

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
August 12, 2025

Call to Order: The meeting was called to order by President Isola at 5:04 PM

Trustees present: President Isola, Trustees Pollnow, Kis, Dexter, Beer, Loebel (til 6:30)

Absent: Schoepke

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

Public Comment

None

Minutes

Motion (Pollnow/Isola) to approve minutes from the July 8, 2025 Regular Board meeting. All ayes. Motion carried All-0.

Motion (Loebel/Kis) to approve minutes from the July 15, 2025 Special Board meeting. All ayes. Motion carried All-0.

Motion (Isola/Loebel) to approve minutes from the July 16, 2025 Special Board meeting. All ayes. Motion carried All-0.

Motion (Loebel/Isola) to approve minutes from the July 18, 2025 Special Board meeting. All ayes. Motion carried All-0.

Motion (Loebel/Kis) to approve minutes from the July 22, 2025 Emergency Board meeting. All ayes. Motion carried All-0.

Motion (Dexter/Kis) to approve minutes from the June 13, 2025 Search and Screen Committee meeting. All ayes. Motion carried All-0.

Motion (Loebel/Kis) to approve minutes from the July 2, 2025 Search and Screen Committee meeting. All ayes. Motion carried All-0.

Trustee Essentials

Chapter 9: Managing the Library's Money - Kis inquired on library operations regarding admin charges. Sam advised that number is 5% of administrative staff salaries and benefits. Increase anticipated with deputy treasurer becoming full time. Trustee Essentials Chapter 9 and State Statute 43 requires the library use municipal staff rather than outsourcing per Sam. Adam will review Act 12 and report back. The library's annual report is given in February to the Library Board. The Village owns the building. Kis inquired about insurance. Finance (Linda) reviewed to confirm all contents covered. Approximate \$4M for building and materials. Sam will provide for review at the September Library Board meeting. Reviewed 2024 funding- Municipal \$216,500.00, Racine County \$373,952.00, Other counties \$30,088.00, and \$47,266.00 from additional sources.

Librarian's Report

1. Programming review: 1,872 total participants

- Adult programming:
 - Speak Up for Libraries postcards: 36
 - Adult Yoga w/ Rachel: 43
 - 233 adults participated in programs
- Family programming:
 - Storywagon: Snake Discovery: 138
 - Passive Activity Sheets: 525
 - 827 participants for family programs

- Juvenile 6-11:
 - Color Our World Tape Obstacle Course: 240 - colored masking tape obstacle course throughout the library.
 - Color Craze Scavenger Hunt: 363
 - Summer playground 7/15: 34
 - 751 participants for juvenile 6-11
- Teen 12-18: Total Participants: 32

2. Summer Reading Challenge Review

- Ended 7/19 - 5 weeks of activities- 2,198 visits, 1,613 weekly prizes that were handed out were all donated and approximately valued at \$9,000.00.
- 34 in person programs - fewer teen volunteers- only 4
- Largest crowd during Storywagons (398)
- Passive options increased patron visits
- Scavenger Hunts are very popular
- 70 craft bags have been picked up this week
- 244 Adults participants in Summer Reading Challenge
- Continued programs in August

3. Circulation Review:

- 68,491 checkout (up 1,300 from last year)
- Hoopla up
- Holds increased
- Programs and visits increased
- Website active / Pinterest and Google searches are up.
- Meaningful Connection: Helped a patron reset email to allow her to find a job and offered one the same day.

2025 Budget Review

- Reviewed Associated Bank Endowment statement
 - June ending: \$177,425.39
 - July ending: \$179,231.05
- Reviewed Community State Bank statements
 - July ending: \$ 30,724.90
- Ask Peter to come for a review in November
- Review of policy in October and balance instructions

4. Other Updates

- Purchase new server
- Prairie Lakes funding in 2026 Storywagon, Mango, movie licenses, Canva, WPLC fee, OverDrive Advantage - e-materials. (high demand, high holds, high wait)
- Patron facing holds - cost of doing business
- Passport Program 9/2-11/30 - 5 library visits = prize opportunity (22 Libraries included)
- WPL summary - 155 board games, location on Fox River, Programming for all and Loki!
- Mary Paetsch donated \$75.00 from Raffle held in July

Invoices

- Motion Loebel/Beer Operations Invoices \$35,040.75. All ayes. Motion carried 6-0.
- Motion Loebel/Dexter Special Funds \$2,522.70. All ayes. Motion carried 6-0.

Old Business

- Hoopla Checkout Adjustment - checkouts limited to 2 - 250 using = \$703.00

- Our credits are down to \$387.64 - Prairie Lakes is eliminating 1/5/2026 - we will give notice to drop effective 10/31/25. (Kis/Isola) All ayes. Motion carried 6-0.

New Business

- Endowment Fund Discussion - Liz Powell @ Racine Community Foundation - no monthly statements and no individual tax exemption status.
- Adam will ask Matt Giese to attend the September 9 Library Board meeting for discussion on endowment from Patriot Financial.
- Memorandum of Understanding - Library budget vs Village Budget - maintenance, repairs and replacement costs. (Landlord/Tenants agreement)
Sam to begin review with Mike S. and Jessica K. to work on for next year. Adam advised the budget by the Village to cover HVAC and roof replacement in 2026 for Library from general funds.
- Onboarding of new Library Director - Sam planned to review and introduce Jessica to operations, staff, and programs. Assist with VH Personnel set ups. Welcome reception scheduled 9/29 from 10-noon and 10/1 from 5-6:30 / snack and chat. Staff meeting 9/11 in am.

Motion to go into closed session (Isola/Dexter) at 6:54 PM. All ayes. Motion carried by roll call.

3 key workers who have stepped up since Heather left: Julie, Ruth and Ava per Sam.

Adjourn to Closed Session

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

Reconvene to Open Session

- Motion to reconvene into Open Session (Dexter/Kis) at 7:25 PM
- Roll Call: Kis (aye), Dexter (aye), Isola (aye), Beer (aye), Pollnow (aye)
- Discussion on continual increase in pay for Sam during transition until 9/30.
- Table discussion for next month to review with the new director on other compensations.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Isola/Kis) to adjourn. All ayes. Motion carried 5-0. The meeting adjourned at 7:25 PM.

The next Library Board meeting will be held on Tuesday, September 9 at 5:00 PM at Waterford Public Library.

Minutes submitted by: Tamara Pollnow

Position: Library Board Vice President, Trustee Village of Waterford