

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
February 21, 2023

Call to Order: The meeting was called to order by Vice President Peters at 5:03 p.m. in the Community Room.

Trustees present: Treasurer Nargis, Secretary Bechtel, and Trustees Pollnow and Schoepke. President Isola arrived 5:15 p.m.

Excused: Trustee Klein.

Others present: Heather Kinkade, Samantha Vogel, Adam Jaskie, Abra Dexter.

Public Comment

None.

Minutes

There was a motion (Pollnow/Schoepke) to approve minutes the January 10, 2023 meeting as written.

All ayes. Motion passed.

Trustee Essentials

Discussion of Trustee Essentials on hiatus until further notice.

Librarian's Report

1. Programming review. Kinkade reviewed programming. Adult programming included a beginning yoga session and the Loose Ends sewing group. A visit to Waterford Senior Living was noted. The ongoing Alphabet Lab is being funded by Reads By The River bookstore. Homeschool Out and About was held. There were no teen volunteers. 201 children are enrolled in the 10,000 Books Before Kindergarten challenge, 60 have completed. Craft Kits remain popular as do the Family Fun Bins. There were 47 entered for the Friends gift card drawing based on number of books checked out at a time.

2. Circulation review. Vogel explained the circulation report. Circulation was up about 1% over January 2022. The library is receiving more incoming holds for patrons from system member libraries than it is sending to those libraries. OverDrive/Libby usage is up. Hoopla usage is up; that service will be paid for by Prairie Lakes Library System in 2023. In-person visits are down slightly from January 2022. Facebook engagement is down slightly from the same time last year; Constant Contact is in good use for communicating with patrons. Google Analytics have changed, so numbers are not comparable.

3. Director's report. Kinkade attended two meetings of the newly formed Prairie Lakes Library System. She and Vogel attended the meeting regarding the 2022 Annual Report. A library director from each county will be attending Prairie Lakes board meetings. Kinkade attended the Village Board meeting on February 14. Kinkade reported that monthly Village department head meetings have been discontinued. Correspondence and donations from the month were reviewed.

4. 2022 Budget review. 2022 year-end financial figures from the Village were reviewed. The final 2022 Net Revenue Over Expenditures amount listed is \$45,553.

5. 2023 Budget review.

Kinkade reported that the Village Treasurer has asked for invoices to be turned in monthly rather than weekly. Budget figures from 2023 were reviewed.

Invoices

Copies of credit card receipts and bills were explained and reviewed.

The WPL Invoices for Operations and Special Funds were presented.

Motion (Nargis/Schoepke) to approve January 2023 operation invoices totaling \$126,940.40
All ayes. Motion carried.

Motion (Schoepke/Isola) to approve January 2023 special fund invoices totaling \$10,950.89
All ayes. Motion carried.

The January 2023 Community State Bank statement was available for review with a total value of \$13,093.98.

The January 2023 Associated Bank investment fund statement was available for review with a total value of \$129,353.22.

Old Business

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

2. Endowment fund cash transfer. \$50,000 was transferred from the investment account to checking after the last meeting, to cover Design Build expenses that were paid in 2022 and possible unemployment costs. Funds will be transferred back to the investment fund when possible.

3. 2023 budget and operational considerations. Hours of operation were discussed and will remain as is due to a staff medical leave, with further discussion at the March board meeting. Feedback sheets and survey papers from the January 9 Village Board Finance Committee listening session compiled by Trustee Schoepke to be reviewed in March.

New Business

1. 2022 annual report. Kinkade and Vogel presented the 2022 Annual Report and explained each section.

Motion (Isola/Peters) to approve the 2022 Waterford Public Library Annual Report as presented.
All ayes. Motion carried.

Adjournment

There being no further business to come before the Board of Trustees, there was a motion (Nargis/Schoepke) to adjourn.

All ayes. Motion carried. The meeting adjourned at 7:32 PM.