

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
September 10, 2019

Call to Order: The meeting was called to order by President Romanak at 4:31 p.m. in the History Room. Library Board Trustees present were Vice President Bechtel, Secretary and Treasurer Datka, Trustees Peters, McReynolds, and Director Heather Kinkade. Halbach was excused.

Minutes

There was a motion (Bechtel/Datka) to approve the August 13, 2019 minutes as presented. All ayes. Motion passed.

Public Appearance

No one appeared before WPL Board.

Librarians' Report

1. **Programming Review** Programming for the month of August was reviewed. Kinkade noted that for the adult program, Open Mic Night had a lot of participants. In addition, the adult movie shown had 19 participants. Also, the Cooking Class with Staci Joers program was successful and completely full. In teen and juvenile programming, Soda Pups and Magical Poodles were very successful and well-attended.
2. **Circulation Review** Circulation for the month of August was reviewed. Kinkade noted that the Town of Waterford circulations are up from this time last year. In addition, Town of Burlington, Mount Pleasant, Racine, Town and Village of East Troy, La Grange, Lafayette, Linn, Lyons and Sugar Creek are all up. Much of the circulation increase by these townships is attributed to WPL going fine free and the home schooling families' positive response. Overall, WPL is down 8% (9,358 circs). In addition, library visits are down about 9% (about 4,000 library visits). Overdrive use is up as well as Gale Courses and wireless usage. During the circulation review, Romanak encouraged the library to come up with something bigger to draw people in to help increase circulation. McReynolds offered up the idea of a grade school competition for checkouts. In addition, an informative statement regarding the impact of road construction on the library was presented.
3. **2019 Budget Review** The library is at 58.58% of its budget with 58% of the year elapsed. The Village's numbers match through June at this point but there are some discrepancies for July and August. Some money was taken from the wrong fund, a late fee was again charged for a late credit card payment. In addition to the 2019 budget review, termination of the reference librarian position was discussed.
4. **Joint Village and Town of Waterford Board Meeting** On Sept. 4, there was a joint Village and Town of Waterford Board meeting at the Village Hall. On the agenda were the Fire, EMS, and Police contracts, as well as boundary and revenue agreements. Lastly, intergovernmental cooperation was on the agenda and a thread throughout the meeting. The meeting was held at the Village Hall; however, there were spillover locations in the Village Hall Park and the library. No one from the library was asked about hosting the spillover in the Community Room until it was seen on a Facebook post. Naturally, the library is happy to help disseminate information to

the public. Kinkade followed the meeting via Facebook stream at the library along with eight other people.

5. **Village Board Meeting** On Sept. 9 Kinkade attended the Village Board Meeting. On the agenda was reviewing a liquor license and pier permit, recommendations from Absolutely Waterford and the Chamber of Commerce regarding a downtown zoning ordinance, and follow up regarding the joint meeting with the Town Board on September 4th. Absolutely Waterford and the Chamber of Commerce each gave a recommendation regarding the downtown zoning ordinance. Absolutely Waterford was for the ordinance with a relook at it again in two years, and the Chamber wanted to repeal. No action was taken. In addition, there has not been a replacement appointee for a library trustee to replace Karwick despite emails sent to the Village President.
6. **Lakeshores and SHARE Meeting** Kinkade was unable to attend this meeting, choosing to be present for the library staff after the dismissal of their co-worker due to her position being terminated. Kinkade reminded the trustees of the Nov. 14th Lakeshores annual trustee diner held at Hawks View Golf Course. In addition, Kinkade stated that in 2020 Lakeshores will have two grants for \$6,500 each for a small library and a library that has a large lending presence for RFID technology. Kinkade believes that Waterford would be a good candidate for the grant and would fit the bill for a medium-sized library whose collection frequently makes its way to other libraries.
7. **Absolutely Waterford Meeting** Kinkade was unable to attend this meeting due to a team meeting; however she let them know that the library has arranged two pianists to play during the Art Walk.
8. **Library Team Meeting** On Sept. 4, there was a library team meeting. Kinkade reported that they spoke about the elimination of the reference librarian position and the 2020 budget, in addition to fall programming and Kinkade's takeaway from chats she has had with each team member.
9. **Natural Gas Leak** Kinkade reported that shortly after the team meeting on Sept. 4, a gas line was hit across the street on the corner of River and Main Streets. The library was instructed to evacuate until given the all clear. They were given the all clear at 12:45. Due to the natural gas smell in the library and the inability to open windows, Kinkade decided to allow some time for the building to air out. Staff returned at 1:00 and the library reopened at 4:00.
10. **Roofing Proposal** McReynolds stated that he would check on roofing and possibly look into the feasibility of a metal roof at the July 9th meeting. At the August 13th meeting McReynolds explained that he and Jim Bergles, the Dept. of Public Works Director, were scheduled to meet the following week. McReynolds noted that he has since learned that a metal roof is not feasible for the library.
11. **Experience Passes** The experience passes have taken off. They are usually checked out back to back. It was noted that some library patrons shared ideas for other companies who may want to sponsor passes, which will be looked into.
12. **Two New Library Assistants** Two new library assistants were hired in August and have been working out well. They fit in well with the team, take feedback and correction positively, and have proven to be assets to the team.
13. **Air Conditioning** During the month of August, there were a lot of problems with the air conditioner staying on and AccuTemp was on the roof flipping a switch constantly to reset the system. The transformer was replaced at a cost of \$1,445.56, which was the least expensive fix, and there have been no problems since the installation.
14. **Hot Spots** There was a brief discussion about the need for more hot spots for patrons for the library. At this point it was decided they were not necessary.

