

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**March 14, 2023**

**Call to Order:** The meeting was called to order by President Isola at 5:07 p.m. in the Community Room.

Trustees present: Vice President Peters, Treasurer Nargis, Secretary Bechtel, and Trustee Klein. Trustee Pollnow arrived 5:42 p.m.

Excused: Trustee Schoepke.

Others present: Heather Kinkade, Mike Sponholtz, Adam Jaskie, Abra Dexter.

**Public Comment**

None.

**Minutes**

Motion (Nargis/Peters) to approve minutes from the February 21, 2023 meeting as written.

All ayes. Motion passed.

**Trustee Essentials**

Discussion of Trustee Essentials on hiatus until further notice.

**Librarian's Report**

**1. Programming review.** Kinkade reviewed programming. Of note were adult programs with long-time participants: Mah Jongg, Loose Ends Sewing, and the puzzle table. The juvenile Alphabet Lab was held twice on three different days with a total of 216 participants. There was a Homeschool Out & About program. There were 10 curbside visits. The library closed early on February 16 and all day on February 22, both due to weather.

**2. Circulation review.** Circulation is down about 1,000 from the same time last year. Holds coming from other SHARE libraries continue to trend higher than holds going out to other SHARE libraries. Hoopla use is strong. Social media posts are not daily, but often. Facebook continues to be the social media of choice for library users.

**3. Director's report.** Kinkade virtually attended a meeting of Prairie Lakes Library System library directors. Discussion included consideration of ceasing cooperative purchase of Brainfuse and LinkedIn Learning databases, and the possibility of one card rather than multiple for each patron in the system. The March 13 Village Board meeting agenda items were reviewed. The bowling fundraiser on February 7 at River City Lanes generated \$500 for Friends of the Library. A first annual 3-day music festival is being organized by local Tavern League members for August 18-20, with proceeds to go to the library. More information will be out after March 16; volunteers will be needed. The library has been selected to receive some Wisconsin State Park passes to be provided to patrons at no cost to the library. Information and articles included in the Board packet were reviewed.

**4. 2023 Budget review.** Budget figures and expenditures 2023 to date were reviewed. Many upfront fees have already been paid out; the budget is on target.

The February 2023 Community State Bank statement was available for review with a total value of \$44,714.80.

The February 2023 Associated Bank investment fund statement was available for review with a total value of \$127,840.32.

### **Invoices**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Klein/Peters) to approve February 2023 operation invoices totaling \$33,158.91.  
All ayes. Motion carried.

Motion (Nargis/Isola) to approve February 2023 special fund invoices totaling \$481.29.  
All ayes. Motion carried.

### **Old Business**

**1. Reopening plan.** The library will remain in phase 3 of the reopening plan.

**2. 2022 Annual report.** The library's 2022 Annual Report was submitted to the WI Department of Public Instruction on February 23.

**3. 2023 Budget and operational considerations.**

Motion (Isola/Bechtel) for library hours of operation to be:

Monday	9 a.m. - 7 p.m.
Tuesday	9 a.m. - 5 p.m.
Wednesday	9 a.m. - 7 p.m.
Thursday	9 a.m. - 5 p.m.
Friday	9 a.m. - 5 p.m.

This is a 44 open hours per week, to be started Monday, April 10 and continue through Labor Day weekend.

All ayes. Motion carried.

### **New Business**

**1. Baseboard replacement.** Mike Sponholtz (DPW) explained the Community Room baseboard heater failure and replacement options. Sponholtz will solicit three bids for replacement.

**2. January 9, 2023 listening session feedback.** Written feedback from the January 9 Finance Committee listening session attendees was reviewed.

**3. Social media policy.** A sample social media policy was reviewed and will be edited for consideration.

**4. Employee compensation.**

Discussion of the cost-of-living adjustment for all library staff that was included in the approved 2023 budget, but not yet granted to part time employees. The adjustment is the same percentage as received by other village employees.

Motion (Nargis/Klein) to increase pay for part-time library employees in Categories 1, 2, 3, and 5 by the 7.17% cost-of-living adjustment, retroactive to the beginning of the year.

All ayes. Motion carried.

### **Adjournment**

There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Isola) to adjourn.

All ayes. Motion carried. The meeting adjourned at 7:39 PM.