

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
June 14, 2022

Call to Order: The meeting was called to order by President Isola at 4:34 p.m. in the History Room. Library Board members present were Treasurer Nargis, Secretary Bechtel, and Trustees Pollnow and Schoepke. Also present Library Director Heather Kinkade.

Public Appearances

None.

Minutes

There was a motion (Schoepke) to approve the May 17, 2022 meeting minutes as presented. All ayes. Motion passed.

Trustee Essentials

Discussion of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*, "Chapter 2: Who Runs the Library."

Librarian's Report

1. Programming review. Adult programming highlights included description of the generous Loose Ends Sewing group that meets in the Community Room and a the still popular mahjong learning program. There were no family programs in May. Highlighted juvenile programming was the preschool prom and a Woodfield 5K class tour. Summer outreach included many school visits to encourage summer reading participation. 22 family movie bins were checked out.

2. Circulation review. Like last month, materials circulation was down approximately a two thousand from the same months in 2021. Kinkade explained that the decreased circulation is even across adult, youth, and juvenile collections. Library visits continue to be increased over the same months in 2021.

3. Director's report. Walworth County circulation reimbursement for 2022 will remain as expected and is anticipated to continue for years until the Walworth County Library plan is revised. Correspondence from the last month was reviewed, then notes from staff team meeting held on Thursday, June 2. Kinkade reported the SHARE meeting highlights: recent and upcoming upgrades to the SIRSI Symphony ILS, the cancellation of the online Creativebug subscription, and the "Tri-Troy" library project which will result in no reimbursements the towns of Troy and East Troy. Kinkade reported on Village board highlights: the Lions Club donation toward Whitford Park and discussion of the stakeholders' survey. Kinkade reported All-Pro was at the library a day and a half to fix the HVAC problems and were believed to be successful, but humidity continues to seem to be a problem. Hoopla is an online book, audio, and video service similar to OverDrive, that will be live on Monday, June 20.

4. Budget review. 41% of the year has elapsed, 46.75% of the budget is considered spent because of annual up-front costs. The budget is on track. The Village has moved from Principal Life Insurance to Mutual of Omaha.

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Schoepke) to approve May 2022 operation invoices totaling \$74,646.59
All ayes. Motion carried.

Motion (Nargis/Schoepke) to approve May 2022 special fund invoices totaling \$2,085.86
All ayes. Motion carried.

Statements

The May 2022 Community State Bank checking statement with a balance of \$39,216.44 was available for review.

Old Business

1. Reopening plan. The library will remain in phase 3 of the reopening plan.

2. Election of Board Officers. Board members started/maintained their officer positions as elected in May.

New Business

1. Review of Mission Statement. Mission statements from the Policies section in the manual and the Library's website were presented and discussed, as well as examples from other libraries. Kinkade will review mission statements and notes, and provide a rephrased mission statement for future discussion.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Nargis/Pollnow) to adjourn. All ayes. Motion carried. The meeting adjourned at 5:52 p.m.