

WATERFORD LIBRARY BOARD OF TRUSTEES
OFFICIAL MEETING MINUTES
September 10, 2024

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

Trustees present: President Isola, Treasurer Schoepke, Secretary Klein and Trustees Pollnow, Kis and Beer

Absent: Vice-President Shannon Peters

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

Public Comment

None

Minutes

Motion (Pollnow/Schoepke) to approve minutes from the August 2024 meeting as written. All ayes. Motion passed.

Trustee Essentials

Topic #4: Hiring a Library Director

The board members had a brief discussion on this topic.

Director's Report:

1. Programming review:

- Adult yoga continues to be very popular
- Sewing group and Mah Joongg are very popular regular groups
- Decal Sticker Checkout Party had 150 participants
- Preschool Storytime with Extension Racine Co. had 21 participants
- Pups & Puzzles had 51 participants
- Dungeons & Dragons has 11 participants with other teens interested in joining; Library will create multiple teams who all meet in the same room at the same time with the teen librarian present

2. Circulation Review:

Circulation continues to be down compared to last year. We continue to be strong on having items patrons want with the TO SHARE and FROM SHARE at similar levels.

3. 2024 Budget Review

67% of the year has elapsed and we are at 69.1% of the budget used.

Prairie Lakes Advisory Council:

Heather attended in person on Tues, Sept. 3. Heather was asked to do a presentation about the WPL craft kits. The library staff helped prepare sample materials for Heather to share. The presentation was very well received. They also discussed the SHARE app. It is now activated again and a new version will be launching at some point (currently in a beta version).

Village Board Meeting:

Heather attended the meeting on Mon, Sept. 9. There will be a naming ceremony for the ice rink to honor Jonathan Delegrave. They also approved a three-year extension on the employee health insurance plan.

Other Topics:

We had a discussion about the parking spot for curbside pickups and ultimately decided it is beneficial to keep the spot as is.

Someone from Muskego came to look at the library clock as it was not working and they were able to repair it. One of the boilers started leaking and needed to be fixed. . All Pro fixed it and Heather is still waiting on the bill. Currently uncertain if the library budget or village will pay the bill.

Friends of the Library met on August 22. Pat Goldammer, Village Trustee, attended the meeting as a guest. He shared that Dec. 6-8 we will be having a Christmas Market in the village. They are offering a free space to the Friends to sell products at this event for fundraising. He also suggested a fundraiser to sell large bavarian pretzels at the event. The Friends will be exploring this further.

The open shelver positions have had multiple applicants and interviews will be happening soon. The cleaning position has been harder to fill but a new application did come in today.

Invoices and Bank Statements

The WPL Invoices for Operations and Special Funds were presented.

Motion (Pollnow/Kis) to approve August 2024 operation invoices totaling \$46,500.13
All ayes. Motion carried.

Motion (Pollnow/Schoepke) to approve August 2024 special fund invoices totaling \$3,978.39
All ayes. Motion carried.

The August 2024 Community State Bank statement was reviewed with a total value of \$34,329.96

The August 2024 Associated Bank investment fund statement was not available in time for today's meeting.

Old Business

- 1) Results of Community Input Sessions: Some community members are looking for a summary of the results; Heather asked the board our preferred way of sharing the results; Decision was made to share in the month of October.
- 2) Change of Business Hours: First Saturday was on Sept. 7, open 9-12. Four staff were on hand. It started to pick up around 10 AM. A total of 46 people came in. A discussion took place about whether 4 people need to be on hand. The concern is that if three were scheduled and one person called in sick, two people would not be enough. Most staff will have to work two Saturdays per month.

New Business

- 1) 2025 Budget: Heather and Adam attended an initial meeting with Zeke Jackson and Michelle Vandehey (treasurer); They are anticipating a cost-of-living increase of only .3%. The budget will remain flat with the exception of adding the above-mentioned .3%. There will be a finance committee meeting in late September or October where the library could advocate for additional money for specific needs. Adam suggested Heather and some members of the board attend. An audit showed that there was \$36K not used from the library's budget last year which would be usable by the library.
- 2) Plan of action for preparing a presentation for the finance committee meeting:
 - How the library budget works
 - Priorities for budget use
 - A graph showing staffing, hours and circulation levels prior to the biggest budget cut and those same levels now as well as future projections (2022 through projection of 2026) would be helpful to share with the committee.
 - Adam will reach out with the official date for the meeting, probably either Sept. 30 or Oct. 7.

John mentioned the Scrip program as a possible fundraiser.

Adjournment

There being no further business before the Board of Trustees, there was a motion (Beer/Kis) to adjourn. All ayes. Motion carried. The meeting adjourned at 7:02 PM.