

**WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
September 14, 2021**

Call to Order: The meeting was called to order by Vice President Peters at 4:31 p.m. online via Zoom. Library Board Trustees present were Treasurer Nargis, Secretary Bechtel, and Trustees Isola and Pollnow. Also present was Library Director Heather Kinkade. Excused were Romanak and Schoepke.

Minutes

There was a motion (Pollnow/Isola) to approve the August 10, 2021 meeting minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

1. Program Report. Popular programs in August were the adult yoga class, especially with online Facebook participants, and the family checkout program hand sanitizer giveaway. Library tours were provided for three homeschool families. Library staff made teen outreach contact with 180 people at the library booth during WUHS registration. There were 75 participants in the juvenile STEAM Grab & Go challenge, and the preschool dance party continues to be popular. There were no juvenile outreach programs this month. 88 book bundles were provided with a total of 440 individual items. There were 103 adult entries into the gift card drawing for checkout of 5 or more items. New this month, the library participated in selling circus tickets for Explore Waterford with a total of 157 tickets sold.

2. Circulation Review. Year to date circulation through August is 99,859. This is up from 2020 by 7%, but down from 2019 by 9.6%. Holds received from other SHARE libraries are again up compared to holds sent to other SHARE libraries. This trend can be explained by the lower materials budget which has decreased by 47% since 2017. Facebook continues to be the library's strongest social media outlet. TikTok is being explored as an additional social media outlet.

3. Lakeshores/SHARE meeting. A main topic of the September LAC meeting was the forthcoming ARPA funds and grants that will be available through the DPI. The grants will need to be written in a short turn-around time with a \$50,000 minimum request. Ideas being considered include smart boards in the community and story time rooms, and an FM transmitter for outdoor program use.

4. Finance Committee Meeting. Kinkade virtually attended the September 13 Village Finance Committee meeting. On the agenda was the five-year plan for capital projects, for examples, the roof and HVAC system at the library.

5. Village Board Meeting. Kinkade virtually attended the September 13 Village Board meeting. On the agenda was the Dog Days of Summer event to be held on September 24. Also discussed were dogs in public parks, and the possibility of a Village dog park.

6. Carpet cleaning. The library's usual carpet cleaner has retired. Local carpet cleaning business Shroats matched the cost and will be cleaning the library carpets in October.

7. Budget Review. With 67% of the year gone and 66.89% of the budget spent, spending is on track for the year. Juvenile nonfiction was weeded during RFID tagging and purchasing replacements in some subjects depleted the juvenile materials budget. A \$2,000 donation will be used toward juvenile materials purchases the rest of this year.

Invoices

The WPL Invoices for August 2021 Operations and Special Funds were presented.

There was a motion (Pollnow/Nargis) to approve August 2021 operation invoices:

August 2021 Operations – \$57,487.26

All ayes. Motion carried.

There was a motion (Isola/Nargis) to approve August 2021 special fund invoices:

August 2021 Special funds – \$3,823.20

All ayes. Motion carried.

Statements

Bank statements ending August 2021 were reviewed.

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

August 2021 Associated Bank Library Special Funds Account: \$38,148.78

All ayes. Motion carried.

The August 2021 Investment Fund statement was available for review. The portfolio's total current value is \$195,836.51

Old Business

1. Reopening Plan. The current reopening plan remains in effect. Signs will be changed to welcome all to wear masks, rather than specifically suggesting unvaccinated patrons wear masks. Starting September 20, Kinkade will be out on medical leave for approximately six to eight weeks. Three employees are currently out due to COVID-19, and another employee is on medical leave. A substitute who used to work at Waterford Library is covering some of the needed evening hours. Due to short staffing, the board agreed to close the library building to patrons one day a week, starting next week and going through the end of October. Curbside pickup will be available on the closed days during regular business hours. This will be reviewed at the October board meeting.

2. 2022 Budget. Kinkade and Tricia Cox met with Village President Don Houston, Village Administrator Zeke Jackson, and village hall staff members Danielle Brown and Michelle Vandehey on September 14. Discussion included possible mandatory insurance for full-time and part-time employees, as well as possible 2022 village

funding for the library. Currently, the library programming budget is paid for by donations and funds raised by Friends of Waterford Public Library. The board discussed funds and will continue to look for fundraising possibilities.

3. River's Edge Art & Wine Walk. Two staff members worked this event at the library on September 11. 180 people attended and there were four new library card registrations.

New Business

1. Nitrogen generator. The purchase of a nitrogen generator was discussed at the May board meeting and postponed until this meeting when the budget figures would be more clear.

There was a motion (Pollnow/Nargis) to approve the purchase of a nitrogen generator for the fire suppression system at a cost of up to \$15,000.00.

All ayes. Motion carried.

The board expressed their appreciation for Mike Sponholtz's attention to and care of the library building.

2. Director medical leave. Kinkade reported on preparations for library operations while she is on medical leave starting September 20.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Bechtel/Nargis) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:00 p.m.