

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
March 10, 2020

Call to Order: The meeting was called to order by President Romanak at 4:28 p.m. in the Community Room. Library Board Trustees present were Vice President Bechtel, Treasurer and Secretary Datka, Peters, Halbach and Director Heather Kinkade. Vandehey resigned 3/10/2020.

Minutes

There was a motion (Bechtel/Datka) to approve the February 18, 2020 minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before the WPL Board.

Librarians' Report

1. **Programming Review** Programming for the month of February was discussed. Kinkade noted that in adult programming, the Community Quilt Project was coming along nicely. When the project is done the Friends of the Library will auction it off with tickets being sold at the "Freedom Festival" in July. Kinkade also noted that Courtney Blawat had this excellent idea. The Basics of Backyard Maple Syrup was popular as well as the Winter Bowling Reading Challenge. In Juvenile Programming, the Donuts with Dad were a big hit and was very well done. The Dance Party with Ms. Amy continues to be a big hit. New this year was the Trailside Reading Night. This was a program at Trailside Elementary that included the library in reaching out to the K-6 age group. It was very successful, and the library is hoping to do it again. There were 83 Teen and 255 Juvenile Craft Kits checked out in the month of February, which is huge.
2. **Circulation Review** Circulation for the month of February was discussed. Kinkade was happy to announce that circulations were up by 2% for February. Specifically, the Town and Village of Waterford, City of Burlington, Raymond, and the Town of East Troy all had increased circulations. February's circulation is comparative to July, which is the library's best month of the year for circulations.
3. **2019-2020 Budget Review** The financial reports for December 2019- February 2020 had just been shared with Kinkade the morning of the meeting and therefore were not able to be reviewed and verified before the board meeting. These will be discussed at the April meeting.
4. **Lakeshores Meeting** Kinkade attended the monthly Lakeshores/SHARE meetings on March 3rd where COVID—19 and RFID implementation were discussed. The May 5th meeting is to be held at WPL in order to celebrate Cinco de Mayo with lunch catered from Marty's.
5. **Personnel Committee Meeting** Kinkade attended the February 24th Personnel Committee meeting where they briefly discussed long and short term disability and the employee handbook.

6. **Bump Out Meeting** Kinkade attended a meeting with Roger Conrad and Tom Horner regarding the future of the library's bump out area along Main Street. Both Conrad and Horner have offered their horticultural and design services in creating an all-season English cottage garden.
7. **Park Planning Committee Meeting** There was a meeting about the new park with a literary theme.
8. **Village Board Meeting** Kinkade attended the Village Board meeting on March 9th where COVID-19 was discussed.

Statements

Bank statements ending February 2020 were reviewed and discussed.

The Library Board is unable to approve the February statements until there is clarification on the reason \$17,222 was withdrawn from the account.

The February 2020 Investment Fund was not available for review.

Invoices

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

There was a motion (Datka/Halbach) to approve February 2020 operation invoices:

February 2020 Operations – \$5,645.82
All ayes. Motion passed.

There was a motion (Datka/Peters) to approve February 2020 special fund invoices:

February 2020 Special Funds – \$705.73
All ayes. Motion passed.

New Business

1. **Phone System** The Village approached the library offering to be included in the new phone system proposal. Presently, the library pays TDS and DataComm \$434.00/mo for 20 phones with 6 phone lines. The proposed plan would be for \$780.00 per month. Since the library's current service is sufficient, the Board appreciates being included in the opportunity, but will pass at this time, unless the service is comparative in both price and service.
2. **RFID Implementation** The updated EnvisionWare quote was shared with the Library Board. The quote and implementation was discussed.

There was a motion (Halbach/Bechtel) to purchase materials from EnvisionWare and Lakeshores Library System to transition to the RFID system, which is not to exceed \$23,612.87.
All ayes. Motion passed.

3. **October Team In-Service Day** Kinkade proposed an in-service day on October 12, 2020 for training and team building. The library would be closed this day for the in-service.

Old Business

1. **Impact Fees** IRS Industrial Roofing will tour the roof and start the RFP process in March.

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 6:16 p.m.