

**WATERFORD LIBRARY BOARD OF TRUSTEES**  
**OFFICIAL MEETING MINUTES**  
**May 14, 2024**

**Call to Order:** The meeting was called to order by President Isola at 5:07 p.m. in the Community Room.

Trustees present: President Isola, Vice-President Peters, Secretary Klein and Trustees Shoepke and Pollnow

Absent: None

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

**Public Comment**

None

**Minutes**

Motion (Shoepke/Peters) to approve minutes from the April 2024 meeting as written. All ayes. Motion passed.

**Trustee Essentials**

**Topic #1: The Trustee Job Description**

We had a brief discussion of the trustee job description.

**Director's Report:**

**1. Programming review:**

- Planning Ahead for the End of Life has been meeting every Monday for an hour. It has been well-received with 6-9 people at every meeting.
- MahJong and Loose Ends Sewing Group continue to be very popular. Loose Ends will be doing a stuffed animal "hospital" at the library where children can bring in stuffed animals that need repairs.
- Puzzle table continues to be used very regularly.
- For children's programs, Alphabet Lab and Little Bookworms: Rainy Days were very well-attended.
- It's a Tween Thing: Snacks and Games had 24 participants.
- Dungeons and Dragons is popular and people have expressed an interest in expanding this program.

**2. Circulation Review:**

- 143 Teen Craft Kits and 334 Juvenile Craft kits were checked out.
- Overall, circulation is down as compared to a year ago at this time.
- Holds **to** SHARE was 1590 and holds **from** SHARE was 1376.
- Hoopla continues to be very popular and WPL allows up to 5 items per month per patron. Lori shared that the Bridges Library System is limiting this to 2 items per patron. Hoopla is still being covered by Prairie Lakes through the summer.

**3. 2024 Budget Review**

33% of the year has elapsed and we are at 41% of the budget used.

**Prairie Lakes Advisory Council:**

Heather attended virtually on May 7. The biggest topic was the budget and resources they are looking at for 2025. In order to be a part of the system, there is a current cost of around \$21K but that amount may be closer to \$26K in 2025. This is still to be determined.

### **Department Head Meeting:**

Heather attended a meeting and they were informed that the fire department and EMS are being reorganized to be two separate entities. 80% of the calls are for EMS and only 10% are for structural fires.

### **Village Board Meeting:**

Heather shared two “meaningful connections” at the meeting. One was a woman who needed help printing something out in order to enroll her children to a school program. Another was a woman who moved back to this area from Colorado and was redoing her resume using Resume Builder because she was told that was a resource available from the library. She was very appreciative as it led to job interviews. Tami also shared about the patron who needed help with her telehealth visit. Per Adam, board members seemed surprised by/impressed with these uses of the library.

### **Other Topics:**

Library visits are up from 13,194 to 13,977 since the same time last year.

Jody Beer was nominated by the Village of Waterford President on 5/13/24 to fill the spot vacated by Kathy Nargis. Jody did not attend tonight’s meeting but will likely start in June.

### **Invoices and Bank Statements**

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Shoepke) to approve 2024 operation invoices totaling \$59,547.21  
All ayes. Motion carried.

Motion (Pollnow/Shoepke) to approve 2024 special fund invoices totaling \$2,417.71  
All ayes. Motion carried.

The March 2024 Community State Bank statement was reviewed with a total value of \$33,186.91

The March 2024 Associated Bank investment fund statement was reviewed and the current value is \$153,796.02

### **Old Business**

- 1) **Community Input Sessions:** Heather, Sam and Julie have been discussing how to get patron participation in the sessions while also managing expectations. Some background information at each station may be helpful for people to understand some of the limitations as they are making their suggestions (for example, the library has enough funding to be open 44 hours per week). Another suggestion they have is to have a questionnaire that they complete at the end of the session to gather some demographic information (see attached document); The board made the suggestion to modify question #2 about where they reside and change it to a list of options where they can check one and question #3 to simply “do you have a library card (yes/no) and where is it from?” It was decided that each session would be an open house format for 90 minutes. The session dates and times and the board members attending each session are below:

Tues, May 21 from 10-11:30 - Lori and Heather

Tues, May 21 from 5-6:30 - Sara and Tami

Thurs, May 23 from 2-3:30 - Shannon and Kelly

Board members will distribute flyers to various businesses encouraging people to attend. Events for each session will be created on the WPL Facebook page. Sara will ask if the schools can share the information on the sessions as well.

### **New Business**

#### 1) Election of Library Board Officers

Motion (Pollnow/Shoepke) to re-elect Loribeth Isola for WPL President. (approved with all ayes)

Motion to re-elect Shannon Peters for WPL Vice-President (Pollnow/Shoepke) (approved with all ayes)

Motion to re-elect Kelly Klein for WPL Secretary (Pollnow/Shopeke) (approved with all ayes)

Motion to elect Sara Shoepke for WPL Treasurer (Pollnow/Peters) (approved with all ayes)

**A roll call vote was done for each position with all ayes from each board member and no nays.**

### **Adjournment**

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

All ayes. Motion carried. The meeting adjourned at 6:55 PM.