

**WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
October 12, 2021**

Call to Order: The meeting was called to order by President Romanak at 4:31 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 was Children's Librarian/Interim Director Tricia Cox.

Minutes

There was a motion (Pollnow/Nargis) to approve the September 14, 2021 meeting minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

- 1. Library Card Renewal Policy.** System policy is library cards expire every 2 years, with a 30-day window. Renewal is in person or over the phone so the address can be verified. A Lakeshores task force determined direct contact personalizes contact between the patron and their library and is very important to maintain correct patron information, especially for libraries near the Illinois border.
- 2. Lighting.** The electrician spent 3 days fixing all the broken light fixtures. Everything is working again as of September 17, including the lights under the outside overhang.
- 3. Staffing.** Tricia gave an update on staffing shortages due to concurrent medical leaves for a number of staff members. The library is closed on Tuesdays in October, with curbside pick-up available for patrons. There were also two times the library closed early due to lack of available staff. Behind-the-scenes posts are added to the library's Facebook page on the closed Tuesdays to highlight work being done while staffing is short.
- 4. Budget.** Tricia was asked to a meeting at Village Hall on September 23. Upon arrival, she was informed the meeting was to discuss the library's 2022 budget and part-time positions. Finance committee information was reviewed, including a spreadsheet from Zeke Jackson with the staffing suggestion of going down to 7 FTE staff by November 2022. The suggestion is based on potential problems with health insurance coverage. More information will be gathered regarding staff insurance requirements. DPI's Public Library Standards have three tiers, with tier one being basic levels of library service. In 2018 the library was within tier two standards. Currently, the library does not meet four of the tier one standards: open hours, FTE employees, materials budget, and periodical subscriptions. Currently, for safety reasons, three employees are scheduled during open library hours. Rollover funds are partially used and drawn down each year. Actual rollover amounts are not known until after each fiscal year is closed.

There was a motion (Pollnow/Nargis) to accept 2022 budget amount of \$300,000 as shown in Village of Waterford's Finance Committee October 4, 2021 meeting packet.
All ayes. Motion carried.

5. Phones. Datacom did on-site testing on September 23 in preparation for the transition to new phones on October 26.

6. Little Free Libraries. Two new Little Free Libraries were purchased by Friends of Waterford Library and installed by DPW. The Friends group keeps these stocked with books.

7. Alarm. The burglar alarm went off at 7:30 am on September 25. DPW and police responded, nothing out of the ordinary was found. No staff were contacted, so contact information was checked.

8. Roof. The roof was inspected. The five-year plan includes roof replacement, but repairs are needed. Estimate to repair current issues would not exceed \$2,100. A full replacement now is estimated to be \$190,000.

9. Fire inspection. The library passed a surprise fire inspection on September 29 with nothing to note.

10. Lakeshores/SHARE meeting. Sam attended these meetings virtually on October 5. Lakeshores system grant applications for a new catalog app and a catalog update to integrate digital resources from ARPA (American Rescue Plan Act 2021) funds will be submitted. Waterford Library will add requests for ARPA grant funding for updated Community Room equipment, including a smartboard and a microphone/camera OWL for hybrid meetings, and an Envisionware self-check kiosk that will work with RFID tags.

11. Team In-Service Day. Seven team members got ideas for escape room programming and were reminded of their strengths when working together at Escape Waukesha on October 11.

12. Program Report. Five programs were cancelled either due to lack of registration or lack of staff to run them. In September, 215 adults, 12 teens, and 264 children attended library programs. The second Teen Scene program had better attendance than the first. Registration is required for almost all juvenile programming to keep some social distancing. A program highlight was local author Leah Gilbert. There will be no outreach until after Heather's medical leave. Five teacher baskets were completed, as well as a basket for Waterford Senior Living -- the first one there since March 2020. Craft kits remain popular and are currently sponsored by the Friends. Tricia met with staff members from village hall, Explore Waterford, and the Village rec department to collaborate and coordinate programs going into 2022.

13. Circulation Review. Year-to-date circulation through September is 110,671. This is down from 2019 by about 8.5%. Year to day checkouts by Village of Waterford residents is 33,153. Social media statistics are holding steady.

Invoices

The WPL Invoices for September 2021 Operations report was missing village hall information: health and life insurance, phone bill, wages, social security, Medicare, FICA, gas/electric bills, and retirement. September 2021 Operations and Special Funds were not approved.

Old Business

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

2. 2022 Budget. Budget discussion will resume when Director Heather Kinkade returns from medical leave.

3. Nitrogen Generator. Review before installation of the nitrogen generator showed pipe degeneration. A pipe was replaced and made available for Board inspection.

New Business

1. Fundraising. A list of Friends of Waterford Library fundraising support was reviewed. In 2021, the Friends group contributed \$11,135 which has mainly been used to fund programming. Friends funds are raised through membership, the in-library Friends shop, and other events. In December, there will be a Friends sponsored in-person ticketed Charles Dickens fundraising program. Other fundraiser ideas such as a bowl-a-thon or silent auction were discussed. Donated money such as Friends funds are reported differently than municipal appropriations in state library annual reports.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Nargis/Schoepke) to adjourn. All ayes. Motion carried. The meeting adjourned at 5:37 p.m.