

**WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
March 9, 2021**

Call to Order: The meeting was called to order by Vice President Bechtel at 4:32 p.m. in the Community Room. Library Board Trustees present were Treasurer and Secretary Datka, Trustees Peters, Pollnow, Nargis and Director Heather Kinkade. Romanak was excused.

Minutes

There was a motion (Pollnow/Bechtel) to approve the February 16, 2021 Regular Meeting Minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before the WPL Board.

Librarians' Report

Programming Review Programming for the month of February was discussed. Kinkade noted that Yoga Facebook Live and in-person with Rachel Juergens remains the most popular adult program. Also, very popular this month was the Disney Villains Escape Room created by Courtney Blawat. It was a great experience for the participants! In Teen programming the Tween Take-It Toolbox: Pretzel Kisses was very popular. In Juvenile programming, the I Love Dragon Grab and Go Kit was very popular as was the STEAM Grab & Go Challenge Balloon Car. Kinkade noted the curbside visits were down from about 60 pickups to 47 in February, but still feels it is worthwhile for those patrons. Also noted was that toy bins have been available upon request at the Info Desk. They are sanitized after each use. Kinkade reported on the Winter Reading Program. Currently, the #1 user demographic are the 46-year-olds.

Circulation Review Circulation statistics for the month of February were discussed. Overall, the library's circulation is down about 16% or 4,340 items. A few municipalities in Racine county are up slightly, perhaps due to the Racine Public Library being closed. OverDrive usage is up by 16%. Visits to the library

are down 34% or 3,00 visits from the same time last year. In social media analytics, Facebook views have jumped, as well as new followers.

2021 Budget Review The 2021 Budget Tracker was available for review. With 16% of the year having elapsed, the library is at 22.5% of their budget. This number may be deceiving as many of the yearly fees are due at the beginning of the year.

New Board Member Loribeth Isola was appointed to the Library Board at the Village Board meeting on March 8th. She will be at the June Library Board meeting due to her work schedule.

Lakeshores/SHARE Meeting There was a virtual LAC/SHARE meeting on March 2nd. Discussed were the RFID grants and the 2020 annual report.

Village Meetings There was a Finance Committee meeting and a Village Board meeting on March 8th, however the virtual connection was never established due to the village's Wi-Fi, so Kinkade was unable to attend.

Milwaukee County Zoo Experience Pass The Friends of the Library donated the funds to allow the library to purchase a corporate sponsorship, so that the library can offer two experience passes to the zoo.

Invoices

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

There was a motion (Pollnow/Nargis) to approve February 2021 operation invoices:

February 2021 Operations – \$64,346.63
All ayes. Motion passed.

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

February 2021 Special Funds – \$546.65
All ayes. Motion passed.

Statements

Bank statements ending February 28, 2021 were reviewed and discussed.

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

February 2021 Associated Bank Library Special Funds Account: 24,283.79
All ayes. Motion passed.

The February 2021 Investment Fund statement was available for review. The portfolio's total current value is \$183,663.10.

Old Business

1. **Reopening Plan** The reopening plan was discussed. The library will continue to operate in Phase 1.
2. **2020 Annual Report** Kinkade reported that she submitted and received confirmation of receipt of the 2020 Annual Report.
3. **Faxing** Kinkade reported that it has been nice to offer faxing as an option to library patrons.
4. **Masks** The verbiage regarding masks on the reopening plan was updated to reflect the current CDC recommendations.

New Business

1. **Gale Courses** Kinkade reported Lakeshores member libraries were losing Gale Courses on March 31st due to the directors voting to discontinue that resource. However, Gale Courses has a relatively long history at WPL and is one of the most-used resources. For this reason, Kinkade contacted Gale Courses for a quote only for WPL and was able to work the price down to what WPL paid with system pricing. The \$2,000 price per year for a three-year contract will be taken out of Gift Funds.
2. **Board Officers** Future Board Officers were discussed. Elections will be held at the April Board Meeting with officer positions starting in May.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Nargis) to adjourn. All ayes. The meeting adjourned at 5:21 p.m.