

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
October 13, 2020

Call to Order: The meeting was called to order by Vice President Bechtel at 4:33 p.m. in the Community Room. Library Board Trustees present were treasurer and Secretary Datka, Trustees Peters, Pollnow, Nargis, Director Heather Kinkade, and Children’s Librarian Tricia Cox. President Romanak was excused.

Public Appearance

Peter Engstrom of Associated Investment Services appeared before the Board.

New Business

1. **Investment Funds** Engstrom shared his recommendations for the fund with the Board. There was a motion (Pollnow/Peters) to take Enstrom’s recommendation to eliminate International investments, and then to reallocate the investment fund to reflect 45% in stocks, 50% in bonds, and 5% in cash.
All ayes. Motion passed.
2. **2021 Budget** The 2021 budget was available for review. There was a motion (Datka/Peters) to approve the 2021 budget as presented.
All ayes. Motion passed.
3. **Geocaching in Reading Garden** A library patron has requested permission to set a geocache turtle next to the library’s turtle.
4. **Library Pet** Cox proposed the idea of a new bearded dragon as a library pet. It was an excellent presentation, and the Board was very much in support of this new library pet.

Librarian’s Report

1. **Programming** Programming for the month of September was discussed. Yoga with Rachel Juergens was again very popular with 104 participants. Kinkade reported that Courtney Blawat coordinated the virtual Purple Springs Memory Cafe and did a wonderful job. In Teen programming, the Take-It-Toolbox: Sushi was extremely popular. In Juvenile programming, the STEAM Grab & Go: Adopt a Plush Pet was popular. Six Library Resource Tours took place. It was also noted that 16 teacher baskets were completed this month. Fourteen Family Fun Movie Bins were checked out this month.
2. **Circulation** Circulation statistics through the month of September were discussed. It was noted that overall, the library is down by 26% (31, 233 items). While this is a huge decrease, the WPL is maintaining circulations better than many other libraries in Lakeshores. September was actually up 15% over September of 2019. Library visits in the month of September also increased from August. In Social Media analytics, YouTube views have increased due to the “Wandering Waterford” segment, which showcases area businesses.
3. **Board Member** Awaiting approval on a replacement for Halbach.
4. **Lakeshores/SHARE Meeting** Kinkade attended the virtual meeting on Oct. 6, 2020 and shared updates from within both the library system and consortium.
5. **Finance Committee Meeting** Kinkade attended the Village Finance Committee meeting on Oct. 5, 2020 where TIDS were discussed.
6. **Village Board Meeting** Kinkade attended the Village board meeting on Oct. 12, 2020. Kinkade shared updates from the meeting where they discussed business loans to the distillery and milkshake businesses. Policing options were also discussed.

7. **Team In-Service Day** Kinkade led the library team in-service day on Oct. 12, 2020. It was a great day for the library staff with a lot of fun and learning taking place. In addition, it was noted that the WPL is now certified as a dementia-friendly library.
8. **2020 Budget Review** The 2020 Budget Tracker YTD Account Totals was available for review. With 75% of the year past, the library is at 74.2% of their budget.

Bank Statements

Bank statements ending August 2020 were reviewed and discussed. Kinkade pointed out an error on the Associated Bank statement. \$186,727.00 was mistakenly deposited into the checking account. It has since been moved into the operations account. The statement shows a balance of \$212,041.60. After correcting the mistake, the balance is \$25,314.60.

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

August 2020 Associated Bank Library Special Funds Account: \$212,041.60.
All ayes. Motion passed.

The August 2020 Investment Fund statement was available for review. The current value is \$167,813.62.

Invoices

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

There was a motion (Pollnow/Peters) to approve Sept 2020 operation invoices:

September 2020 Operations – \$55,762.52
All ayes. Motion passed.

There was a motion (Pollnow/Nargis) to approve September 2020 special fund invoices:

September 2020 Special Funds – \$167.16
All ayes. Motion passed.

Old Business

1. **Reopening Plan** The reopening plan was reviewed and it was decided that we stay in Phase 1.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Bechtel/Pollnow) to adjourn. All ayes. The meeting adjourned at 6:24 p.m.