

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**June 9, 2020**

**Call to Order:** The meeting was called to order by President Romanak at 4:33 p.m. in the community room. Library Board Trustees present were Vice President Bechtel, Treasurer and Secretary Datka, Trustees Peters, Pollnow, Director Heather Kinkade, and Children's Librarian Tricia Cox. Halbach was excused.

**Minutes**

There was a motion (Bechtel/Datka) to approve the May 12, 2020 Regular Meeting Minutes as presented. All ayes. Motion passed.

**Public Appearance**

Roger Conrad appeared before the board to share his experience in relating to the landscape of the library grounds.

**Librarians' Report**

1. **Summer Reading Program Update** Tricia Cox shared with the board the bullet points of this year's summer reading program. Due to the Covid-19 pandemic, there will be very few in-person programs, and those programs that are in person will have sign-ups to limit the number of people gathered at the same time. Cox also went over the reading program online tracker, Beanstack, which will be used.
2. **Circulation Review** 3,030 items circulated during the month of May 2020. There were 631 library visits or curbside pickups in May 2020. There were no in-house programs.
3. **Post-Construction Survey** On June 1 the DOT completed an intensive post-construction survey which shows that initially all looks good.
4. **Team Meeting** On July 5 the library staff had a team meeting to go over the reopening plan, as well as learning about the summer reading program.
5. **Landscape Sprinkler System** On June 8 Acme Sprinklers performed routine maintenance on the outside sprinkler system. The system is currently off.
6. **Finance Committee Meeting** This meeting took place on June 8 via GoToMeeting. The Village projects that it will have a \$261,000 shortfall by the end of the year. The shortfall consists of a loss of \$59,000 in citations, \$110,000 in EMS services, and \$145,000 in building permits. As for the initial request by the Village administrator to cut \$160,000 from the library's budget and part-time employee layoffs, the administrator now wants to wait 60-90 days to reevaluate. As for the 2021 budget, the library should expect a flat rate.
7. **Village Board Meeting** On June 8 Kinkade attended the Village board meeting via GoToMeeting. The item on the agenda that was most discussed was drafting an RFP for architectural services for Fire Station 2, as well as a discussion on the design and input process for the training facility. The board agreed they would send out an RFP for any service over \$25,000 and for a limit of 5 years. There was discussion about sending out an RFP for architectural services for Fire Station 2.
8. **Interior Sprinkler System** On June 9 Johnson Controls performed routine maintenance on the indoor sprinkler system. Three valves are leaking water at a slow drip. Johnson Controls will email a quote for repair.

9. **Budget Review** There are not financial reports available from the Village for review this month.

### **Invoices**

The WPL Invoices for May 2020 Operations and Special Funds were presented and discussed.

There was a motion (Pollnow/Datka) to approve May 2020 operation invoices:

May 2020 Operations – \$9,849.11

All ayes. Motion passed.

There was a motion (Pollnow/Bechtel) to approve May 2020 special fund invoices:

May 2020 Special Funds – \$2,777.83

All ayes. Motion passed.

### **New Business**

1. **Bump Out Garden** Ideas for the bump out garden were discussed with Roger Conrad. It was also discussed that contrary to initial information, the library will be responsible for the cost of the landscaping of the bump out.
2. **Reopening Plan** There is an update regarding going cashless. At the team meeting, staff agreed that they felt comfortable handling money. The board discussed and agreed that if at any time the library building is not safe for either patrons or staff, then the library will be closed to the public and curbside pick up will be the priority.

### **Old Business**

1. **2020 Budget** No financial reports were available from the Village.

**Adjourn:** There being no further business to come before the Board of Trustees, there was a motion (Bechtel/Peters) to adjourn. All ayes. The meeting adjourned at 6:09 p.m.