

Board of Trustees  
February 12, 2009  
Watertown Public Library

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

President Pat Ziwiscky called the meeting to order at 5:23 P.M. Other members present were Gail Bartels, Sarah Butts, David Hertel, Dr. Doug Keiser, and Mark Kuehl. Also present were Library Director Diane Jaroch, Assistant Director Peg Checkai, and Administrative Assistant Sheryl Christian along with library employees Jeanne Higgins and Barb Antonopolous.

**2) Approval of Agenda**

Doug Keiser moved for approval of the agenda and David Hertel seconded. A motion was made to take the agenda out of order and move Appearances before Rental Property Report. The motion passed by unanimous voice vote.

**3) Rental Property Report**

Gail Bartels had nothing new to report.

- a) A decision was made by the Building and Grounds Committee that the warehouse would not be available for rent without leasing the rental property.

Mark Stevens arrived at 5:25 P.M.

- b) Director Jaroch reported that Linda Plymesser had paid rent for February. If Ms. Plymesser is not able to remove her merchandise during the month of February she will pay rent for March.

**4) Appearances**

Daniel Wendt, Imaging Solutions Consultant and Nicholas Roberts, Madison Branch Manager, from Impact Networking were present at the meeting.

Charles Bohlman arrived at 5:27 P.M.

Mr. Wendt gave a brief overview on the copiers that would be part of the five year contract. The two public copiers currently in use would be removed and replaced with newer models. Much discussion ensued.

Lisa Stafford arrived at 5:33 P.M.

**5) Approval of Minutes**

Doug Keiser moved for approval of the minutes and Gail Bartels seconded. The following changes were noted and made:

Rental Property Report – change “Tan Fast” to “Upscale Resale”

Committee Report – Finance Committee – change the spelling of faired to fared.

Directors Report – change the sentence: Attendance was up 69% for the year and 2% for the year to Attendance was up 69% for the month and 2% for the year.

New Business: add under the Winter Weather Policy

There isn't a policy in place right now. The library follows Section G under Salary – PAYMENT OF STAFF FOR EMERGENCY CLOSING OF LIBRARY. Mark Kuehl proposed that Director Jaroch find out what neighboring libraries do and take a look at their policies. He also would like Jaroch to talk to the staff and get their input and create a policy that could then be reviewed by the Personnel and Policy Committee and presented to the Board at a future meeting.

2009 Budget to read:

Director Jaroch reported that for the 2009 year 76% of the budget would be used for salaries and benefits, 9% on library materials, 6% on utilities, 7% on building repairs, and 2% on technology

The minutes, with amendments, were unanimously approved on a voice vote.

## **6) Expenditures and Finance Report**

David Hertel moved for approval of the finance report and Mark Stevens seconded. Questions were raised as to why there were so many high percentages showing up in the year to date column.

Health, Life and Dental benefits are taken out twice during the month of January. Also, there is another expenditure line for health insurance in the special funds.

The water bill under Utilities is showing that there is more money in the account than what was originally budgeted. This is because a credit was added for the rental property portion of the water bill. Stevens suggested that from this point forward, rental property water bills be kept separate from the library account.

The Collection Agency account is over for the month and there really isn't an explanation. Last year there was money left over in this line. Director Jaroch commented that the struggling economy may be a factor.

The Children and Young Adult Program line is over. The FRIENDS of the Watertown Public Library will be reimbursing the Library for the items purchased for the "Library Lovers Month" program taking place this month.

After much discussion the Expenditures and Finance report was approved on a roll call vote.

## **7) Correspondence**

Director Jaroch reported that she received a letter from the City Attorney stating that payment was received by Jay Lang. The mutual agreement between Lang and the Watertown Public Library is complete with this final payment.

Pat Ziwisky received a "Thank You" card addressed to the Board members from Daniel Wendt at Impact Networking.

## **7) Committee Report**

There was nothing to report from either the Finance or Personnel and Policy Committee.

## **8) Directors Report**

a) Along with the meeting dates on the Director's Report, Director Jaroch attended a workshop concerning the annual report on February 12<sup>th</sup> in Horicon.

b) Circulation was up 14% and attendance was down 1% for the month of January.

c) An extra \$3365.00 was received from Dodge County for 2009. With the health insurance costs being higher than originally budgeted, Director Jaroch is proposing that \$3255.00 be transferred to the health insurance fund to cover the additional cost.

Director Jaroch approached both Ikon and Gordon Flesch requesting proposals for office equipment comparable to the proposal from Impact Networking. While working with Gordon Flesch it was discovered that the public copiers are owned by the Library. Impact is in the process of re-working their contract. Ikon did not respond to the request.

A handout that contained a monthly breakdown of the expenses for Repairs & Expense was passed out. It was suggested that Custodian Lueck create an anticipated replacement maintenance plan. This should include when the item was purchased and the average life span of high cost items.

Director Jaroch handed out a sheet containing statistics for the Watertown Public Library from Overdrive, the digital download center available to Wisconsin libraries. Patrons are able to download books as well as music from this online site.

Director Jaroch reminded the Board that they can help raise money for the Watertown Public Library and the Friends Group by using Goodsearch as their search engine when searching or purchasing items through the Internet. Doug Keiser questioned how reputable this search engine was. Peg Checkai explained in detail what Goodsearch was and listed some of the various organizations currently using it to raise money.

## **9) Unfinished Business**

- a) Director Jaroch passed out handouts of the proposals from Gordon Flesch and Impact. She contacted Karma who is currently using Impact for their copier needs and it was reported that they were receiving excellent customer service. It was also reported that Impact would maintain the coin box for the two public copiers.

There was much discussion involving the copier agreements. It was suggested that Mark Stevens call Impact to obtain more information concerning the lease agreement and contract and report his findings at the next meeting.

- b) Resolution 2009-1: Transfer of Funds  
A motion was made by Mark Stevens, seconded by Doug Keiser to transfer \$3255.00 from 11-48-12-24 (Adjacent County Funds) to 11-58-12-36 (Health Insurance). This motion passed on a roll call vote.
- c) Resolution 2009-2: Office Machine Vendor Contract  
A motion was made by Charles Bohlman, seconded by Doug Keiser that the above resolution be tabled until the March 12, 2009 meeting. This passed on a unanimous voice vote.
- d) Inclement Weather Policy  
Mark Kuehl suggested that the Personnel & Policy committee meet and decide how this policy should be conducted. The Personnel & Policy committee will meet before the next meeting to preview this policy.

## **11) New Business**

- a) Discarding old library files and records  
Charles Bohlman suggested that outdated invoices be set out on the curb for recycling. These items do not contain confidential information so they do not need to be shredded. Another suggestion was made to call various mobile shredding vendors to obtain prices for bulk shredding.

- b) 2008 Budget  
The final figures are in from City Hall and there will be a carryover of funds in the amount of \$4138.58.

Mark Stevens reported that the ending figures on the 2008 were not correct in some of the columns. It appears to be a formula problem in the Excel program, as the grand totals do add up correctly. Sheryl Christian will correct this on her computer and make sure all columns add up correctly.

Sarah Butts left the meeting at 6:47 P.M.

**12) Adjournment**

Charles Bohlman moved and Lisa Stafford seconded that the meeting be adjourned. The motion passed on a unanimous voice vote. The meeting adjourned at 6:58 P.M.

Respectfully Submitted,  
Sheryl Christian, Administrative Assistant

**Approved March 12, 2009**