

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
November 12, 2024

Call to Order: The meeting was called to order by President Isola at 5:06 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters, Treasurer Schoepke, Secretary Klein and Trustees Pollnow, Kis and Beer

Others present: Library Director Heather Kinkade, Village Trustee Adam Jaskie, Samantha Vogel, Julie Fick, Connie Tilleros, Jan Thornberg

Public Comment

Connie Tilleros, VP of the Friends of WPL, spoke to the board. She wanted to clarify that in the past, the Friends would donate about \$5K per year toward programs and materials. When the budget was drastically cut, the Friends felt it was important to donate more in an effort to keep the circulations at a high level by purchasing. However, this cannot be sustained long-term.

In 2023, the Friends donated \$27, 455. In 2024, they've donated over \$22K. This was primarily possible due to earnings from the Waterford Jam Fest.

The Friends currently have \$9K in their checking account in addition to some investments in CDs. Based on what they can raise, they could only continue with donations at a higher level for a couple more years.

The Friends primary sources of income: Friends memberships (currently 104 members), the items in the Friends shop and the bus trips (profits are shared with the Burlington Senior Center).

Connie also shared that the Friends currently have about 10 active members, all women over 70. The person organizing the bus trips is 85 and a retired travel agent with no one on deck to take that over when she can no longer do it.

Minutes

Motion (Pollnow/Peters) to approve minutes from the October 2024 meeting as written. All ayes. Motion passed.

Trustee Essentials

Topic #11: Planning for the Library's Future

The last strategic plan for the library expired in 2018. Lori mentioned that the DPI has a way to compare similar libraries based on a variety of factors. Heather has used that resource in the past. There are other resources for creating the plan as well. Kelly asked if Heather would send the board a copy of the plan that expired in 2018. Everyone feels it would be best to wait until after the annual report is completed but to revisit the updating of a strategic plan in 2025.

Director's Report:

1. Programming review:

- Yoga and alphabet lab continue to be popular programs. Author Leah Gilbert did an author visit for Little Bookworms. Reading with therapy dogs has a consistent turnout. Dungeons & Dragons for teens is also popular and has grown over time.
- The Saturday hours have brought in an average of 38 people. Last Saturday (11/9), they had 55 people.

2. Circulation Review:

- Holds TO SHARE: 1582
- Holds FROM SHARE: 1322

3. 2024 Budget Review

83% of the year has elapsed and we are at 84.2% of the budget used.

Prairie Lakes Advisory Council:

Heather attended the brief virtual meeting on Tues, Nov. 12. There was a discussion about an internet-only library card.

We are ending the budget year for the Hoopla account. Starting in January, there is money from Prairie Lakes that can help cover the cost. It is fairly costly but Hoopla is holding Prairie Lakes to the end of their contract. However, the number of instant downloads per month may be reduced by WPL to save some money.

Village Board Meeting:

Heather attended the meeting on Mon, Nov. 11.

The library funding was discussed at two Village Board Finance Committee meetings. Heather attended both with 1-2 board members also in attendance at each meeting.

Other Topics:

The WPL staff had a training day in October where they did Q & A, trivia, etc. and Heather received positive feedback.

Invoices and Bank Statements

The WPL Invoices for Operations and Special Funds were presented.

Motion (Isola/Schoepke) to approve October 2024 operation invoices totaling \$62,660.19.
All ayes. Motion carried.

Motion (Schoepke/Klein) to approve October 2024 special fund invoices totaling \$5,242.76
All ayes. Motion carried.

The October 2024 Community State Bank statement was reviewed with a total value of \$29,247.92.

The October 2024 Associated Bank investment fund statement was not available for review in time for the board meeting.

Old Business

- 1) Boiler repair: The village covered the cost of the repair.

New Business

- 1) Motion was made (Kis/Schoepke) to approve paying Trademark Cleaning, LLC at the end of each calendar month once the invoice has been submitted for work completed. All ayes.
Motion carried.
- 2) Budget 2025:
 - a) The library was discussed at two finance committee meetings in October. At the second meeting, the finance committee was able to commit to an additional \$10,700 for the library. The administrator confirmed there is \$36, 171 available to be used in 2025 as a starting balance.
 - b) A discussion took place about the possibility of using some of the investment fund income funds to bolster the budget for materials in 2025. A concern was also mentioned that with the staffing reductions, the time to process new materials is limited. The discussion was tabled until January when it will be revisited again.

- c) A request was made that Heather ask for a copy of the insurance policy to determine if the building only is covered or if the materials, furniture, etc. are also covered. Heather can determine the total value of the current materials. Heather will reach out to Village Hall to give us that information.
- d) Heather viewed this budget as a second draft. She can make the small corrections and we can finalize it in December.
- e) Schoepke asked if Heather could pull circulation stats to determine where additional money would best be assigned if pulled from the investment fund regarding purchasing materials. This would be an internal function the librarians could use in order to purchase materials with a potentially high circulation.

A motion was made (Schoepke/Kis) to table the budget finalization until the December meeting.

Closed Session

Lori moved us into closed session at 7:25 PM. A discussion was held regarding the salary of a specific employee.

Roll Call to return back to open session:

Schoepke: Aye

Klein: Aye

Kis: Aye

Beer: Aye

Pollnow: Aye

Peters: Aye

Isola: Aye

Motion was made (Pollnow/Schoepke) for Heather to act on what was discussed in the closed session.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Beer/Schoepke) to adjourn. All ayes. Motion carried. The meeting adjourned at 7:35 PM.