

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**May 9, 2023**

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

Trustees present: President Isola, Vice President Peters, Treasurer Nargis, Secretary Bechtel, and Trustees Klein, Pollnow and Schoepke

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

**Public Comment**

None.

**Minutes**

Motion (Nargis/Klein) to approve minutes from the April 11, 2023, meeting as written.  
All ayes. Motion passed.

**Trustee Essentials**

Discussion of Trustee Essentials on hiatus until further notice.

**Old Business (moved up in the agenda)**

**1. Baseboard Replacement.** Mike Sponholtz, Village of Waterford DPW, contacted 5 companies for bids for the Community Room's failed baseboard heaters. He explained the bids that were received.

**2. HVAC Update.** Mike Sponholtz, Village of Waterford DPW, reported contacting HVAC engineers and receiving two returned calls about bids for reengineering the Library HVAC system. He reported that Village Administrator Jackson has approved Village payment for the engineering work.

Discussion about baseboard heater replacement continued with consideration of how to pay. Payment could be made from budget line 350, using most of the remaining allocation intended for other maintenance expenses. Using gift funds may be needed. Jaskie will investigate whether there are other options for funding available within the Village budget.

Motion (Pollnow/Isola) to work with All Pro to replace all the Community Room baseboard heaters at the quoted cost of \$15,785.

All ayes. Motion passed.

**Librarian's Report**

**1. Programming review.** Kinkade reviewed programming. The Loose Ends sewing group continues to be well attended. The window stars program was sponsored by the Friends group and led by a retired art teacher. The Friends-sponsored popcorn checkout had 100 participants. The Alphabet Lab program came to the end of the alphabet and included 235 children. The Washington Caldwell School meetup was held for 4K children and their parents. Tricia and Julie put together 14 teacher baskets. There were 71 entries by adults checking out 5 or more items to win a \$25 gift card provided by the Friends. 25 family fun bins were checked out.

**2. Circulation Review.** Overall circulation is down about 4% from the same time last year. Year to date circulation to residents of the Village was 13,318; up more than 8% from the same time period last year. The numbers of holds to and from other SHARE libraries are closer than in the last few months.

**3. Director's report.** At the Friends of Waterford Public Library meeting, John Gomez from Rivermoor and Al Secora from River Rhythms explained the Waterford Jam Fest 2023 music festival fundraiser they are planning. It will be August 18, 19, and 20 with proceeds going to the Friends. Kinkade is working with the Friends to obtain 501(c)(3) status for that group. Festival organizers ask that the Friends provide volunteers for the festival and suggested selling t-shirts to advertise and fundraise for the event. The Friends approved up to \$5,000 to be spent for the library summer reading program.

Two drinking fountains have been installed, one single and one double, both with bottle fillers.

Starting May 1, Waterford patrons will be able to check out a one-day Wisconsin State Park pass, while supplies last. The 50 passes are one-use-only and will not be returned. The passes are provided by Friends of Wisconsin State Parks and the Natural Resources Foundation.

Kinkade attended the Prairie Lakes Advisory Council meeting where the agenda included whether to group-purchase Gale Courses and a Hedberg Public Library trustee resignation.

Pollnow and Jaskie reported on the most recent Village Finance Committee and Village Board meetings.

Kinkade thanked the board on behalf of all staff for supporting library staff with the gift of bagels and coffee, pizza, and coffee shop gift cards.

A newspaper article and other information included in the Board packet was reviewed.

Beginning this year, invoices are submitted to the Village monthly rather than weekly. Due to the change, there are past due charges because many invoices are set up for net-30 days. The library will contact vendors to ask for a longer time frame to pay invoices. If a longer time frame isn't possible, Treasurer Nargis will visit the library bi-weekly to approve invoices.

**4. 2023 Budget review.** Starting this year, Village Treasurer Michelle Vandehey sends year-to-date library financials via both paper mail and emails monthly to Library Board members. In the financial reports emailed on 5/2/23 there was a change from the previous months' reports. Page 1 stated the library's approved budget as \$611,620, but page 2 stated the library's budget as \$815,212. In addition, other 2023 budget numbers, including salaries and wages, were incorrect. Kinkade asked for clarification; Vandehey emailed an edited set of financials on 5/3/23. Fund 210 shows a 2023 beginning balance of \$30,000. Kinkade will follow-up on the accuracy of that report and how the fund balance can be used. Board members expressed concern about the discrepancies in April financial report.

The April 2023 Community State Bank statement was available for review with a total value of \$48,346.59.

The March 2023 Associated Bank investment fund statement was available for review with a total value of \$129,189.66. The April 2023 Associated Bank investment fund statement was not yet available for review.

### **Invoices**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Schoepke/Isola) to approve April 2023 operation invoices totaling \$42,986.41.  
All ayes. Motion carried.

Motion (Schoepke/Klein) to approve April 2023 special fund invoices totaling \$4,831.75.  
All ayes. Motion carried.

### **Old Business**

**1. Reopening plan.** The reopening plan is no longer in effect. Front line staff will continue to wipe down surfaces as needed. A shelver will continue to clean when time permits.

**2. 2023 Budget and operational considerations.** Summer reading planning has been scaled back based on changes in staffing. Recent spring break library use was high. For example, 145 juvenile and teen craft kits were taken within two days. Based on spring break library use and changes in library staffing, Kinkade expects summer to be busy, especially around high-interest programming.

Motion (Schoepke/Pollnow) to add up to 10 hours/week total for staffing during the summer, not to exceed a total of \$2,000.00.  
All ayes. Motion carried.

**3. Baseboard replacement.** Sponholtz addressed this agenda item at the beginning of the meeting.

**4. Social media policy.** A draft social media policy was reviewed and edited. Kinkade will make edits for future review.

**5. HVAC update.** Sponholtz addressed this agenda item at the beginning of the meeting. Jaskie stated the plan is for HVAC replacement near the end of 2024 or early 2025 with the cost in the Village's intended budget; the HVAC re-engineering costs are to be paid by the Village.

### **New Business**

#### **1. Election of officers.**

Motion (Pollnow/Klein) to elect **Isola** as continuing **WPL Board President**.

Bechtel - Aye    Klein – Aye    Nargis - Aye  
Peters - Aye    Pollnow - Aye    Schoepke - Aye  
Motion passed.

Motion (Pollnow/Isola) to elect **Peters** as continuing **WPL Board Vice President**.

Bechtel - Aye    Isola – Aye    Klein – Aye  
Nargis - Aye    Pollnow - Aye    Schoepke - Aye  
Motion passed.

Motion (Isola/Pollnow) to elect **Klein** as incoming **WPL Board Secretary**.

Bechtel - Aye    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    Klein – Aye  
Peters - Aye    Pollnow - Aye    Schoepke - Aye  
Motion passed.

**2. Memorandum of understanding.** There was discussion of a possible memorandum of understanding to clarify library building maintenance and operational responsibilities between the Library Board and the Village of Waterford.

**Adjournment**

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

All ayes. Motion carried. The meeting adjourned at 7:15 PM.