

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
October 11, 2022

Call to Order: The meeting was called to order by President Isola at 5:04 p.m. in the Community Room. Library Board Trustees present: Treasurer Nargis, Secretary Bechtel, and Trustees Klein, Pollnow and Schoepke. Also present Library Director Heather Kinkade.

Public Appearances

None.

Minutes

There was a motion (Pollnow/Nargis) to approve the September 13, 2022 meeting minutes as presented. All ayes. Motion passed.

Trustee Essentials

Discussion of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*, "Chapter 6: Evaluating the Director."

Librarian's Report

1. Programming review. Adult programs noted in the last month were the Loose Ends sewing group which meets once or twice each month. Yoga with Rachel Juergens will be moving from hybrid to in-person only, with added sessions twice a month for intermediate/advanced yoga classes. The River's Edge Art and Wine Walk brought 300 people into the library's community room, with 98 of those people talking with library staff stationed in the lobby. Staci Joers' successful October Fest cooking program was sponsored by a Racine County Farm Bureau grant.

Juvenile programs noted were the very popular Alphabet Lab, which has a waiting list. Story time held on a bus was a hit. Popular teen programs included therapy dogs and fall string art.

2. Circulation review. Circulations continue to be down from previous years in much of the service areas, although circulation to both East Troy town and village residents was noted as up. YouTube and TikTok social media posts continue to be much watched and shared.

3. Director's report. Kinkade and another staff member attended an invigorating Library Memory Project Symposium in Oconomowoc.

The compressors on the roof are shorting out, so Mike Sponholtz (DPW) has been going up daily to reset them. He is working with All Pro for a fix.

There was not SHARE meeting in the last month. At the Lakeshores Advisory Committee (LAC) meeting, topics included the approved merger of Lakeshores and Arrowhead Library systems into Prairie Lakes Library System in 2023, the Tri-Troy joint library project will not be going forward, and next year's Storywagon scheduling might be changed.

There was a Finance Committee meeting the evening before, and on the agenda was the library budget.

At the Village Board meeting the evening before the new fire chief, Kevin Hafemann, was sworn in. Also on the agenda was the approval for a development agreement for Squared Space Storage lockers.

4. 2022 Budget review. Reports were not available.

Statements

The September 2022 Associated Bank investment fund statement was available for review. The portfolio's total value: \$167,542.36

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Schoepke) to approve September 2022 operation invoices totaling \$3,573.57
All ayes. Motion carried.

Motion (Pollnow/Schoepke) to approve September 2022 special fund invoices totaling \$2,627.18
All ayes. Motion carried.

Old Business

1. Reopening plan. The library will remain in phase 3 of the reopening plan.

2. Explore Waterford's River's Edge Art & Wine Walk, September 24, 2022. Kinkade gave overview of Library's participation in the Art & Wine Walk went and possible changes to be made next year.

3. Public Comment Policy.

Motion (Nargis/Schoepke) to approve the Public Comment Policy with the correction of the word "conducts" to "conduct" in the first paragraph.
All ayes. Motion carried.

4. Annual Library Board Calendar.

Motion (Bechtel/Schoepke) to adopt the annual Library Board calendar as presented.
All ayes. Motion carried.

New Business

1. 2023 Budget. Discussion of removal of incorrect carryover shown in the library budget and 2023 budget shortfall. Village Administrator Jackson arrived 6:19 p.m., participated in discussion, left at 7:13 p.m.

Motion (Nargis/Schoepke) to table 2023 Budget agenda item until the next meeting.
All ayes. Motion carried.

2. Library Director Evaluation.

Closed Session

Motion (Pollnow/Schoepke) to adjourn into Closed Session for discussion library directory evaluation. A vote was recorded as follows and the meeting adjourned into closed session.

Bechtel - Aye	Isola - Aye	Klein - Aye
Nargis - Aye	Pollnow - Aye	Schoepke - Aye

Reconvene into Open Session

Motion (Pollnow/Isola) to reconvene into Open Session. A vote was recorded as follows and the meeting reconvened into open session.

Bechtel - Aye	Isola - Aye	Klein - Aye
Nargis - Aye	Pollnow - Aye	Schoepke - Aye

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Klein) to adjourn. All ayes. Motion carried. The meeting adjourned at 7:44 p.m.