

# Watertown Public Library

Board of Trustees  
February 14, 2008

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

President Pat Ziwiscky called the meeting to order at 5:20 pm. Other members present were Gail Bartels, Sarah Butts, David Hertel, Mark Kuehl, and Library Director Diane Jaroch. Also present was Assistant Director Peg Checkai. Doug Keiser, Lisa Stafford, and Andrea Turke were excused from the meeting. Mark Stevens arrived to the meeting at 5:36 p.m.

## **2) Approval of Agenda**

Sarah Butts moved for approval, David Hertel seconded. The motion passed on a unanimous voice vote.

## **3) Appearances**

Jeanne Higgins and Shelly Jannke attended the meeting.  
There were no other appearances.

## **4) Approval of Minutes**

Sarah Butts moved to accept the January minutes, David Hertel seconded. David Hertel questioned the amount of money spent for water. Diane noted that there is one water meter for the all of the buildings. The library receives two bills

## **5) Approval of expenditures and finance report**

David Hertel moved to accept the expenditures and finance report, Mark Kuehl seconded. Motion carried on a unanimous roll call vote after discussion.

## **6) Correspondence**

Nothing to report

## **7) Committee Report**

### **a) Personnel and Policy**

Diane Jaroch, Pat Ziwiscky, Andrea Turke, David Hertel, and Peg Checkai met with Mayor Krueger to discuss parking concerns and plans for a new library. It was pointed out to the mayor that the parking lots on First Street are an important part of the renovation plans. Tentative plans for a new library do not include enough parking spaces around the building and the Water Street parking lots would need to be compensated.

The board will send a letter to the mayor expressing concerns over the plans to utilize Water Street parking lots for proposed building plans and the negative impact this will have on parking for library patrons and library staff. Future plans include sending letters to all the aldermen, letters to the editor and collaboration with the Daily Times.

### **b) Finance**

The 2008 budget has been revised to meet city budget limits. It was noted by Mark Stevens that funds given to the library by the city only cover most of the staffing requirements. Library services and collection development rely heavily on support from Dodge and Jefferson counties. It was suggested that the board draft a letter to the Dodge and Jefferson county boards acknowledging their support for our library.

**c) Building and Grounds**

The property manager's contract has been given to the Kelms. They have questions about the contract that need to be addressed with the Building and Grounds committee and the Library Board. Pete Kelm plans to attend tonight's meeting.

**8) Director's Report**

Circulation was up 1% for the month.  
Attendance was down 5 % for the month and 5% for the year.

Diane is working on the annual report. It is due at the system office by February 15, 2008.

An article outlining our homebound services was placed in the Watertown Daily Times.

Library staff will try to place articles in the Daily Times on a more frequent basis.

Library staff will create a survey to include in the City Connections flyer.

The library Marketing Committee is in the process of creating a logo and slogan that will be unique to our library.

**9) Rental Property Report**

Diane received a letter from Linda Plymesser of Upscale Retail outlining her concerns with her rental property. Diane has invited her to come to library board meetings but she declines the invitation.

The water heater at Tan Fast stopped operating. A new one was purchased and installed.

**10) Unfinished Business**

There was none.

**11) New Business**

a) Diane discussed changing library hours back to opening the library at 9 am on Saturday mornings.

b) Mike Hoppenrath has stated that the insurance company does not want to pay

out such a small amount of money to settle the claim from Tan Fast. Diane will contact Tan Fast to find out how much money they spent on repairs.

**c) Cash Handling Deposit Policy.**

A policy was requested by the city auditors

David Hertel made a motion to accept the motion, seconded by Mark Stevens. It was also suggested that cash on hand should not exceed \$250.00. Line #8 should be amended to say [as needed] instead of [on a weekly basis]. Motion to accept the cash handling policy was made by David Hertel, seconded by Mark Stevens. The motion passed on a voice vote.

**d) Wireless Internet Policy**

A motion was made by David Hertel to accept the policy, seconded by Mark Stevens. The motion passed on a voice vote.

**e) Resolution #2008-1 Library Director Appointment and salary**

Motion was made to approve by David Hertel and seconded by Sarah Butts. The resolution carried on a unanimous roll call vote.

**f) Resolution #2008-2 Assistant Director Appointment and salary**

Amend to include [and degree] to the end of the resolution.

Motion was made to approve by David Hertel and seconded by Mark Kuehl. The resolution carried on a unanimous roll call vote.

**g) We had 16 responses to the job ad. Diane Jaroch and Peg Checkai will be conducting phone interviews over the next few weeks.**

Pete Kelm appeared to discuss the property manager's contract. Pete asked several questions regarding liability insurance, advertising, and leasing concerns. He will discuss the contract provisions with his wife and notify the library by February 22, 2008 regarding their decision to accept or not accept the contract to become property managers.

David Hertel moved to adjourn, Sarah Butts seconded.

Meeting adjourned at 7:03 pm

The next meeting date is March 13, 2008, 5:15 pm.

Respectfully submitted,

Peg Checkai, Assistant Director, Watertown Public Library

Approved March 13, 2008