

Watertown Public Library

Board of Trustees
August 14, 2008

1) Call to Order/Roll Call

President Patricia Ziwicki called the meeting to order at 5:20 P.M. Other members present were Gail Bartels, Sarah Butts, David Hertel, and Mark Kuehl. Also present were Library Director Diane Jaroch. Board member Doug Keiser was excused. Also present were Barb Antonopoulos, Shelly Jannke, and Jeanne Higgins who arrived at 5:30. Peg Checkai was also present. Roger Prickette was present to give the rental property report.

2) Approval of Agenda

Mark Kuehl moved and Sarah Butts seconded the motion to approve the agenda. Motion passed on a voice vote.

3) Rental Property Report

Roger Prickette reported that he has tried to improve the drainage at the rear of the building. All for Paws had submitted a claim for water damage: they and the insurer have been assured that Roger is working on the roof leaks. He thinks a solution might be to cover the old leaking skylights with a rubber membrane. Crickets are still a problem in Tan Fast; All for Paws says only a few have gotten away. Roger will contact KilPest; Jim Hesse. Tan Fast is pleased with floor work. Mark Stevens arrived at 5:25 P.M. Roger continued by reporting he's working on the leaks and repairs needed at Upscale Resale. They have had mold in the bathroom area; he replaced the wall, killed the mold, and is still working on leaks there. The City has blacktopped around the back wall area to force water into it so it doesn't back up. He will discuss replacement of light bulbs with Tan Fast.

Diane Jaroch reported problems with checks from tenants. Roger agreed to send a letter/contact the tardy and ISF tenants. Diane will check with All for Paws on rent check.

4) Appearance

No one was present who wished to appear before the Board.

5) Approval of Minutes

Mark Stevens moved to approve the July minutes. David Hertel seconded the motion which passed on a voice vote.

Lisa Stafford arrived at 5:42 P.M.

6) Approval of Expenditures and Finance Report

Mark Stevens moved to accept the expenditure and finance report as presented. Gail Bartels seconded. Discussion ensued about the coverage on building maintenance and Mark Stevens suggested moving money to that account at a future meeting. Following discussion of the higher than anticipated building maintenance amounts, the motion passed on a unanimous roll call vote.

7) Correspondence

No correspondence was received.

8) Committee Reports

Discussion ensued on the amount of time spent by the Board on the rental property report. It was felt that Building and Grounds Committee should get this and deal with it. President Ziwiscky will talk to Roger Prickette and suggest he report to her or a committee member. It was the Board's consensus that such a procedure would be appreciated.

9) Director's Report

The Director's report is attached, and Director Jaroch added that today at the Share Meeting it was announced that they're getting a new server for the workflows system which will do a better job with checkouts ensuring that we will now be sure to know the counties of the patrons. She added that some shelving was added to the fiction area and that she hoped to get more shelving before the end of the year.

Circulation was down 2% for the month. Library staff is actively encouraging circulation to teachers via book bags. SHARE is still working on clarifying renewal numbers, a problem not yet resolved with the system.

We have been over capacity on a few occasions. 130 people were in meeting room 1. Critter Man was upstairs to utilize more space: he did two shows to accommodate all who wanted to attend. Larger meeting /educational program rooms are needed for events such as these. Staff is currently planning programs for Hispanic Heritage Week. 401 children participated in the Summer Reading Program this year.

10) Unfinished Business

Cindy Rupprecht will check into the invoice from Ikon Financial which includes a tax for office equipment since the City and library are tax exempt entities.

11) New Business

a) The letter and invoice from the Lang Group, with whom we no longer have contact, will be referred to the City Attorney.

b) Committee Appointments

President Ziwiscky announced that the Finance Committee would consist of Mark Stevens, Mark Kuehl, and Doug Keiser; Building and Grounds Committee would be composed of Lisa Stafford, Gail Bartels, and Charles Bohlman; the Policy and Personnel Committee will include Sarah Butts, David Hertel, and Patricia Ziwiscky. She also announced that the Building and Grounds Committee was to decide who would be the contact with the property manager.

c) 2009 Budget Time Line

Director Jaroch reported that the Budget would be due a week from tomorrow. Budget information was handed out with the note that not all figures are able to be finalized yet. The Finance Committee will check figures in a meeting with Director Jaroch before submission of the budget to the City Clerk. Questions were raised over insurance and utility costs, both unknowns at this time. Discussion also ensued over fund balances.

d) 2008 Budget Information

2008 budget information was referred to in part C.

e) Internet and Wireless Policies

A draft of a possible new Internet and Wireless Policy was handed out. Members are to look it over; Policy and Personnel Committee will further discuss and act on this new policy.

f) Patrons Fines and Fees

It was reported that our fees and fines are comparable to other libraries. Discussion ensued on the amounts of daily fines. The question was referred to the Policy and Personnel Committee.

g) All for Paws Parking Lot and Sign

All for Paws would like a sign displayed in the parking lot that would state the lot is for the exclusive use of their patrons. Building and Grounds Committee was directed to work on this with the tenant and Property Manager Prickette.

Mark Stevens left at 6:45.

David Hertel left at 6:50

Closed Session

The Board of Trustees will convene into Closed Session under exemption 19.85(1) © for the purpose of “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility” to discuss the appointment of an Interim Library Director and the search for a Library Director.

12) Adjournment (Lisa Stafford recorded)

Ziwiscky moved to adjourn, supported by Bartels. Motion carried with a voice vote. Meeting adjourned at 7:30 p.m.

The next meeting date is October 9, 2008, 5:15 P.M.

Respectfully Submitted,
David Hertel, Secretary

Approved September 11, 2008