

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
September 13, 2022

Call to Order: The meeting was called to order by President Isola at 4:30 p.m. in the Community Room. Library Board Trustees present were Vice President Peters, Treasurer Nargis, Secretary Bechtel, and Trustees Pollnow and Schoepke. Also present Library Director Heather Kinkade.

Public Appearances

None.

Minutes

There was a motion (Pollnow/Nargis) to approve the August 9, 2022 meeting minutes as presented. All ayes. Motion passed.

Trustee Essentials

Discussion of *Trustee Essentials: A Handbook for Wisconsin Public Library Trustees*, "Chapter 5: Hiring a Library Director."

Librarian's Report

1. Programming review. "Survive Your After School Schedule" program was lightly attended, but high quality. Noted as well attended were the preschool dance party, and Beekeeping with Hemken Honey.

Outreach included a successful booth at the high school during registration August 9 & 10.

Curbside visits were down to 9.

Family Fun movie bins remained popular with 30 checked out.

The Lakeshores Youth Services meeting was hosted at the library on August 25.

2. Circulation review. While Village of Waterford checkouts are down from the previous year, circulation from elsewhere in Racine County is up. In-person visits are up, while circulation figures are down; other libraries in the area are reporting the same trend. More holds are received from other SHARE libraries than are sent out, but the difference between borrowing and lending is narrowing.

3. Director's report. The SHARE meeting was cancelled on September 6.

Kinkade attended the Village board meeting on September 12. The Village has moved accounting from Quickbooks to Casselle. New library board member, Kelly Klein, will be at the October meeting.

The AC system will need to be replaced. Mike Sponholz (DPW) will work on getting an engineer for specs. Village Administrator Jackson let Kinkade know Library AC replacement is in the capitol budget.

Correspondence included an email discussion from the Wisconsin Public Library listserv. Charges to libraries from their municipalities were compared; libraries that responded to the survey were charged an average 0%-6%. In 2021, Waterford Public Library paid back 14% of its municipal appropriation.

Two WI Circuit Court cases name Waterford Public Library. The person who has wage garnishment does not work at the Library, and the person seeking a name change is not known.

Employees are doing self-evaluation in preparation for their annual evaluation.

News articles about challenges at other libraries were included in the packet and noted.

4. 2022 Budget review. Reports were not available.

Statements

The August 2022 Associated Bank investment fund statement was available for review. The portfolio's total value: \$176,266.66

Invoices

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Peters) to approve August 2022 operation invoices totaling \$5,501.05
All ayes. Motion carried.

Motion (Pollnow/Peters) to approve August 2022 special fund invoices totaling \$5,431.01
All ayes. Motion carried.

Old Business

1. Reopening plan. The library will remain in phase 3 of the reopening plan.

2. Review of Mission Statement.

Motion (Bechtel/Nargis) to adopt the revised version of the mission, vision, and core values.
All ayes. Motion carried.

3. Building Controls Contract. JM Brennen complete fixes on the remaining building controls problems.

4. Board meeting time change.

Motion (Pollnow/Nargis) to change the regular Board meeting time to 5:00 p.m. starting in October 2022.
All ayes. Motion carried.

New Business

1. Explore Waterford's River's Edge Art & Wine Walk, September 24, 2022. The Library will be the start of the art walk, hosting one artist and three different demonstrations. Licensed volunteers will serve wine.

2. Public Comment Policy. A draft public comment policy was reviewed.

3. Annual Library Board Calendar. A draft annual Library Board calendar was reviewed.

4. 2023 Budget Advocate(s) Selection. Selection of a Board member designee to explain/advocate for the budget was discussed and will be considered for August on the on the annual Board calendar.

Adjourn: There being no further business to come before the Board of Trustees, there was a motion (Pollnow/Schoepke) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:05 p.m.