

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**October 10, 2023**

**Call to Order:** The meeting was called to order by Vice-President Peters at 5:06 p.m. in the Community Room.

Trustees present: Vice President Peters, Treasurer Nargis, Secretary Klein and Trustees Pollnow, Bechtel and Schoepke

Not present: President Isola

Others present: Heather Kinkade, Adam Jaskie, Abra Dexter

**Public Comment**

None.

**Minutes**

Motion (Pollnow/Klein) to approve minutes from the September 2023 meeting as written.  
All ayes. Motion passed.

**Trustee Essentials**

Discussion of Trustee Essentials on hiatus until further notice.

**Librarian's Report**

1. Programming review.

A total of 430 patrons participated in various programming in the month of September. 206 of these were children (5 programs) and 168 were adults (10 programs) with the remainder being teen and family programming.

**2. Circulation Review**

The September circulation was reviewed. Although physical print circulation is down from last year by 9%, digital and streaming checkouts, i.e., ebooks and e-audiobooks, continue to rise.

**3. 2023 Budget Review**

We are 75% through the year and the budget is at 74%.

4. Heather Kinkade attended a 2024 budget meeting on 9/27 with Zeke Jackson and Michelle Vandehey from village hall. Adam Jaskie also attended with Heather. During this meeting, it was suggested that in order to retain full-time employees, a cost-of-living adjustment be implemented in 2024, for example, village hall and Department of Public Works employees could expect to receive a 6.26% adjustment in 2024. In addition, it was discussed that in order to manage inflation the library could implement automation and diminish services. Lastly, Adam Jaskie advocated that the municipal allocation be \$225,000, and he would like to see \$2,000 allocated for Continuing Education, \$3,400 allocated for Meeting Pay (library board salaries), and the remainder (\$6,600) for materials.

5. Janice Antonicci, former Waterford teacher and volunteer at the library, passed away in August. Several people donated to the library in her name. Her husband, Tom Dragan, wanted to do something in her honor. Heather Kinkade met with Tom on 9/29 to discuss some of the library's wants/needs. All computers are on Windows 10. Tom decided to donate \$15,000 in Janice's name to pay for all new computers. Prairie Lakes has special pricing for member libraries and Kinkade will utilize that to purchase the computers. A plaque will also be posted stating that computers were donated in honor of Janice.

6. At the September library board meeting, Kinkade was asked by Trustee Peters to look into e-rates. Kinkade reported that in order to participate in the e-rate program for electronics, the library would be required to install filtering software on the computers. Unfortunately, installing filters is a barrier to accessing information, and the library, as well as Prairie Lakes Library System, believes this is not fulfilling the library's duty to its patrons in providing open access information to all.

7. The new cleaning staff member is working out well. Two new employees were also hired to fill open positions. Lisa Moulton was hired as a teen librarian. She has been a long-term substitute teacher and is excited to work at the library. She started on 10/6/23.

Ava Reed-O'Brien was hired as a shelver. She is a recent high school graduate and worked at her high school library. She is working 10 hours per week. She started on 10/5/23.

8. Kinkade attended the Prairie Lakes meeting. She reminded the board that there will be a library trustee dinner on Thurs, Nov. 16 at Evergreen in Elkhorn. Cost is \$20 per person and includes cocktail hour, dinner and a speaker. She will be sending out additional information via email soon.

9. Kinkade attended the village Finance Committee meeting on 10/9/23; The Village board was originally recommending to give the library \$213K in 2024 to help cover the village administrator's recommended COLA for all village staff of 6.2%; Finance committee chair Adam Jaskie advocated for the committee to give the library \$225K for 2024. This additional request was to include:

\$2K for continuing education

\$3,400 for library board meeting pay

\$6,400K for materials

The committee agreed to \$216K, not \$225K; (To include COLA and library board meeting pay); It will now go to the village board for approval.

10. The expenses for gas and electric for 2023 will be over the original budgeted amount due to higher-than-expected rates for these services.

11. On 10/6/23, staff members noticed a sewage-type smell when they arrived for work. They discovered the HVAC system had stopped and created a vacuum that caused the smell to build up. All Pro indicated this was a very unusual circumstance. All Pro installed a new actuator and reiterated that the library's HVAC system is very out-of-date. All Pro said a new compressor could help but the cost would be around \$30K. Recommendation is still to replace the full HVAC system. Currently, the library and DPW are having difficulty finding someone to engineer a new HVAC system. Options explored so far are booked up for months. Heather will talk to Mike Sponholtz at DPW about additional ideas.

### **Invoices**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Schoepke/Nargis) to approve June 2023 operation invoices totaling \$31,257.82

All ayes. Motion carried.

Motion (Schoepke/Pollnow) to approve June 2023 special fund invoices totaling \$1,609.10

All ayes. Motion carried.

The September 2023 Community State Bank statement was reviewed with a total value of \$35,340.50.

The September 2023 Associated Bank investment fund statement was not available for review.

## **Old Business**

### **1. Memorandum of Understanding**

Heather Kinkade discussed the MOU with village administrator Zeke Jackson and Michelle Vandehey. Jackson suggested going down the list with Mike Sponholtz from DPW to discuss the items in the building and who should pay for upkeep of the various parts of the building.

At the finance committee meeting, Trustee Andy Ewert agreed the village should be responsible for the building since the village owns it.

After the budget is finalized, the MOU should be made official.

Suggestion was made for Kinkade to calculate the amount of money spent directly out of the library budget on building repairs in the past ten years.

## **New Business**

### **1. 2024 Draft Budget**

While the Finance Committee approved the 2024 municipal allocation and cost of living adjustment for the library and its employees, the Library Board decided to table the 2024 Draft Budget until the Village Board's approval.

## **Adjournment**

There being no further business before the Board of Trustees, there was a motion (Pollnow/Bechtel) to adjourn.  
All ayes. Motion carried. The meeting adjourned at 6:39 p.m.