

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**September 20, 2023**

**Call to Order:** The meeting was called to order by President Isola at 5:04 p.m. in the Community Room.

Trustees present: President Isola, Vice President Peters, Secretary Klein and Trustee Pollnow

Not present: Treasurer Nargis and Trustees Schoepke and Bechtel

Others present: Heather Kinkade, Abra Dexter

**Public Comment**

None.

**Minutes**

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

**Trustee Essentials**

Discussion of Trustee Essentials on hiatus until further notice.

**Librarians' Report**

**1. Programming review.**

Adult programs in August included adult yoga, Book Club, and a cooking class with Staci Joers with a total of 161 participants. Snake Discovery, a family program, saw 162 attendees, and Read to Piper, a juvenile program, hosted 14 participants in August.

**2. Circulation Review.**

170 Teen Craft Kits & 311 Juvenile Craft Kits were checked out in August.

We checked out 84 Book Bundles in August for a total of 420 individual items circulated.

In August, we had 6 curbside visits.

6 Read & Discover kits were checked out this month.

13 Tween "If you liked..." Bundles were checked out in August.

26 Family Fun Movie Bins were checked out this month.

6 children came in for birthday books in August.

**3. Director's report.**

1. Former Waterford resident Dennis Mealy and his wife Bonnie donated 50 shares of Merck stock to the library and it was transferred to the endowment fund.

2. Employment: Julie is settling in well as the new children's librarian. Job posting is still active for a new teen librarian.
3. Jam Fest 2023: Funds raised for the library was \$43,700; Friends of the Library has been writing and sending thank you notes.

#### **4. 2023 Budget review.**

1. Heather raised concerns about utility bills; Gas/Electric was budgeted for \$43,000 for the year and they are now at \$43,417 with a few months remaining in the year.
2. Budget meeting with Michelle at Village Hall is scheduled for next Wednesday, Sept. 27; Adam Jaskie will attend with Heather.

#### **Invoices**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Isola) to approve June 2023 operation invoices totaling \$50,278.02  
All ayes. Motion carried.

Motion (Pollnow/Isola) to approve June 2023 special fund invoices totaling \$2,138.78  
All ayes. Motion carried.

The May 2023 Community State Bank statement was reviewed with a total value of \$37,402.24.

The May 2023 Associated Bank investment fund statement was reviewed with a total value of \$135,455.03 .

#### **Old Business**

**1. 2023 Budget and Operation Considerations.** There was a motion (Isola/Peters) to approve the operational considerations for 2023 related to employee compensation that was deliberated in closed session.

**2. Memorandum of understanding.** This draft has been completed and will be presented by Heather Kinkade at the meeting with Michelle Vandehey and the village administrator on Sept. 27. Assumption is that it will need further review by an attorney, etc.

#### **New Business**

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

Board reviewed Heather's draft budget for 2024. Several items are still pending as Heather waits for additional information from other parties.

Mike Sponholtz told Heather that a couple items need to be budgeted for next year: a sump pump repair and annual roof inspection.

Shannon mentioned we should talk with e-rate about possible savings on computers/software. She will gather contact information to share with Heather.

Computers have Windows 10 software which will need to be updated. Prairie Lakes recommends a two-year phase-in of new computers/software.

Heather said administrative fees could vary based on cost-of-living adjustments

**Closed Session**

There was a motion (Lori/Tami) to adjourn into Closed Session for discussion regarding: discussion of employee wages.

A roll call vote was recorded as follows and the meeting adjourned into closed session at 5:43 pm:

	Aye	Nay	Other
President Loribeth Isola	X		
Vice President Shannon Peters	X		
Treasurer Kathy Nargis			X
Secretary Kelly Klein	X		
Trustee Beth Bechtel			X
Trustee Tamara Pollnow	X		
Trustee Sara Schoepke			X

**Reconvene into Open Session**

There was a motion (Klein/Lori) to reconvene into Open Session. A roll call vote was recorded as follows and the meeting reconvened into open session at 5:56 pm:

	Aye	Nay	Other
President Loribeth Isola	X		
Vice President Shannon Peters	X		
Treasurer Kathy Nargis			X
Secretary Kelly Klein	X		
Trustee Beth Bechtel			X
Trustee Tamara Pollnow	X		
Trustee Sara Schoepke			X

There was a motion (Pollnow/Peters) to move forward with the discussion that took place during closed session.

**Adjournment**

There being no further business before the Board of Trustees, there was a motion (Isola/Peters) to adjourn.  
All ayes. Motion carried. The meeting adjourned at 6:13 p.m.