

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
November 14, 2023

Call to Order: The meeting was called to order by President Isola at 5:05 p.m. in the Community Room.

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

Not present: Vice-President Peters, Trustee Pollnow

Others present: Library Director Heather Kinkade, Village Trustee Adam Jaskie

Public Comment

None.

Minutes

Motion (Bechtel/Nargis) to approve minutes from the October meeting as written.
All ayes. Motion passed.

Trustee Essentials

Discussion of Trustee Essentials on hiatus until further notice.

Librarian's Report

1. Programming review.

Kinkade shared that the library will be adding additional sessions of yoga, including a family session. Washington Caldwell Elementary continues to hold Literacy Nights once per month. The library had 21 teen volunteers in October.

2. Circulation Review.

Kinkade shared that the circulation numbers are down and attributes this to reduced hours and offerings at the library.

3. 2023 Budget Review

We are 83% through the year and the budget is at 80%.

4. Directors' Report:

Kinkade shared that the library staff participated in a Colors Workshop for staff development. The staff learned about their own and each other's strengths and staff had positive feedback about the program.

Kinkade shared that she attended the Prairie Lakes Board Meeting. Discussion included 2024 budget and expectations, that they may get rid of some databases and that the Hoopla account is active until April but may not be renewed by Prairie Lakes due to limited use at other libraries in the system.

Kinkade attended the Village Finance Committee Meeting. They reviewed the 2024 budget and opened the floor for questions from board members. The committee is scheduled to finalize the budget on November 20. Kinkade also attended the Village Board meeting on November 13.

Based on a recent patron misusing the library telephone, President Isola suggested reviewing the library patron code of conduct and possibly working with the Waterford Police Dept. for training and resources for staff.

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Schoepke/Isola) to approve October 2023 operation invoices totaling \$57,307.73
All ayes. Motion carried.

Motion (Schoepke/Bechtel) to approve October 2023 special fund invoices totaling \$3,152.91
All ayes. Motion carried.

The October 2023 Community State Bank statement was reviewed with a total value of \$49,850.27.

The October Associated Bank investment fund statement was not available for review.

Old Business

1. 2023 Budget and Operational Considerations

All Pro needs to fix the gradient heating in the community room at a cost of about \$16,000. Currently this would come from Repairs and Maintenance Supplies; All Pro will bill for this in January with work being done on Dec. 11 & 12. Per Adam Jaskie, the village may pay for this repair.

2. Memorandum of Understanding

At the September meeting, it was requested that Kinkade calculate the amount of money the library has spent on repairs for the building out of the library budget in the past ten years. Between 2013 and 2023, the library has spent \$240,000 in repairs from the budget, the vast majority related to the HVAC system.

New Business

1. President Isola suggested creating a collection "wish list" that patrons could use to donate materials to the library if they wish. A suggestion was made to possibly create this after the holidays. Reads by the River could provide a 20% discount to anyone purchasing materials for donation to the library.
2. The 2024 draft budget was discussed. The village board discussed the COLA being at 6.26% for 2024 but ultimately kept that number. Kinkade will also send the library board members a link to the Public Library Staff Compensation survey for comparison to other libraries in the state. The budget is tentatively set to be passed by the Village Board on 11/20/23. There was a motion (Schoepke/Nargis) that the library board schedule a Zoom meeting for 11/21/23 to finalize the 2024 library budget based on the result of the village board's vote.
3. A discussion took place regarding the administration charges the Waterford Library is required to pay to the village. At \$33,088, it is the most expensive in the Prairie Lakes system, with the next closest being the much larger Janesville Public Library at \$11,000.
4. A discussion took place regarding the insurance costs for the library building. The budgeted amount for 2024 is \$9,000. The library board is uncertain if this includes both the building and the contents. A suggestion was made to acquire a copy of the insurance policy for the library building from the village hall staff.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Bechtel/Nargis) to adjourn.
All ayes. Motion carried. The meeting adjourned at 6:47 p.m.