

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
June 11, 2019

Call to Order: The meeting was called to order by President Romanak at 4:33 p.m. in the History Room. Library Board Trustees present were Vice President Bechtel, Trustees Peters and Halbach. Also present were Director Heather Kinkade and Acting Co-Directors Tricia Cox and Sam Vogel. Datka and McReynolds were excused. Karweik was absent.

Minutes

There was a motion (Peters/Bechtel) to approve the May 14, 2019 minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

- 1. Programming Review.** Programming for the month of May was reviewed. 2,026 people attended programs during the month; 29 adult programs, 15 juvenile programs, and 6 teen programs. The Charcoal Expressions Drawing Class was a Friends' fundraiser. The Mom's Day Gift Event was outstanding with 96 participants. Other programs of note included: Imagination Library Dinosaur Storytime, a group effort with United Way of Racine County and Imagination Library that had 63 participants; Preschool Dance Party with Ms. Amy that had 47 participants; and the two Teen Scene programs with a total of 36 participants. The in-library Summer Reading Promo Event attendance was down from last year. So far, 475 have signed up for the library's summer reading program. Juvenile outreach to local schools means that 1,200 kids were informed about the summer reading program.

- 2. Summer Reading Program Update.** Fifteen local businesses donated a total of \$8,016 in merchandise, gift certificates, and free passes. Business donations for the summer reading program are down from previous years. The Friends group has offset the deficiency by providing more money, a total of \$1,850 including \$700 for juvenile summer programs, \$600 for checkout parties, \$300 for teen summer programs, and \$250 for adult summer programs. Lakeshores Library System collected and distributed \$23,850 in experience passes and food coupons to be used as summer reading program prizes. Twelve local organizations donated time and talents for library programming, such as the Touch-a-Truck and June Dairy Days events. All sponsors of the summer reading program are publicly thanked in multiple ways, including online, such as Facebook posts, and in the building on bulletin boards. By next year, Kinkade and Cox plan to have the library categorized as a 501(c)(3), so donations from more businesses can be obtained.

3. **Circulation Review.** Circulation statistics for the month of May were discussed. 11,948 items circulated. 64,495 items have circulated since January 1, 2019. 17,564 of these items were checked out specifically to Village of Waterford residents. Circulation is down by 4.36% or 2,939 from this time last year. Use has grown in some municipalities, for example Town of Waterford, Burlington, Mount Pleasant, and Raymond, as well as Waukesha County. Statistics on circulation by client type show that staff checkouts accounted for more than 69% of circs, followed by SHARE renewals (18%), followed by the self-checkout station (11%), and Bookmyne renewals (just under 2%). In May, print was most circulated and accounted for 60% of the total, followed by audio/visual items (29%), and everything else (11%) such as kits and other realia. Gale Course use is up significantly, as is website viewership, Facebook interaction, and wireless use.
4. **Budget Update.** The budget to actual for April was a match with the Village's records. At the time of the meeting WPL had not yet received May budget figures from the Village, but a match between both is anticipated. WPL will investigate the best way to manage any carryover.
5. **Village Board Meeting Update.** Dave Blank from Real Racine attended the Village Board meeting to provide information about the Real Racine visitor guide. Kinkade will investigate Library information inclusion in the guide next time it is published.
6. **Department Head Meeting.** Kinkade reported that at the department head meeting, it was mentioned that WPL should expect the 2020 contribution from the Village to be the same as 2019. However, there will be a wage increase for cost of living that will be shared at the June 26 department head meeting.
7. **HVAC Maintenance.** The Village is looking into changing the current HVAC provider to save costs. If the Village approves a change, the contract will come to the Library Board for approval.
8. **Personnel manual.** There is not yet a date for a Village Personnel Committee meeting; the Village administrator is reviewing the changes in the personnel manual.
9. **Resolution 481.** At the May board meeting, Village Attorney Todd Terry referred to Village of Waterford Resolution 481, which is the adoption of the annual budget and establishing the tax levy. Kinkade reported that this information is in the November 27, 2017 Village Board meeting agenda and subsequent minutes. In addition, Village Administrator Zeke Jackson mentioned Ordinance 23.5, which is a "Village fund to be spent in accordance with appropriations." This ordinance states, "At the close of each fiscal year, any unencumbered balance of an appropriation shall revert to the general fund, and shall be subject to reappropriation; but appropriations may be made by the Board, to be paid out of the income of the current year, in furtherance of improvements or other objects or works which will not be completed within such year, and any such appropriation shall continue in force until the purpose for which it was made has been accomplished or abandoned."
10. **Library Incidents.** Kinkade explained there were two incidents at the library in May when police were called into the building.

