

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
October 22, 2019

Call to Order: The meeting was called to order by President Romanak at 4:30 p.m. in the History Room. Library Board Trustees present were Vice President Bechtel, Treasurer and Secretary Datka, Trustees Peters, Halbach, McReynolds, and Director Heather Kinkade.

Minutes

There was a motion (Bechtel/Peters) to approve the September 10, 2019 minutes as presented. All ayes. Motion passed.

Public Appearance

Jennifer Puccini, Burlington Public Library appeared before the board as a UWM library science student doing a case study of the impacts of road construction on a library.

Librarians' Report

1. **Programming Review** Programming for the month of September was discussed. It was noted that two adult programs had to be cancelled. Kinkade will be taking over the Adult Outreach Programming starting on Oct. 24 with a new program. It was noted that Teen Programming has increased in part due to the updating of the teen area. Also, in Teen Programming there will be the first teen coffee house this month, which is expected to be very successful. In Juvenile Programming the Building Blocks program attendance was noted. There were 155 participants at four programs during the month of September. Also, the Preschool Workshop: Unicorn and Narwhal Party was very popular. A kit to be circulated with the same theme was also created.
2. **Circulation Review** Circulation for the month of September was discussed. Town of Waterford, Mount Pleasant, Town and Village of East Troy, Lafayette, Lyons, and Troy were all pointed out as having increased circulation. At this point, the library is down 11,625 circulations which is about 9%. It was pointed out that Overdrive use is up by about 10%. Library visits are also down by about 10% (5,475 visits). It was also noted that there are 40 families who regularly use the Pharmacy Station for pick-ups and returns.
3. **2019 Budget Review** The 2019 budget was reviewed. 69.1% of the budget has been spent with 75% of the year having elapsed. Kinkade noted that the WPL numbers matched the Village's numbers with the exception of meeting pay, which should be greater.
4. **Finance Committee Meeting** Kinkade attended the finance committee meetings on 9/23, 10/7, and 10/14. The library's budget was presented and approved by the committee at the Oct. 7th meeting.
5. **Village Board Meeting** The two main topics of discussion on the 10/14 village board meeting was pedestrian and snow removal problems on Woodfield Dr. Many Woodfield Condo residents attended in order to discuss safety concerns. The condo association president agreed to find out further information regarding the road and report back to the Village Board. Another main topic for discussion was reviewing an informational letter and survey possibly to be sent out to

both Village and Town residents. In addition, there was an agenda item of scheduling a joint meeting with Town Supervisors on 10/30 to discuss intergovernmental cooperation.

6. **Lakeshores and SHARE Meetings** These meetings were on 10/1 in Lake Geneva. There was a presentation by Yerkes Observatory highlighting programs it could offer libraries. In addition, more details were provided about the annual trustee dinner. It is on 11/14 at Hawk's View Golf Course in Lake Geneva. At the SHARE meeting it was discussed that Lynda.com has paused its rollout of LinkedIn learning. Furthermore, homeless patrons and their circulation privileges were discussed.
7. **Memory Cafe** After meeting with the Mukwonago and Eagle Public Libraries, along with Courtney Blawat, Kinkade felt that it would be a wonderful opportunity to join forces with them and be part of the Purple Springs Memory Cafe. Memory Cafes are programs geared towards groups of people who are dealing with memory loss and their caregivers. WPL will host this cafe in March, June and September. Kinkade also thought it would be worthwhile to join the Lakeshores Memory Cafe. As part of the Lakeshores Memory cafe, WPL will host April and November.
8. **Homeschooling Picnic** Tricia Cox and Julie Fick hosted a homeschool picnic on 9/12 at the library. 14 people from six families attended. A survey about how WPL could continue to support those families was completed by eight people. The results of the survey were discussed. In accordance with those results the library will work to incorporate a few ideas. This includes expanding experience passes, offering the community room at convenient times, and bringing in more resources from other Lakeshores libraries. In addition to this, Julie will be putting together a "Beyond the Books" brochure which will highlight the library's collection of items other than books.
9. **Winter Reading Challenge** Kinkade announced that Tricia Cox has been working with River City Lanes regarding a circulation/winter reading challenge. River City Lanes has generously agreed that anyone who has checked out one hundred items will receive either a one-hour lane rental with shoes and a pitcher of soda for up to six people, or a cosmic bowling pass for up to eight people. In addition, River City Lanes is sponsoring two experience passes for a one-hour lane rental with shoes and a pitcher of soda for up to six people.
10. **Christmas Parade** It was announced that the Waterford Christmas Parade will be on December 7th this year. This will be the last year that the Christmas program will be held in the library after the parade.
11. **Board Trustee Replacement** The replacement for WPL Board trustee was discussed. It was reported that Village Board President Don Houston appointed Waterford Village Treasurer, Michelle Vandehey. There was concern about the conflict of interest. Kinkade contacted Vandehey, who was unaware that she was appointed to the WPL Board, and explained her concerns, which Vandehey understood. McReynolds offered to contact Don Houston regarding the WPL Board's concerns.
12. **Roofing Proposal** McReynolds stated that he would check on this issue and possibly look into the feasibility of a metal roof at the 7/9/19 board meeting. At the 8/13/19 meeting McReynolds explained that he and Jim Bergles, DPW Director, were scheduled to meet the following week. At the 9/10/19 meeting, Mc Reynolds explained that a metal roof would not be the best option