Invoices

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

There was a motion (McReynolds/Peters) to approve August 2019 operation invoices:

August 2019 Operations – \$43,061.39

All ayes. Motion passed.

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

August 2019 Special Funds – \$1,362.04

All ayes. Motion passed.

Statements

Bank statements ending August 2019 were reviewed and discussed.

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

August 2019 Associated Bank Library Special Funds Account: \$42,135.14.

All ayes. Motion passed.

The August 2019 Investment Fund statement was available for review. The portfolio's total current value is \$156,673.94.

Kinkade will request financial advisor, Peter Engstrom from Associated Investment Services, to come to the November 2019 board meeting to review the investment fund allocations.

Old Business

- 1. Conceal and Carry** The topic of conceal and carry was discussed. Bechtel had concerns about the timing of any policy change and suggested that the Library Board revisit the topic in December.
- 2. 2020 Budget** The 2020 budget was discussed. Kinkade presented final numbers for 2020 wages. Kinkade and Sam Vogel, Circulation Supervisor, met with the Village Administrator, Zeke Jackson, on August 26th to discuss the library's 2020 budget. In regards to the \$10,000.00 building rent that was paid to the village annually, the administrator agreed that per the resolution the library could take that line out of their budget. However, the Village will now contribute \$10,000 less to the library in 2020. Kinkade also discussed the \$18,000 increase in administrative charges from 2018 to 2019. Kinkade presented data and rationale for decreasing the administrative charges based on Jackson's reasoning for increasing in by \$18,000. At this meeting Jackson explained that those charges are not based on time as previously stated, rather a percentage of the library's budget. After further discussion, Jackson stated that Kinkade could ask the Finance Committee and the Village Board about the admin. charges to see if they would lower them. The finance committee does not yet have a meeting scheduled. In addition, during this meeting Jackson explained the current trend of how finances are being handled, and, if continued in this manner, the negative impact this trend will have on future budget cycles.

There was a motion (McReynolds/Peters) to approve the 2020 wages as presented using a 1.9% cost of living adjustment as given by the Village administrator.
All ayes. Motion passed.

New Business

- 1. HVAC Services** Changing HVAC maintenance contractors was discussed. In reviewing the bids and discussing the differences from 5 contractors, the library board was uncomfortable switching to the Village's recommended company whose bid is greater than \$2,000 above the current contractor's bid. The topic will be revisited at the October board meeting after contact is made with All Pro Mechanical to discuss the library portion of their bid.

It was also discussed that the October board meeting will be moved to October 22.

The Pharmacy Station pick up/drop off was discussed. It was decided that this service would be reevaluated 60 days post construction. This will be discussed further at the October board meeting.

- 2. Review Rules of Conduct Policy** Tabled until the December board meeting.
- 3. 90-Day Review of Library Director** There was a brief discussion of Heather's own 90-day review of her role as library director.

Closed Session

There was a motion (McReynolds/Bechtel) to adjourn into Closed Session for discussion regarding performance, benefits, and compensation of Village employees and preliminary consideration of specific personnel matters pursuant to Wisconsin Statute s. 19.85 (1)(c) and (f). A roll call vote was recorded as follows and the meeting adjourned into closed session at 6:33 p.m.:

Romanak - Aye	Datka - Aye	Peters - Aye	McReynolds - Aye
Bechtel - Aye			

Reconvene into Open Session

There was a motion (McReynolds/Bechtel) to reconvene into Open Session. A roll call vote was recorded as follows and the meeting reconvened into open session:

Romanak - Aye	Datka - Aye	Peters - Aye	McReynolds - Aye
Bechtel - Aye			

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (McReynolds/Peters) to adjourn. All ayes. The meeting adjourned at 6:43 p.m.