

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**August 20, 2024**

**Call to Order:** The meeting was called to order by President Isola at 5:06 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters and Trustees Pollnow, Kis and Beer

Absent: Secretary Klein, Treasurer Schoepke

Others present: Library Director Heather Kinkade, Village Trustee Adam Jaskie, Samantha Vogel, Julie Fick

**Public Comment**

None

**Minutes**

Motion (Kis, Pollnow) to approve minutes from the June 2024 meeting as written. All ayes. Motion passed.

**Trustee Essentials**

**Topic #3: Organizing the Board for Effective Action**

The board members had a brief discussion on this topic.

- Isola-We do a good job of effective decision making.
- Heather discussed how she reviewed another library system's policy about open meeting laws.
- Sample library board calendar- what should be accomplished each month.

**Director's Report:**

**1. Programming review:**

Popular Programs

- Adult Yoga (48 people) and puzzle table (49)
- Pirate Adventure Scavenger Hunt (321) and passive activity sheets (475)
- Juvenile Preschool chalk Obstacle (31)
- Tween and Teen Olympics was popular (15)
- Outreach-Summer playground was attended by Julie (23)

**2. Circulation Review:**

- Circulation numbers for July were overall higher than June
- Share numbers show the library is providing more holds than it is taking in.
- Visits are up to the library

**Other topics discussed during the Director's report**

- The tax levy for the library was discussed and how capital expenses are paid.
- Two employees are leaving the library.
  - Library staff are looking for ways to handle the losses.
    - Heather would like to hire someone.
    - Worried about hiring someone if the position may only be temporary.
    - The Board discussed that people may still be interested in working for the library even if it is temporary.

**Summer Reading Program Recap**

- **Participation in the reading challenge**
  - 252 adults (majority between 35-65 years old)
  - 59 teens
  - 452 children
  - 12 volunteers

These numbers are consistent with 2023 (higher program attendance, lower summer reading program enrollment this year). More programs with smaller numbers of participants.

32% of people came from the Village of Waterford for the Summer Reading Program

Summer reading program encompasses more than just reading.

- Other opportunities to participate such as attending a program.
- Program attendees received coupons and a book as well as an opportunity to win a prize.
- Pirate Scavenger Hunt, GEE Funny Farm, and Check-out parties were the most popular.
- Passive programming brings people in an efficient manner.

### **3. 2024 Budget Review**

As of July 31st 58%, of the year has elapsed and the library has used 61.7 % of the budget,

Prairie Lakes Advisory Council:

- Heather was on vacation so she didn't make the library system advisory meeting on Tuesday, Aug.6th. Sam went in her place and shared these highlights:
  - The council discussed Mango languages
    - The current online language program costs approximately \$3000, the Mango quote was approximately \$9000 and excludes 2 important additions. They will revisit at a later date when Mango adds the additional features.
  - Blue cloud gave a credit to the whole system for over \$4,000 for their outage earlier this year.
    - Libraries will each get a credit in 2025.
  - A digital circulation content group is going to meet to determine options for Share and will create a recommendation for the Wisconsin Library Consortium.
  - 2 resources were compared
    - Library Aware and Patron Point-
      - Patron Point is better and will match the quote for Library Aware.
  - Jim Novy, IT Engineer for Share, did a library comparison report based on 10 different metrics.
  - Hedberg is going fine free and is looking at getting a book mobile.

#### **Village Board Meeting:**

Heather couldn't attend the Village Board meeting on August 12th.

Pollnow and Jaskie shared updates.

- Zeke presented stakeholder survey results
- The board adopted some ordinances as housekeeping measures
- They went into closed session for personnel issues
- The board appointed an EMS interim director

#### **Finance Committee also met on August 12th -Jaskie provided updates**

The board:

- Did a yearly audit
- Started the budget process
- Have 2 board members that they are trying to bring up to speed.
- Voted to amend the budget for department adjustments

#### **Heather shared this meaningful connection from the library with the board:**

- Heather was on vacation for the meeting
- There was a story in the Waterford Post newspaper on August 1st about Heather's meaningful connections report

#### **Other Topics:**

##### **Invoices and Bank Statements**

The WPL Invoices for Operations and Special Funds were presented.

## **Invoices**

Motion (Isola/Pollnow) to approve July 2024 operation invoices totaling \$43,258.24 All ayes. Motion carried.

Motion (Pollnow/Kis) to approve July 2024 special fund invoices totaling \$4,037.01 All ayes. Motion carried.

The July 2024 Community State Bank statement was reviewed with a total value of \$ \$34,908.31

The July 2024 Associated Bank investment fund statement was reviewed and the current value is \$160,736.65

## **Old Business**

- 1) Personnel Manual:
  - a) Short-term disability
    - i) Heather will get back to the board when she gets more information

## **New Business**

- 1) Community Input Session Results:
  - a) The library received quite a few more responses
  - b) Library hours consistently came up as an issue
- 2) Possible Change to Business Hours:
  - a) People want Saturday hours but didn't consistently offer a solution that will work for everyone.
  - b) There was a discussion about what morning was best to close the library so the library could be open on Saturday mornings.
    - i) It was agreed that the library would be closed Thursday morning.

**Motion to change Thursdays hours to 12-5 and Saturdays hours to 9-12 There was a motion (Isola, Beer). All ayes. Motion carried**

- 3) 2025 Budget:
  - a) Heather has a meeting with the village treasurer and village administrator September 4th at 1:15 pm.
    - i) Jaskie is planning on also attending the meeting.

## **Adjournment**

There being no further business before the Board of Trustees, there was a motion (Kis/Pollnow) to adjourn. All ayes. Motion carried. The meeting adjourned at 6:53 PM.