

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
May 11, 2021

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 Peters, Treasurer Nargis, Secretary Bechtel, Trustees Isola, Pollnow, Schoepke, Library Director Heather Kinkade, and Children's Librarian Tricia Cox.

Loribeth Isola and Sara Schoepke were welcomed as new Board members.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

1. Program Report. Programming for the month of April was discussed. The adult yoga program continues to be the most popular adult program. It was noted that for the Spread the Love giveaway event during National Library Week, 130 adults received water bottles and ear buds and 94 children received beach balls. Also noted were the Tween Take-It Toolbox Pop Rocks Volcanos that had 36 participants and the Teen Flashback Friday Kits that had 24 participants. To meet community needs for juvenile programming while remaining socially distant, registration was kept lower for the children's program Little Bookworms and it was repeated three times in one day for a total of 35 participants. It was noted that Read to Mushu the Dragon had 28 participants, and the STEAM Grab & Go Challenge CD Hovercraft had 60 participants. The preschool party with Ms. Amy held twice for a total of 38 participants. There has been an increase of requests for teacher baskets; 20 were completed. There were 116 entries by adults to win a \$25 gift certificate for checking out 5 or more items at a time. Curbside visits were down to 17, from about 60 at the highest in 2020, but still a good option to offer to patrons.

2. Circulation Review. Circulation for the month of April was discussed. There was increased circulation to patrons from City of Burlington and City of Racine, which can be explained because both of those libraries were longer closed to the public. Overall, circulation is up 8,503 items (22%) over the same time last year. OverDrive use is up by about 9%. Since the library was closed to the public about two months in 2020, it is self-explanatory that the wireless use is now up about 29% and library visits are up 13% over last year.

3. Included in Board Packet. The following were included in the board packet and noted: trustee listings for the trustee 3-ring binders, the Library Director's Report to the Village of Waterford dated May 10, 2021, a library annual report infographic, and a request from the Norway Garden Club to display plants in the library.

4. Lakeshores/SHARE meeting. These meetings took place virtually on May 4. That group agreed to uniformly end quarantine of materials. Lakeshores Library System is waiting for specifics from the DPI about applying for ARPA (American Rescue Plan Act) funding. Lakeshores will host a low-key lunch socialization event on May 21 for directors who have not been together in person since March 2020. Lakeshores and Arrowhead Library System (Rock County) are in the beginning phase of talking about merging to become one system. Libraries from both systems have expressed strong interest in consolidation.

5. Q&A Session with Village of Waterford Board and Departments. Kinkade was present at the Q&A session on May 3rd at the high school auditorium. There was a brief presentation on Village TIDs, business park, and development; discussion of Town of Waterford boundaries; and a question on speeding.

6. Village Board Meeting. Kinkade attended the Village Board meeting on May 10 virtually via GoToMeeting. Special events permits were approved, including an event the library planned for August. There was a change to special event procedure: if a the DPW is not needed for an event the Village Clerk will be able to issue a special event permit; if the DPW is needed, the special event permit application will need to go through the DPW Committee and Village Board for approval. A motion was made and approved to strike language from the employee handbook stating that employees who worked an average of more than thirty hours a week the previous year would be eligible for health insurance. A discussion of the fire station training building was started, then the Village Board went into closed session. The building will be addressed at a special meeting.

7. Broken Window. An exterior window near the History Room lost its insulating strip, creating a gap to the outside. Mike Sponholtz (DPW) has contacted the original window company and awaits an answer from them. If needed, he will repair the window.

8. 2021 Budget Review. The 2021 Budget Tracker was presented. With 33% of the year having elapsed, the library is at 36.19% of the budget. This higher percentage spent is due to fees paid at the beginning of the year.

9. Summer Reading Program. Cox presented plans for the summer reading program including the calendar with adult, summer, and many of the Village's other summer programs listed. The Beanstack app for program participation will be used again. It is available through summer 2022, paid for by the DPI. There will also be paper options available for tracking program participation. Readers can enroll between June 11 and July 19. Prizes will be remainders from previous programs, and candy and gift cards purchased from gift funds. It was noted to be too early after pandemic closures to solicit prize donations from local business. There will be a shelter drive for Tiny Hooves animal sanctuary in Union Grove, which fits in with this summer's theme "Tails and Tales." Program details are available in print at the library and on the library's website. Cox presented the SRP promotional video that will be shared with schools in lieu of in-person librarian visits.

Invoices

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

There was a motion (Pollnow/Peters) to approve April 2021 operation invoices:

April 2021 Operations – \$45,100.13

All ayes. Motion carried.

There was a motion (Bechtel/Pollnow) to approve April 2021 special fund invoices:

April 2021 Special funds – \$1,666.28

All ayes. Motion carried.

Statements

Bank statements ending April 2021 were reviewed and discussed.

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

April 2021 Associated Bank Library Special Funds Account: \$33,451.29
All ayes. Motion carried.

The April 2021 Investment Fund statement was available for review. The portfolio's total current value is \$188,870.27.

Old Business

1. Reopening Plan. The reopening plan was discussed.

There was a motion (Romanak/Pollnow) to move from reopening plan Phase 1 to reopening plan Phase 2.
All ayes. Motion carried.

2. Election of Board Officers. Reviewed from the April meeting were the Board Officer positions that started May 2021:

Al Romanak - WPL Board President
Shannon Peters - WPL Board Vice President
Kathy Nargis - WPL Board Treasurer
Beth Bechtel - WPL Board Secretary

3. Fire Suppression System. Kinkade informed Mike Sponholtz (DPW) the Board decided to go with Design Build for the fire suppression system. In addition, Mike was Sponholtz was informed the Board would review the purchase of a nitrogen generator at their September 14th meeting.

4. Storywalk Frames. Kinkade has contacted the Racine Community Foundation regarding funds for purchasing Storywalk frames. They will take this request to their June meeting. Kinkade has also contacted Jeanne Christensen, who takes care of the library grounds, to ask her about placement of the frames.

New Business

1. Phone System. The library's telephones have come to their end of life, so it is necessary to purchase new telephones as well as update the software to go along with the phones. The Board had chosen not to move to TDS last year when the Village did because that move would have resulted in six fewer phones and an increase of \$240.00 per month. The Board reviewed information from DataComm.

There was a motion (Nargis/Bechtel) to contract with DataComm for the phone upgrade at a cost of up to \$8,817.02.
All ayes. Motion carried.

Closed Session

There was a motion (Romanak/Pollnow) to adjourn into Closed Session for discussion regarding staff benefits.

A vote was recorded as follows and the meeting adjourned into closed session 5:42 p.m.

Bechtel - Aye	Isola - Aye	Nargis - Aye	Peters - Aye
Pollnow - Aye	Romanak - Aye	Schoepke - Aye	

Reconvene into Open Session

There was a motion (Bechtel/Romanak) to reconvene into Open Session. A vote was recorded as follows and the meeting reconvened into open session at 5:49 p.m.

Bechtel - Aye	Isola - Aye	Nargis - Aye	Peters - Aye
Pollnow - Aye	Romanak - Aye	Schoepke - Aye	

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Peters/Schoepke) to adjourn. All ayes. Motion carried. The meeting adjourned at 5:49 p.m.