and he would look into other solutions for us. McReynold stated that another meeting is expected with Jim Bergles in the future. It was suggested to collect more quotes for the roofing repair.

Invoices

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

There was a motion (Halbach/Peters) to approve September 2019 operation invoices:

September 2019 Operations – \$50,238.96
All ayes. Motion passed.

There was a motion (Datka/Bechtel) to approve September 2019 special fund invoices:

September 2019 Special Funds – \$2,455.82
All ayes. Motion passed.

Statements

Bank statements ending September 2019 were reviewed and discussed.

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

Month 2019 Associated Bank Library Special Funds Account: \$44,952.25.
All ayes. Motion passed.

The Month 2019 Investment Fund statement was available for review. The portfolio's total current value is \$157, 262.79.

It was noted that Peter Engstrom, financial consultant for Associated Investment Services will be at the November board meeting.

Old Business

- 2020 Budget** The 2020 budget that was approved by the finance committee was discussed. *Bechtel excused at 5:33*
\$10,453 that was left over from the 2019 budget was allowed to be rolled over into the 2020 budget. Kinkade presented a resolution that ended the annual \$10,000 rent payment in 2017. Village Administrator acknowledged the resolution and agreed this rent was no longer due; however, the administrator then cut the General Property Tax line by \$10,000 from \$290,048 to \$280,048. The budget for materials was cut from \$61,400 in 2019 to \$47,869 in 2020; however, the budget still wasn't balanced, so \$29,069 was transferred from the Village General Fund to the library. Initially, the cost of living adjustment was going to be 1.9%, but was changed to 2.9%, so the wages spreadsheet has changed. The topic of the administrative charges was discussed. Kinkade questioned the \$20,000 increase in this line from 2018. She was told by the Village Administrator that it is a percentage of the budget for the services the village provides

the library. When the former treasurer of the Village was asked where the initial \$8,000 came from in 2018 and in previous years, she said it was a percentage of her salary for the time she dedicated to the library. Kinkade was uncomfortable bringing this item up at the finance committee meeting based on her response from the administrator previously. McReynolds offered hope in recovering the \$10,000 that was taken out of the general property tax line. He did not feel there would be any concession for the administrative charges however. McReynolds will set up a meeting with Kinkade, Jackson and himself.

2. **HVAC Service** The upcoming contract for HVAC service was discussed. Kinkade contacted All-Pro Mechanical Inc. to request that their bid be more competitive and they agreed to lower their bid.

There was a motion (Romanak/McReynolds) to approve the All-Pro contract for \$3,600.00 yearly for three years.

New Business

1. **Ice Skates and Warming Shack** Kinkade informed the board that the Village plans to move the former kayak shed to Ten Club Park where the ice skating rink may go this winter. She was asked if the library would be able to man the shed and check out and rent skates to visitors. After discussion, it was decided this would not be possible due to lack of manpower at the library to support it.
2. **Impact Fees** The library will be seeking bids for roofing repairs to use the \$8,410 in impact fees.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Halbach/Peters) to adjourn. All ayes. The meeting adjourned at 6:01 p.m.