

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
June 8, 2021

Call to Order: The meeting was called to order by President Romanak at 4:29 p.m. in the Community Room. Library Board Trustees present were Vice President Peters, Treasurer Nargis, Secretary Bechtel, Trustees Isola, Pollnow, Schoepke. Also present were Library Director Heather Kinkade, and Circulation Supervisor Samantha Vogel.

Minutes

There was a motion (Pollnow/Nargis) to approve the May 11, 2021 regular meeting minutes and May 17, 2021 special meeting minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

1. Program Report. The adult yoga program continues to be a popular adult program offered both in person and on Facebook. The adult book club will meet in person for the June discussion. Adult outreach services might start in the summer. STEAM Grab & Go kits to make greenhouses and grow grass hedgehogs, and teen stress relief kits were very popular. The preschool dance party with Ms. Amy is popular and will continue in summer and fall. There were 653 program participants in May. Julie and Tricia completed 8 teacher baskets. There were 16 curbside pickups, 26 family movie bins were checked out, and 122 adult entries to win a \$25 gift card for checking out at least 5 items.

Friends of the Library provided a \$500 scholarship to a graduating senior in the library's service area. Congratulations to Gabe Riska, who was chosen as the first recipient for this scholarship.

The Library was highlighted when Tricia provided a virtual tour of the library for the DPI's Youth Services meeting on May 20.

2. Circulation Review. Overall, circulation January-May is up 15,841 items (38%) over the same time last year. OverDrive use is up (7.6%). Since the library was closed to the public about two months in early 2020, it is self-explanatory that the wireless use is up (51%) and library visits are up (29%) over the same period last year. When compared to 2019 figures, May 2021 circulations are down (13%), and 2021 January-May circulations are down (almost 11%). Social media analytics are generally up, except for Twitter followers and Google My Business searches which were both noted as slightly lower. Staff report that the library anecdotally feels busier in the last few days than it has in a long time.

3. Lakeshores/SHARE meeting. June 1 SHARE meeting discussion included ECF (Emergency Contingency Fund) requirements for keeping record of circulations. Jim Novy, Lakeshores technology manager, will investigate further. All libraries that shared in the meeting stated that masks are encouraged for unvaccinated patrons in their buildings. In the Lakeshores meeting, Steve Ohs continues to wait for the DPI to publish ARPA (American

Rescue Plan Act) grant categories. Member libraries are positive about the proposed merger of Lakeshores Library System and Arrowhead Library System.

4. WPL Team Meeting. On Friday, June 4, there was a library team meeting from 9 a.m.-11 a.m., before the library opened to the public at 11:30 a.m. that day. Kinkade shared the team meeting agenda. Team meeting opening remarks included information about the “one-year strong” bookmark and treat giveaway in the library. The giveaway celebrated the one-year anniversary of reopening to the public on June 8, 2020, after the building was closed during the beginning of the COVID-19 pandemic. Other meeting topics were the summer reading program, the summer schedule, and the Cash Management wizard in SIRSI Workflows.

5. Flag Pole. Kinkade reported that Village Administrator Zeke Jackson approached her about removing the library flagpole to save DPW staff the time of raising and lowering the flag. When asked, Mike Sponholtz, DPW Facilities Manager said it was not an inconvenience for DPW to raise and lower the library’s flag.

6. Associated Bank Endowment Fund. Kinkade contacted Peter Engstrom at Associated Bank at the end of last month to touch base about the endowment fund. He said the market is strong and our account is up. He would meet with the Board at its convenience. Consensus was to invite him to speak at the October or November board meeting as usual.

7. Summer Reading Program. Summer reading challenge sign-up starts on Friday, June 11, and summer programming starts the following week.

Invoices

The WPL Invoices for May 2021 Operations and Special Funds were presented and discussed.

There was a motion (Pollnow/Isola) to approve May 2021 operation invoices:

May 2021 Operations – \$5,189.60
All ayes. Motion carried.

There was a motion (Nargis/Pollnow) to approve May 2021 special fund invoices:

May 2021 Special funds – \$2,415.98
All ayes. Motion carried.

Old Business

1. Reopening Plan. It was agreed to remain in Phase 2 of the re-opening plan.

2. Phone System. Friday, June 11, DataComm will be at the library completing a scope of the phone system upgrade. On Monday, June 14 a DataComm representative will work with staff regarding the upgrade.

New Business

1. Copier Lease. The 48-month copier lease with RICOH is set to expire on October 31. Vogel presented the information received from copier vendors RICOH, Gordon Flesch Company, Central Office Systems, and James Imaging.

There was a motion (Pollnow/Bechtel) to contract with RICOH for the 60-month lease of copiers as presented.
All ayes. Motion carried.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Romanak/Pollnow) to adjourn. All ayes. Motion carried. The meeting adjourned at 5:22 p.m.