

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
May 17, 2022

Call to Order: The meeting was called to order by Vice President Peters at 4:38 p.m. in the Community Room. Library Board Trustees present were Treasurer Nargis, Secretary Bechtel, and Trustees Pollnow and Schoepke. Also present Library Director Heather Kinkade and Children's Librarian Tricia Cox.

Public Appearances

None.

Minutes

Motion (Peters/Isola) to approve the April 12, 2022 meeting minutes as presented. All ayes. Motion passed.

Trustee Essentials

Discussion of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*, Chapter 1: The Trustee Job Description.

Librarian's Report

1. Programming review. Adult programming highlights included popularity of mahjongg, which has led to a forthcoming mahjongg class. Family programs highlighted were the women veterans' display and the Truffula tree making. Highlighted for juvenile programming ages 0-5 were the popular Alphabet Lab and preschool storytime egg hunt; highlighted for ages 6-11 were the Girl Scout tour and the read to dogs programs. There were 8 teen volunteers in April, and a Saturday teen advisory board meeting. A total of 485 items were in the 97 book bundles checked out in April. For National Library Week April 4-9, many families participated in the Love Your Library Trivia Hunt within the building.

2. Circulation review. Materials circulation was down about 7.3% from January through April 2021. OverDrive use was up 4.3% from the same months in 2021. Library visits are up almost 10% from the same time period last year. Numbers for social media views and likes continue to be strong.

3. Director's report. For more than a month the thermostat controls have not worked correctly. Kinkade has contacted and worked with the companies that deal with the controls and the HVAC system, as well as Mike Sponholtz, Village of Waterford Parks and Facilities Supervisor, but the low temperature/high humidity problem is unresolved. Kinkade reported SHARE meetings will be changing to quarterly, and topics at the LAC meeting focused on Hoopla training. Hoopla is a collection of online music, television, books, and audiobooks that will be available to patrons in June. Lakeshores Library System will pay \$5,000/ year for Hoopla for the first two years. Kinkade reported attending the Village board meeting virtually on May 10.

4. Budget review. Budget reports for the last month were not provided by the Village.

5. Summer Reading Challenge. Cox presented plans for the summer reading program. This summer's theme is "Oceans of Possibilities." Program details are on the library's website and the packet will be given to patrons starting June 3. The Beanstack app for program participation continues to be provided for public library use by the DPI. There will also be paper options available for tracking program participation. Programming and prizes will be provided with funding from 18 local businesses, Lakeshores, Friends of the Library, and patron donation. Cox presented a summer reading program promotional video that will be shared with students.

Statements

The April 2022 Associated Bank investment fund statement was available for review. The portfolio's total current value: \$187,591.27.

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Schoepke) to approve April 2022 operation invoices totaling \$5,668.61
All ayes. Motion carried.

Motion (Pollnow/Nargis) to approve April 2022 special fund invoices totaling \$1,395.06
All ayes. Motion carried.

Old Business

- 1. Reopening plan.** The library will remain in phase 3 of the reopening plan.
- 2. Challenge to library materials.** Edits to the Challenge to Library Materials packet were presented.
- 3. Parking.** A letter from Trustee Isola to a neighboring business whose employees had monopolized parking next to the Library has improved the situation.

New Business

1. Nomination of Board Officers.

Motion (Pollnow/Schoepke) to elect **Isola** as incoming **WPL Board President**.
Bechtel - Aye Nargis - Aye Peters - Aye Pollnow - Aye Schoepke - Aye
Motion passed.

Motion (Pollnow/Schoepke) to elect **Peters** as continuing **WPL Board Vice President**.
Bechtel - Aye Isola - Aye Nargis - Aye Pollnow - Aye Schoepke - Aye
Motion passed.

Motion (Pollnow/Schoepke) to elect **Bechtel** as continuing **WPL Board Secretary**.
Isola - Aye Nargis - Aye Peters - Aye Pollnow - Aye Schoepke - Aye
Motion passed.

Motion (Pollnow/Schoepke) to elect **Nargis** as continuing **WPL Board Treasurer**.
Bechtel - Aye Isola - Aye Peters - Aye Pollnow - Aye Schoepke - Aye
Motion passed.

Motion (Peters/Schoepke) to approve the Challenge to Library Materials packet including the *Citizen's Request for Reconsideration of Library Resources* form, and *Collection Development Policy* as presented under Old Business, #2. All ayes. Motion passed

2. Mission Statement. Mission statements from the Policies section in the manual and the Library's website were presented. Motion (Nargis/Pollnow) to table mission statement discussion until June meeting. All ayes. Motion passed.

Adjourn: There being no further business to come before the Board of Trustees, Isola adjourned the meeting at 6:15 p.m.