

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**March 12, 2024**

**Call to Order:** The meeting was called to order by President Isola at 5:02 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters, Treasurer Nargis, Secretary Klein and Trustees Bechtel, Schoepke and Pollnow

Absent: None

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

**Public Comment**

None

**Minutes**

Motion (Nargis/Bechtel) to approve minutes from the February meeting as written. All ayes. Motion passed.

**Trustee Essentials**

**Topic #26: The Public Library System Board**

It was noted that some seats in the Prairie Lakes Board are vacant and it can be difficult to find a trustee who is able and willing to serve. Lori liked that this topic showed the functions of the board and trustees. Heather said it's interesting to note that we have a resource library in our system (Racine Library) and WPL looks to them quite a bit (for example, Racine has an automation system and books process through there and are then sent out to the individual libraries); Beth found it important to note that all patrons have access to "same service" regardless of their municipality.

**Director's Report:**

**1. Programming review:**

February was Love Your Library month; The Friends sent out their letter inviting people to rejoin

WPL had a Love Your Library Bingo with 68 participants.

Yoga continues to be very popular among adults

The puzzle table is also very popular

Alphabet Lab continues to be very successful. Children also enjoy the Read to Polar and Sydney programs.

Washington Caldwell held another literacy night.

The Tween Thing Valentine Cookie Decorating had 23 participants.

The library hosted referendum presentations for both WUHS and WGSD.

The Racine Literacy Council inquired about doing a program but said they would've expected 100 people and WPL doesn't have the resources to support a program of that size; Will revisit this idea in the fall as Heather later learned it would not likely be that many people and could be manageable.

**2. Circulation Review:**

Circulation is down in our own population as well as neighboring municipalities.

Holds TO SHARE is currently higher than FROM SHARE (the goal is to have these numbers be similar but this is good and a reflection of the acquisition of new materials thanks to donations from the Friends).

Library visits are currently up over the same period in 2023.

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

At 16% of the year elapsed, we are at 20.6% of the budget used. Larger payments typically made at the beginning of the year.

#### **Prairie Lakes Advisory Council Meeting:**

Heather attended the PL Advisory Council meeting in Elkhorn on Feb. 5; SHARE app is working again as of March 11; Discussed wish lists of the area libraries - some mentioned were Kanopy (pay per use; difficult to budget for); Discussed having a community calendar among the member libraries; Prairie Lakes just developed their 2024-28 strategic plan, and their mission statement is "providing impactful services and building strong relationships to champion the work and missions of our members." In addition to their mission statement, Prairie Lakes revamped their values as the following: members first, integrity, stewardship, leadership, equity, respect, agility, and collaboration.

#### **Department Head Meeting:**

The March meeting was canceled.

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

Heather attended the March meeting. It was a very full agenda. The Stakeholders Survey was discussed; Will be rolled out using the voter roll; Library board had extensive discussion about the wording of question 11. Adam Jaskie was asked to go back to the board to request a wording change. The Library Board preference is to remove the first sentence and for the second sentence, after \$75K, add "to reinstate hours of service". Adam will let us know if this wording can still be changed.

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

The WPL Invoices for Operations and Special Funds were presented.

Motion (Bechtel/Schoepke) to approve February 2024 operation invoices totaling \$40,146.10.  
All ayes. Motion carried.

Motion (Bechtel/Peters) to approve January 2024 special fund invoices totaling \$2,466.04  
All ayes. Motion carried.

The February 2024 Community State Bank statement was reviewed with a total value of \$42,231.15.

The February 2024 Associated Bank investment fund statement was reviewed and the current value is \$152,796.96

#### **Old Business**

- 1) 2023 Annual Library Report

The annual report has been successfully submitted.

#### **New Business**

- 1) Response to Community Member Questions

Following community member Mary Falbo's appearance at the January board meeting with questions from her condo association, Heather typed up responses and shared them with the board. These responses will be sent to Mary.

- 2) 2024 Operational Considerations:

The Board had previously asked to revisit adding Saturday hours. The current budget would not allow this without removing hours from a different day. With Rochester open on Saturdays (closed Fridays), there is still a library for people to visit on a Saturday. However, the WPL does get a lot of patron feedback about wanting Saturday hours. If WPL did this, they would probably close on Thursday afternoons in order to open for 4 hours

on Saturdays. However, with anticipated loss of funding in 2025 due to reduced checkouts, etc. the change of hours may not be sustainable in future years due to that impact.

- 3) Sara Schoepke brought up the possibility of hosting a round robin session with various library stakeholders to brainstorm questions/ideas/concerns. The board members liked this idea. We will discuss further at a future meeting.
- 4) This was the final meeting for Trustee/Treasurer Kathy Nargis who has completed her term as a board member. We appreciate her service to the board and community.

### **Adjournment**

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

All ayes. Motion carried. The meeting adjourned at 7:24 PM.