

Watertown Public Library

Board of Trustees
May 8, 2008

1) Call to Order/Roll Call

President Pat Ziwicki called the meeting to order at 5:15 pm. Other members present were Gail Bartels, Sarah Butts, Mark Kuehl, and Andrea Turke. Excused from the meeting were members Doug Keiser, Lisa Stafford, and Mark Stevens. Also present was Director Diane Jaroch, Assistant Director Peg Checkai, and Administrative Assistant Sheryl Christian. Library employees Jeanne Higgins and Vian Abdulrahman were also at the meeting.

2) Approval of Agenda

Andrea Turke moved for approval, Sarah Butts seconded. Motion passed on a unanimous voice vote.

3) Appearances

There were none.

4) Approval of Minutes

Mark Kuehl moved to accept the April minutes, Sarah Butts seconded. Correction noted under Next Meeting Date. Next Meeting Date should have read May 8, 2008 instead of June 12, 2008. Minutes with said amendments passed on a unanimous voice vote.

Property Manager Roger Prickette arrived at the meeting at 5:20 p.m.

David Hertel arrived at the meeting at 5:25 p.m.

5) Approval of expenditures ad finance report

Andrea Turke moved to accept the April bills, Sarah Butts seconded. Motion passed on a roll call count.

6) Correspondence

Andrea Turke stated that she had mailed a sympathy card to library employee Carolyn Poteet whose son passed away and received a thank you card in return. She read the card out loud to all present at the meeting.

7) Committee Report

a) Personnel and Policy

Nothing to report.

b) Building and Grounds

Roger Prickette started out by saying that things were not going real well. He said that the heating returns at Upscale Resale were installed and working properly.

The rental properties had been experiencing twice the normal water bill with no known explanation but costs seemed to have recently returned to normal.

Tan Fast asked if they could have the floor of their shop redone. The Property Manager agreed with the tenants that due to repeated water damage the floors do look bad. The owner of Tan Fast received a quote of \$500.00 to have the tiles stripped and polished. Gail Bartels felt that more than one quote should be obtained. David Hertel suggested that the cost could possibly be split with the tenant and the library. After much discussion it was decided that Roger Prickette should get three quotes and bring them to the next meeting. No work will be done until all the leaks in the roof have been secured. Roger Prickette has been working to fix the leaks as they occur by tarring the roof and replacing ceiling tiles.

Director Jaroch received a copy of the letter from the City Attorney who met with Linda Plymesser of Upscale Resale concerning her back rent. The letter indicated that Linda Plymesser needed to make payments in the amount of \$1,100.00 for the months of June through September to make up the difference for the small amount paid in March. According to the original lease the monthly rent will be raised by \$40 beginning in October.

c) Finance

Nothing to report.

8) Director's Report

Library Business

Director Jaroch reported that she just found out today that the system is being upgraded during the Memorial Day weekend. The SirsiDynix Workflows system will be shut down to upgrade the automated system. Most of the libraries in the system are closed for this since library items cannot be checked in or out during the weekend. Part-time staff scheduled to work that Saturday would be able to make up hours during the week. A motion was made by David Hertel and seconded by Andrea Turke to close on Saturday, May 24th to accommodate the system upgrade. Motion passed on a unanimous voice vote.

Statistics

Circulation was down 28% for the month and 19% for the year. Attendance was up 1% for the month and 4% for the year.

The DVD count reported on statistics is an accurate count.

Building Services

Air conditioner repairs are being done this week by Dale's Service & Refrigeration. The electrical ballasts that need repair will be done next week by Hendricks and Stas Electric.

The library is still experiencing water damage in the southeast corner of the building whenever there are heavy rains.

9) Unfinished Business

Officials from the City of Watertown have met with the Watertown Daily Times five times in the past to discuss the parking issues that have risen with the proposed River Mill's Development. They have only met with the Library once and that was at the request of the Library Board. The WHEDA (Wisconsin Housing and Economic Development Authority) loan that the City was hoping to obtain was not approved so the development has been put on hold for now.

Each library employee will be given an Employee Job Satisfaction Worksheet and an envelope to seal it in by May 12th. The completed sealed worksheets are to be returned to Sheryl Christian by May 23rd. They are to be filled out during work hours. Director Jaroch will discuss the questionnaire with the Union Steward to be sure that no union rules will be violated in issuing an all staff survey.

10) New Business

A motion was made by David Hertel and seconded by Sarah Butts for the wording of resolutions to be included in its entirety in the minutes. This passed on a unanimous roll call vote.

Clarification as to when a resolution is needed for staff pay increases was discussed. It is believed that resolutions are only required for pay increases to the management staff as all others are covered in the Union contract language. Director Jaroch will verify this with Mike Hoppenrath, the City Treasurer.

Director Jaroch presented the Library Board with a proposal she received from the office machine vendor called Impact Networking, LLC. According to Impact they would be able to save the Library money on their monthly machine networking costs. The Library Board asked Director Jaroch to supply them with a list of all the current copier and printer costs and the dates that the contracts expire. With this data the Board can then assess cost comparisons and decide if switching to a new vendor would be a wise decision.

Chuck Bohlman the newly appointed Library Trustee arrived at 5:55. Introductions were made and Chuck reported that he has lived in Watertown his entire life. He works in the Hartford area. He was recently appointed by Mayor Ron Krueger and will begin his term in July. He is looking forward to working with the existing members. Director Jaroch will meet with him for an orientation before his term begins.

Gail Bartels made mention to the fact that the gardens outside of the library look very nice. Director Jaroch announced that the Friends Group had obtained two Master Gardeners to assist with the landscaping this year. They will begin their work this summer. The Friends have also offered to purchase mulch for the library and the Board has requested that cost comparison to chips/mulch be given consideration.

Andrea Turke moved to adjourn, Sarah Butts seconded.
Meeting adjourned at 6:00 pm

The next meeting date is June 12, 2008 at 5:15 pm.

Respectfully submitted,
Sheryl Christian, Administrative Assistant, Watertown Public Library

Approved June 12, 2008