klein suggested reviewing patron feedback. Kinkade will gather this information for the next meeting.

Pollnow suggested having a special meeting to discuss these topics separate from the regular board meeting.

Decision was made to extend the length of the next meeting on Tues, July 11 to discuss budgetary topics in a closed session following the regular board meeting.

2. Baseboard Replacement

Full community room baseboard will be replaced by All Pro; Plan is in process but it could be a few months.

3. Social Media Policy

Kinkade reviewed changes previously recommended by the board. No further changes were suggested.

There was a motion (Bechtel/Isola) to approve the new policy. All ayes. Motion passed.

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Isola/Bechtel) to approve May 2023 operation invoices totaling \$53,817.55.
All ayes. Motion carried.

Motion (Isola/Bechtel) to approve April 2023 special fund invoices totaling \$5,309.45.
All ayes. Motion carried.

New Business

1. Memorandum of Understanding

The board still intends to work on a memorandum of understanding to clarify library building maintenance and operational responsibilities between the Library Board and the Village of Waterford.

There was a motion (Isola/Nargis) to postpone this to the next meeting until further information can be acquired. All ayes. Motion carried.

Adjournment

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

All ayes. Motion carried. The meeting adjourned at 7:41 PM.