

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
September 9, 2025

Call to Order: The meeting was called to order by President Isola at 5:00 PM

Trustees present: President Isola, Trustees Pollnow, Kis, Dexter, Loebel , Schoepke

Absent: Beer

Others present: Incoming Director Jessica Kiesler, Interim Director Samantha Vogel, Julie Fick, Village Board President Adam Jaskie

Public Comment

None

Minutes

Motion (Kis/Pollnow) to approve minutes from the August 12, 2025 Regular Board meeting. All ayes. Motion carried All-0.

Trustee Essentials

Chapter 10: Developing Essential Library Policies

Librarian's Report

1. Programming review: 923 total participants

- Adult programming:
 - Play American Mah Jongg: 29
 - Adult Yoga w/ Rachel Juergens: 29
 - 160 adults participated in programs
- Family programming:
 - 393 participants for family programs
- Juvenile 0-5:
 - 29 participants for juvenile 0-5
- Juvenile 6-11:
 - Dog Days of Summer Scavenger Hunt: 300
 - 328 participants for juvenile 6-11
- Teen 12-18:
 - 13 participants for Teen 12-18

2. Circulation Review:

- 78,798 checkout (up 1,300 from last year)
- Libby use is up from last year
- Hoopla is also up from last year even though there has been a drop in usage limit per patron
- Visits to the library are down by a very small percentage
- Meaningful Connection: A patron came into the library wanting to use the Microfilm Room. His wife's great, great uncle is William Sanders who started the Waterford State Bank. The

wife's grandmother is turning 100 and they are collecting local history for the event. The patron was very grateful for our record keeping.

3. 2025 Budget Review

- 67% of year has passed; 64.1% of expenses have been incurred
- Reviewed Associated Bank Endowment statement
 - August ending: \$182,145.49
- Reviewed Community State Bank statements
 - August ending: \$26,593.76

4. Other Updates

- Jessica submitted a Director's Report to the Village
- Jessica attended a director's conference in August, New Berlin Public Library
- Jessica and Sam attended the LAC meeting
- Jessica and Sam attended the Racine County Library Planning meeting
- Jessica shared the following tasks that she has been working on:
 - Rounding with each employee individually
 - Comments box to gather patron feedback
 - Website is up for a remodel
 - Working on a logo redesign
 - Attending Friends meeting
 - \$400 donation for Playaways
 - Purchasing 2 more zoo passes

Invoices

- Motion (Schoepke/Isola) to Operations \$33,131.77. All ayes. Motion carried 6-0.
- Motion (Pollnow/Schoepke) Special Funds \$2,836.62. All ayes. Motion carried 6-0.

Old Business

- Onboarding of new Library Director

New Business

- Policy Revisions per DPI
 - Policy of the Month communication from DPI
 - Jessica will bring policies to review each month as she works through the existing policies

Motion to go into closed session (Isola / Kis) at 5:54 PM. All ayes. Motion carried by roll call.

Adjourn to Closed Session

Roll Call: Kis (aye), Dexter (aye), Isola (aye), Beer (aye), Pollnow (aye), Schoepke (aye)

Reconvene to Open Session

- Motion to reconvene into Open Session (Loebel/Pollnow) at 6:40 PM.
- Roll Call: Kis (aye), Dexter (aye), Isola (aye), Beer (aye), Pollnow (aye), Loebel (aye)

Adjournment

There being no further business before the Board of Trustees, there was a motion (Pollnow/Schoepke) to adjourn. All ayes. Motion carried 6-0. The meeting adjourned at 6:42 PM.

The next Library Board meeting will be held on Tuesday, October 14 at 5:00 PM at Waterford Public Library.

Minutes submitted by:

Sara Schoepke

Library Board Secretary