

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
November 10, 2020

Call to Order: The meeting was called to order by Vice President Bechtel at 5:00 p.m. in the Community Room. Library Board Trustees present were Treasurer and Secretary Datka, Trustees Pollnow and Director Heather Kinkade. Romanak, Peters, and Nargis were excused.

Public Appearance

No one appeared before the WPL Board.

Minutes

There was a motion (Pollnow/Bechtel) to approve the September 8, 2020 and October 13, 2020 Regular Meeting Minutes as presented. All ayes. Motion passed.

Librarian's Report

- 1. Programming Review** Programming for the month of October was reviewed. Yoga Facebook Live and in person with Rachel Juergens continues to be very popular. The Wandering Waterford Program at River City Lanes was popular as well. Due to the pandemic, there was no Adult Outreach program in October. The Tween Take-It Toolbox was pretty popular in October. In Juvenile programming, the Storywalks were very popular and garnered much enthusiasm for the library. The naming contest for the library's new bearded dragon was a hit with 78 entries. The STEAM Grab & Go Challenge: Halloween was also quite popular. In addition, Kinkade reported that 15 teacher baskets were completed this month and 104 Book Bundles were checked out totaling 520 individual items. Also noted, there were 64 curbside visits in October.
- 2. Circulation Review** Circulation statistics for the month of October were discussed. The library is down 32,199 items circulated this year compared to last year at this time, which is about 13%. Overdrive use is up quite a bit. Flipster is also seeing an increase in use. In social media analytics, the YouTube views have increased, as well as the Google searches for the library.
- 3. 2020 Budget Review** The 2020 budget was reviewed. With approximately 85% of the year elapsed, the total expenditures for the year are at 84%. There were a few lines that were over 80%, which were expected and should not affect the budget.
- 4. New Board Member** Loribeth Isola met the Village administrator and Village president on October 28th. The library is hopeful she will be appointed to the Library Board.
- 5. Lakeshores/SHARE Meeting** It was shared with the Board that Lakeshores is recommending that funding for 2022 remain flat at the 2021 rate due to COVID.
- 6. Finance Committee Meeting** Kinkade shared with the Board the topics that were discussed at the Finance Committee Meeting on Nov. 9. Relating to the library, Kinkade shared that the Village administrator mentioned that the library has been dipping into its endowment fund to supplement gaps in programming. He went on to mention that the Finance Committee/Village Board should increase funding in the next year, or have a conversation about decreasing programming.
- 7. Village Board Meeting** Kinkade shared topics discussed at the Village Board Meeting which took place on November 9th.
- 8. Dementia-Friendly Walk-Through Report** Afton Kehl from the Aging and Disability Resource Center of Walworth County completed a walk-through of the library on Monday, October 12. As noted in the previous board meeting, the library is designated as dementia-friendly. Afton

explained that the report is not to spend money, but rather when it comes time to make some future changes and upgrades, the library will have a guide as to how to include those people living with dementia.

Invoices

The WPL Invoices for October 2020 Operations and Special Funds were presented and discussed.

There was a motion (Pollnow/Bechtel) to approve October 2020 operation invoices:

October 2020 Operations – \$43,574.17
All ayes. Motion passed.

There was a motion (Pollnow/Bechtel) to approve October 2020 special fund invoices:

Month 2020 Special Funds – \$1,310.21
All ayes. Motion passed.

Statements

Bank statements ending October 2020 were reviewed and discussed.

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

October 2020 Associated Bank Library Special Funds Account: \$25,320.88.
All ayes. Motion passed.

The October 2020 Investment Fund statement was available for review. The portfolio's total current value is \$167,048.15.

New Business

There was no new business to discuss.

Old Business

- 1. Investment Fund Reallocation** Peter Engstrom from Associated Bank spoke with the Library Board in October about the investment fund. He counseled that the board should re-allocate to reflect 50% in bonds, 45% in stocks and 5% in domestic cash. Peter then confirmed via a report sent to the library the changes approved by the Board.
- 2. 2021 Budget** Kinkade reported having had a meeting with the Village administrator, president, treasurer and deputy treasurer on Oct. 19 regarding the library's budget. Kinkade questioned the rollover of \$96,000. Kinkade learned that in the 2018 audit, the auditors made a mistake and wrote that \$96,000 was transferred into the library. This was incorrect, but the Village needs to keep this number reflected until next year at the 2020 audit. Then, the auditors will make a journal entry stating the error, and the \$96,000 will come off.

3. **Geocaching in Reading Garden** A patron requested to put a geocached turtle next to the library's turtle. Kinkade informed the patron that the Board was in favor of this who wished to extend her thanks to the Board.
4. **Library Pet** The library's ambassador, Sir Mushu, Dragon of the Books, has been an absolutely wonderful addition to the library. There was a naming contest which generated a lot of excitement and interest. The library has been posting pictures and videos on social media, which have been met with increased views and engagement numbers. Many children and adults stop to see him, and even one family came to see him because they saw him on social media and wanted to meet him. That family then went on to explore the library and check out items.
5. **Reopening Plan** Kinkade recommended that given the data provided by the Central Racine County Health Department that the library continues to hold in Phase I of the reopening plan.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Datka) to adjourn. All ayes. The meeting adjourned at 5:50 p.m.