

**WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
November 9, 2021**

Call to Order: The meeting was called to order by President Romanak at 4:27 p.m. in the Community Room. Library Board Trustees present were Vice President Peters, Treasurer Nargis, Secretary Bechtel, and Trustees Isola, Pollnow, and Schoepke. Also present were Library Director Heather Kinkade and Children's Librarian Tricia Cox.

Public Appearance

Peter Engstrom, Associated Investment Services Financial Consultant, reviewed the library's investment fund.

Village Administrator Zeke Jackson presented possible health insurance issues and related staffing changes that might be needed in 2022.

Minutes

There was a motion (Pollnow/Nargis) to approve the October 12, 2021 meeting minutes as presented. All eyes. Motion passed.

Librarians' Report

1. Program Report. Programming highlights included the Mah Jongg group had 31 attendees in five sessions; Disney Villains Escape Room was a lot of work but a patron favorite with 60 attendees; Great Scott Magic Show had 70 attendees; It's a Tween Thing programming was popular and will be repeated once a month; Alphabet Lab is a fantastic program, last week was G week and goats were brought in; monthly book parties are successful; 54 children completed the 1,000 Books Before Kindergarten program; and, bundles and kits that were started during COVID continue to circulate well. The fish tank had algae bloom that was remediated.

2. Circulation Review. In October, Village of Waterford residents checked out 3,168 items. Total year-to-date checkouts are up significantly from 2020. Since the library was closed some of last year, a good comparison is the previous year. October 2021 checkouts are down 25% from October 2019, October 2021 visits are down 38% from October 2019. Program capacity remains limited while the library is in re-opening phase 2.

3. Budget review. October 31 is through 83% of the year and the library is through 82.88% of the budget.

4. Tuesdays. The library building was closed on Tuesdays in October due to low staffing. On October 12, the second half of the carpeting was cleaned by Shroats. That day there were more than 30 curbside pick-ups.

5. ARPA funding. ARPA requests were turned into Lakeshores Library System. We should hear about the awards sometimes in December. The library applied for funds to cover a self-checkout kiosk, A/V community room upgrades, a meeting Owl Pro, and an outdoor charging pole.

6. 2022 budget form. The DPI form that included the Village contribution to the 2022 budget was completed and submitted to Lakeshores.

7. Sprinkler system. ACME winterized the library sprinkler system on October 20.

8. Here to Help. Library staff connected a patron in need with Here to Help services in Burlington.

9. Phone system. The new phone system was installed and has problems. Not all the phones are working, there are errors, some numbers cannot be called, etc. Technicians have returned multiple times, and Sam Vogel is negotiating a discount due to the continued issues.

10. Hot water heat system. Mike Sponholtz has asked for quotes on treatment of the hot water heat system. This is expected to cost less than \$500/year.

11. Lakeshores/SHARE meeting. Sam attended these meetings virtually on November 2. Notable is that East Troy will be getting a new library building and the ARPA proposals were submitted in all three categories.

12. Village Board meeting. Heather attended the November 8 meeting virtually. Various licenses were approved, as well as reports from departments and committees. After the public hearing for the 2022 Village Budget closed, the budget was approved. There was a question about the cost for the school resource officer.

13. Closing early. Thursday evenings have low foot-traffic, so the library will be closing at 6 p.m. two Thursdays in December preceding holidays: Thursday, December 23 and Thursday, December 30.

Invoices

The WPL Invoices for September and October 2021 Operations and Special Funds were presented.

Motion (Pollnow/Schoepke) to approve September 2021 operation invoices:
September 2021 Operations – \$45,363.17
All ayes. Motion carried.

Motion (Pollnow/Schoepke) to approve September 2021 special fund invoices:
September 2021 Special funds – \$4,198.47
All ayes. Motion carried.

Motion (Pollnow/Schoepke) to approve October 2021 operation invoices:
October 2021 Operations – \$68,949.62
All ayes. Motion carried.

Motion (Pollnow/Schoepke) to approve October 2021 special fund invoices:
October 2021 Special funds – \$6,551.80
All ayes. Motion carried.

Statements

Bank statements ending September and October 2021 were reviewed and discussed.

Motion (Pollnow/Nargis) to approve the September Associated Bank statement as presented.
September 2021 Associated Bank Library Special Funds Account: \$44,476.97
All ayes. Motion carried.

Motion (Pollnow/Schoepke) to approve the October Associated Bank statement as presented.
October 2021 Associated Bank Library Special Funds Account: \$39,124.59
All ayes. Motion carried.

The October 2021 Investment Fund statement was available for review. The portfolio's total current value is \$197,562.73

Old Business

1. 2022 Budget. Director Heather Kinkade presented a draft 2022 budget that included: an 8% cost of living adjustment as recommended by Village Hall; a part-time position changed to a full-time position due to the retirement of staff members in other part-time positions; pay adjustment for two positions. The board discussed pay adjustment for three positions. Due to lack of patron traffic on Thursday evenings and requests for earlier opening, the library's open hours were discussed. The proposed change in regular library hours would increase open hours by ½ hour weekly and better meet customer needs with existing staff:

Monday, Tuesday, and Wednesday 8:30 a.m. - 8 p.m.
Thursday and Friday 8:30 a.m. - 6 p.m.
Saturday 8:30 a.m. - 1 p.m.
Sunday closed

Motion (Pollnow/ Schoepke) to approve 2022 draft budget including the combination of two part-time positions to one full-time position and an increase pay for three positions, and the above proposed adjustment to open hours starting in 2022.

All ayes. Motion carried.

2. Fundraising. Tabled until after results of the Charles Dickens fundraiser in December are available.

3. Reopening Plan. The current reopening plan remains in effect.

New Business

1. Fire suppression system. Design Build sent an estimate for repairs they recommend before installing the nitrogen generator. The plan calls for replacement of 2- and 3-inch pipe, hydraulic flushing, and replacement of a dry system valve for a total cost of \$26,580. The system does not appear to be leaking. The board asked for other quotes. Mike Sponholtz from the DPW will be asked to attend the next board meeting.

2. Changing banks. The Village Board voted to change banks for checking accounts from Associated Bank to Community State Bank due to lower fees and economic opportunity.

Motion (Pollnow/Nargis) to move the library checking account to Community State Bank.
All ayes. Motion carried.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Peters/Bechtel) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:50 p.m.