

**WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
November 12, 2019**

Call to Order: The meeting was called to order by President Romanak at 4:34 p.m. in the Community Room. Library Board Trustees present were Vice President Bechtel, Treasurer and Secretary Datka, Trustees Vandehey, Peters, and Director Heather Kinkade. Halbach was excused.

Minutes

There was a motion (Peters/Bechtel) to approve the October 22, 2019 minutes as presented. All ayes. Motion passed.

Public Appearance

Peter Engstrom from Associated Investment Services appeared before WPL Board.

New Business

- 1. Review Investment Fund** Peter Engstrom from Associated Investment Services discussed the health of the Investment fund. Overall, the fund is up 12.66% for this year. Peter suggested that 2020 may be more volatile due to trade agreements, but also said that the economy is still strong and growing. While the fund is already invested conservatively, Peter recommended that the fund be rebalanced to 15% cash, 35% US stocks, and 50% bonds to reflect a little more conservative investments.

There was a motion (Romanak/Bechtel) to rebalance the investment fund to 15% cash, 35% US stocks, and 50% bonds as recommended by Peter Engstrom.

Peter was excused at 4:41.

- 2. Fine Free** There was discussion on the impact the fine free policy has had in the past year. It was discussed that in order to be competitive with other area libraries, the policy must continue into the future.
- 3. 2020 Circulation Raffle** There was discussion about continuing the gift card raffle for patrons who check out 5 items or more at a time. It was decided that Kinkade would seek funding from the Friends of the Library in order to continue this successful promotion.

Librarians' Report

- 1. Programming Review** Programming for the month of October was reviewed. It was noted that the guided charcoal drawing program was cancelled due to low enrollment. It was also noted that the American & Spanish Concert with Holly Pisors was really nice and has become a YouTube Channel favorite. The Adult Outreach to Waterford Senior Living is off to a slow start possibly due to scheduling conflicts at the home. In teen programming the change to passive programming has been well received, and teens are making good use of the area. Cameras have been moved to better monitor the area. The River's Edge Art Walk had seven artists in the library which 357 people attended. There was one person who signed up for a card and there

were many checkouts that night. The artists were pleased with their locations and the piano created a very nice atmosphere.

2. **Circulation Review** Circulation for the month of October was reviewed. It was noted that the circulations are down about 9% from this time last year. Some municipalities such as East Troy Village and Town, Lafayette, Linn, Lyons, and Troy are up. Overdrive use is up by about 11%. Library visits are down by about 9%
3. **2019 Budget Review** The 2019 budget to actual report was available for review. The Library Wages line appears to be higher than it actually is. The village treasurer will look in to that as well as the Meeting Pay line. Programming is over budget but the Friends of the Library have been contributing to that expense. Overall, with 83% of the year having elapsed only 76% of the budget has been expended.
4. **Village Board Meeting** The meeting was held on Monday, November 11th. There were many topics of conversation, including the Town of Waterford's Fire/EMS survey, the Village of Waterford stakeholder survey, and a future Village of Waterford resident survey. WPL board members discussed that the chart that was used to compare tax-payer costs with regard to the library does not show an accurate picture and would like it explained on the chart or removed. WPL board members also discussed the possibility of creating a Library survey for community members and patrons.
5. **RFID Grant** The grant for RFID money was discussed. Kinkade set up a demonstration of this system for the January board meeting.
6. **Ken Morgan Memorial** Ken Morgan passed away in late September and in lieu of flowers, his family asked for donations to be made either to the library or the Lions. The library has received about \$1,500.00 in donations. After meeting with Ken's wife a couple of times she is requesting books to be purchased in Ken's honor, as well as supporting the children's programs.
7. **Friends of the Library Meeting** This meeting was held on October 17th. The Friends generously agreed to fund \$1,555.00 towards programming for the end of the year and into January 2020.
8. **Fire Alarm** The fire alarm was set off in the Community Room on November 6th by a small child in the birth - 3 class. The library had to evacuate, and both the Fire and Police Departments arrived. The alarm was turned off by the fire chief, and a report was made for the call.
9. **HVAC Service** The contract with AccuTemp has been cancelled effective December 31st, and All Pro will start on January 1, 2020.

Invoices

The WPL Invoices for October 2019 Operations and Special Funds were presented and discussed.

There was a motion (Bechtel/Peters) to approve October 2019 operation invoices:

October 2019 Operations – \$48,853.33
All ayes. Motion passed.

There was a motion (Bechtel/Peters) to approve October 2019 special fund invoices:

October 2019 Special Funds – \$150.00

All ayes. Motion passed.

Statements

Bank statements ending October 2019 were reviewed and discussed.

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

October 2019 Associated Bank Library Special Funds Account: \$45,024.79.

All ayes. Motion passed.

The October 2019 Investment Fund statement was not available for review at the time of the meeting.

Old Business

- 1. 2020 Budget** On December 2, there is a hearing to approve the Village budget. A meeting did take place between Kinkade and Jackson to discuss the numbers that were jockeyed around on the Library's portion of the 2020 budget. Some of the lines were corrected but still resulted in a \$10,000 decrease in the village's contribution to the library.

There was a motion (Romanak/Peters) to approve the 2020 budget as presented.

All ayes. Motion passed.

- 2. Ice Skates and Warming Shack** There was discussion of the library renting skates and having a high school employee man the warming shack at the ice rink. It was decided that the board is not comfortable with this idea.
- 3. Impact Fees** \$8,410.00 in impact fees are available to be used for above and beyond. It was discussed that more quotes for the roof would be gathered and if any money was left after that, it would be possibly be used for a RFID system.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Romanak/Peters) to adjourn. All ayes. The meeting adjourned at 6:22 p.m.