

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**March 11, 2025**

**Call to Order:** The meeting was called to order by President Isola at 5:10 p.m. in the Community Room.

Trustees present: President Isola, Treasurer Schoepke and Trustees Pollnow, and Jody Beer

Absent: Secretary Klein, Vice-President Peters, and Trustee Kis

Others present: Library Director Heather Kinkade, Village Trustee Adam Jaskie, Julie Fick, Samantha Vogel, Abra Dexter

**Public Comment**

None

**Minutes**

Motion (Isola/Beer) to approve minutes from the February 2025 meeting as written. All ayes. Motion passed.

**Trustee Essentials**

**Topic #5: Hiring a Library Director**

- Previous job description seemed to meet the criteria listed in the document
- Lori has spoken to Steve Ohs
  - Update job description
  - Search and screen committee
  - Move quickly
  - Steve is willing to get the word out at a director's retreat in the next few days
  - Posting job on specific web portals
- Conversations about filling board open positions
  - Shannon's term ends April 30, 2025; she is a county board representative
  - Kelly Klein is no longer able to continue her term; she is a village representative

**Director's Report:**

**1. Programming review:**

- Adult programming: Adult Yoga with Rachel 49 participants, Cooking class with Staci Joers 35
- Passive programming: 172 participants
- Family programming: 1,007 participants; Love your Library Checkout Raffle 338, Passive Activity sheets 435
- Juvenile activities 0-5: 168 participants
- Juvenile 6-11: 9 participants
- Teens 12-18: 26 participants
- Highest Saturday 2/8: 92 people

**2. Circulation Review:**

- Village 5,388 (Last year 5,094)
- Town 5,256 (Last year 4,550)
- Library Visits 6,907 (Last year 6,639)

### **3. 2025 Budget Review**

- Associated statement had not yet been received.
- February Community State Bank \$21,105.81
- 19.2 % of budget has been spent thus far this year

### **4. Prairie Lakes Advisory Council**

- Tuesday, March 4
- Prairie Lakes system has not been contributing to Libby as much as other library systems (16 public library systems in WI). In 2026, Prairie Lakes will be putting in \$188,000 towards the advantage account, to pay our fair share. This will give us better access and shorter waits for materials.
- Hoopla does not give a discounted price; with Hoopla, borrowing is automatic. Prairie Lakes is considering getting out of the Hoopla contract, and our contract ends in April 2025. Hoopla is approx. \$2.44 per checkout.

### **Village Board Meeting:**

- Permitting process discussion
- East Main Street construction presentation (Spring 2026)
- Discussion about the creation of an ethics committee
- Baxter & Woodman looking at office space in Waterford Loft #2
- Police Exploratory Committee signed on with Riesling Consulting Committee

### **Other Discussion:**

- Discussion about patron concern

### **Other Topics:**

#### **Invoices and Bank Statements**

\$55,483.51 February Operations approved (Pollnow/Isola)

\$2,820.08 Special Funds approved (Pollnow/Beers)

#### **Old Business**

#### **New Business**

Library Director Resignation

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New Director Search and Job Posting

- Search and Screen committee (Tami Pollnow, Jody Beer, Lori Isola) April 2 @ 5:30pm
  - Craft new job posting and job description
  - Create a timeline for process
  - Screening process
  - Bring information to library board April 8, 2025

Move into Closed at 6:04 PM

Pollnow (aye), Beer (aye), Isola (aye), Schoepke (aye)

Motion to go into Open Session at 6:58 PM Motion (Pollnow/Beer)

**Reconvene**

Motion was made to reconvene on Wednesday, March 19 via Zoom in closed session to review options for an interim director. (Pollnow/Isola)

**Adjournment**

There being no further business before the Board of Trustees, there was a motion (Beer/Schoepke) to adjourn. All ayes. Motion carried. The meeting adjourned at 7:00 PM.