11. **Community Area Network.** Kinkade reported that high school school board member Dan Gross is working toward a Community Area Network (CAN) to provide 10 Gbps fiber network through Waterford schools, the Village, and three industrial parks.
12. **Trustee manual.** Kinkade proposed that the Board review chapters from *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees* at regular meetings since there are many new members. She suggested reading Chapters 1 and 4 (“The Trustee job Description” and “Effective Board Meetings and Trustee Participation”) for discussion at the July meeting. A copy of Trustee Essentials is found at the back of each board member’s binder, and online at the DPI website: <https://dpi.wi.gov/pld/boards-directors/trustee-essentials-handbook>.

Statements

Bank statements ending May 2019 were reviewed and discussed.

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

May 2019 Associated Bank Library Special Funds Account: \$43,771.25.
All ayes. Motion passed.

The May 2019 Investment Fund statement was available for review. The portfolio’s total current value is \$151,936.48.

Invoices

The WPL Invoices for May 2019 Operations and Special Funds were presented and discussed.

There was a motion (Halbach/Peters) to approve May 2019 operation invoices:

May 2019 Operations – \$63,542.51
All ayes. Motion passed.

There was a motion (Halbach/Peters) to approve May 2019 special fund invoices:

Month 2019 Special Funds – \$353.31
All ayes. Motion passed.

New Business

1. **Trustee Training Week, August 12-16.** Trustee Training Week webinar registration is now open at <https://www.wistrusteetraining.com/>. These online webinars are specifically for library trustees, and will be noon - 1 PM each weekday during the week of August 12 - 16. They will be recorded and available for viewing after the live webinars are presented.

- 2. Experience Passes.** WPL worked with Green Meadows Petting Farm and purchase six season passes to circulate to library patrons. More experience passes might be added to the circulating collection yet this summer.

Old Business

- 1. Review Repair Quote for Sprinkler System.** Vogel reported that four businesses were contacted about sprinkler system work. Two returned quotes, with Johnson Controls having the lowest bid.

There was a motion (Romanak/Peters) to choose Johnson Controls for work on the sprinkler system. All ayes. Motion passed.

- 2. Approve Extension of Interim Co-director Support.**

There was a motion (Romanak/Bechtel) to approve the extension of Interim Co-director support through Friday, August 23. All ayes. Motion passed.

- 3. Approve Resolution to Carryover Unexpended Library Funds from Fiscal Year to Consecutive Fiscal Year.**

There was a motion (Bechtel/Romanak) to reject the resolution. All ayes. Motion passed.

Closed Session

There was a motion (Romanak/Bechtel) to adjourn into Closed Session for discussion regarding the performance, benefits, and compensation of Village employees and preliminary consideration of specific personnel matters pursuant to Wisconsin Statute s. 19.85 (1)(c) and (f). A roll call vote was recorded as follows and the meeting adjourned into closed session 5:53 p.m.:

Romanak - Aye Bechtel - Aye Halbach - Aye Peters - Aye

Reconvene into Open Session

There was a motion (Romanak/Peters) to reconvene into Open Session. A roll call vote was recorded as follows and the meeting reconvened into open session:

Romanak - Aye Bechtel - Aye Halbach - Aye Peters - Aye

There was a motion (Romanak/Peters) to withdraw \$7,500 out of gift funds to be divided equally between five staff members for performance bonuses. All ayes. Motion passed.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Romanak/Bechtel) to adjourn. All ayes. The meeting adjourned at 6:07 p.m.