

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
September 8, 2020

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 Bechtel, Treasurer and Secretary Datka, Trustees Peters, Halbach, Pollnow, Nargis and Director Heather Kinkade.

Public Appearance

Zeke Jackson appeared before the WPL Board.

New Business

1. **2021 Budget Update** Zeke Jackson, Village Administrator, spoke to the Board about the budget for 2021. Jackson stated that we could shoot for a flat contribution of \$290,048.

Minutes

There was a motion (Pollnow/Halbach) to approve the August 12, 2020 Regular Meeting Minutes as presented. All ayes. Motion passed.

Librarian's Report

1. **Programming Review** Summary of Programming for the Month of August 2020 was reviewed. Kinkade noted that the Yoga program with Rachel Juergens is a huge draw both in-person and on Facebook Live. During August, the Teen Summer Bucket List was the most popular program for teens. In Juvenile Programming, the Dance Party with Ms. Amy was again popular. Due to the current climate, the participants needed to pre-register and each participant had their own taped-off square to make the social distancing guideline easier to follow. This was done very well, and it was great to be able to still offer the program. In the month of August there were 67 curbside visits, and also 92 masks and 5 ear savers were given away.
2. **Circulation Review** The circulation statistics were discussed. Overall, comparing this year to last year, the library is down 32,808 items circulated. Library visits are also down by 22,396 compared to the same time last year. In reviewing social media analytics, the numbers reflect that all platforms are very well used.
3. **Summer Reading Program Review** Children's Librarian, Tricia Cox reviewed the 2020 summer reading program. The highlights of this year's programs include 3 checkout parties, Storytime-To-Go kits, Read & Discover kits, "If You Liked" kits and Teen Binge Bundles. In addition, two storywalks were offered with a lot of positive comments. The Waterford Wizarding program was attended by 110 participants this year and was awesome. 376 children participated by registering online through Beanstack and read for 106,855 minutes. A preview of fall programming and new ideas was shared with the Board. Overall, takeaways from this year's summer reading program were: (1) Area school promotion is key, (2) Quality programming is a bigger draw than prizes, and (3) The app for recording was great, but people missed paper and pencil.
4. **2020 Budget Review** The YTD account totals for the 2020 budget were discussed. This library is on track with 67% of the year having elapsed with 66% of the budget used.
5. **Lakeshores/SHARE Meeting** Kinkade reported on the meeting which took place on September 1, 2020. She shared with the board the new platform for student help called "Brainfuse".
6. **All-Pro** All-Pro was called in to address heating/cooling issues in the study rooms.

7. **Hydrangea** The Friends of the Library generously donated money to pay for an accent plant, Hydrangea 'Phantom', on the west side of the library.

Invoices

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

There was a motion (Datka/Bechtel) to approve August 2020 operation invoices:

August 2020 Operations – \$50,992.77

All ayes. Motion passed.

There was a motion (Pollnow/Datka) to approve August 2020 special fund invoices:

August 2020 Special Funds – \$1,035.79

All ayes. Motion passed.

Bank Statements

Bank statements ending August 2020 were reviewed and discussed.

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

August 2020 Associated Bank Library Special Funds Account: \$23,760.35.

All ayes. Motion passed.

The August 2020 Investment Fund statement was not available for review.

Old Business

1. **Reopening Plan** Operations were evaluated, and Kinkade recommended that the library stay in Phase 1 of the reopening plan.
2. **Temporary Remote Work Agreement** Kinkade presented a new agreement to be used for employees working from home.

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 5:41 p.m.