

# Watertown Public Library

Board of Trustees  
June 12, 2008

## **1) Call to Order/Roll Call**

Vice President David Hertel called the meeting to order at 5:36 pm. Other members present were Sarah Butts, Mark Kuehl, Lisa Stafford, Andrea Turke, and Library Director Diane Jaroch. Board members Doug Keiser, Mark Stevens, Pat Ziwisky, and Gail Bartels were excused. Also present was Assistant Director Peg Checkai and employee Jeanne Higgins.

## **2) Approval of Agenda**

Mark Kuehl moved for approval, Andrea Turke seconded. Motion passed on unanimous voice vote.

## **3) Appearances**

Roger Prickette, Property Manager, gave his monthly report as this time. Mr. Prickette has been busy assessing the roof above the three rental properties for potential leaks. He has personally patched the roof three times in the past month. The roof above Tan Fast has many areas that could cause leaking in the future. All for Paws is still experiencing some leaking and Mr. Prickette feels the roof area above All for Paws can not be guaranteed to hold through the winter.

Upscale Resale has not had any new leaks from the roof, but is experiencing a substantial amount of leaking under the side entrance. The area by the door is not able to handle heavy rain falls. The roof slopes and rain runs down the hill and collects in the area surrounding the side entrance of Upscale Resale. Some possible solutions are to raise the door off of the ground, close the door off so it can not be used as an entrance and set up the back entrance as an emergency exit, or change the location of the door completely. Duraclean has been to the shop to clean up water at least three times in the past few weeks.

Mr. Prickette was able to contact four different contractors for bids on stripping the tile floors at Tan Fast. He only received one bid back in the amount of \$650.00. The Board suggested he contact Ken Staude at Duraclean as he has maintained the floors at the school where Lisa Stafford works.

Roger Prickette left the meeting after his report.

Director Jaroch informed the Board that the library pays Killpest Solutions \$21.00 a month to place sticky glue boards down at Tan Fast to collect insects. She wondered if this was something Roger Prickette could do. The Board would like for Director Jaroch to contact Mr. Prickette about this task.

## **4) Approval of Minutes**

Andrea Turke moved to accept the May minutes, Lisa Stafford seconded. There were a few corrections that need to be made. It should be added that David Hertel arrived to the meeting at 5:25 p.m., the word “stewart” under item number 9 should be spelled “steward” and there should not be an apostrophe in the word “it’s” under item number 10. Minutes with said amendments passed on unanimous voice vote.

**5) Approval of Expenditures and Finance Report**

Lisa Stafford moved to accept the expenditure and finance report as presented, Sarah Butts seconded. Motion carried on a unanimous roll call vote.

**6) Correspondence**

Andrea Turke received a “thank you” card from the library staff for her years of service as a trustee.

**7) Rental Property Report**

Discussed under “Appearances”.

**8) Committee Report**

a) Personnel/Policy

Andrea Turke reported that the Personnel & Policy committee had met on June 10<sup>th</sup> to preview the annual Employee Job Satisfaction surveys the Board had asked employees to complete. Ten surveys were completed and returned in sealed envelopes. They will be discussed in a closed session at the next board meeting.

Lisa Stafford moved to adjourn the meeting, David Hertel seconded. Motion carried with a voice vote.

Meeting adjourned at 6:20 p.m. due to tornado warning. All items not discussed at the June meeting will be tabled until July.

The next meeting date is July 10, 2008, 5:15 p.m.

Respectfully submitted,

Peg Checkai, Assistant Director and Diane Jaroch, Director.

Passed July 10, 2008