

Watertown Public Library

Board of Trustees

March 13, 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, David Hertel, Doug Keiser, Lisa Stafford, Andrea Turke, and Library Director Diane Jaroch. Also present was Assistant Director Peg Checkai. Sarah Butts and Mark Kuehl were excused from the meeting.

2) Approval of Agenda

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

Mark Stevens arrived at 5:24.

3) Appearances

Roger Prickette attended the meeting to discuss the property manager's position. Director Diane Jaroch, along with members of the Building and Grounds committee will meet with Roger to finalize the conditions of the property manager's contract.

Jeanne Higgins and Shelly Jannke attended the meeting.

4) Approval of Minutes

David Hertel moved to accept the February minutes, Gail Bartels seconded. The following changes will be made to the February minutes:

Add Mark Stevens's arrival to the meeting

11c — Remove [if] from the sentence

Board members discussed the amount of money kept in library cash drawers.

Director Diane Jaroch will check into the amounts.

The minutes were approved with corrections, on a unanimous roll call vote.

5) Approval of expenditures and finance report

Doug Keiser moved to accept the expenditures and finance report, Andrea Turke seconded. The motion to approve the expenditures and finance report carried on a unanimous roll call vote after discussion.

6) Correspondence

The Department of Public Instruction sent confirmation of Director Diane Jaroch's public librarian certification.

Clifford Lueck donated a musical composition CD that was commissioned by Marie Miller.

Andrea Turke will send a thank you to Cliff and Marie Miller.

7) Committee Report

a) Personnel and Policy

Nothing to report

b) Building and Grounds

Nothing to report

c) Finance

Mark Stevens noted that the \$195,000 invested in CDs has expired and he would like input from the board regarding future investment of the funds. Board members decided to invest \$95,000 in CDs and \$100,000 in bonds. Doug Keiser moved to accept this proposal, Andrea Turke seconded. The proposal passed on a roll call vote.

8) Director's Report

a) Circulation was up 11% for the month.

Attendance was down 3 % for the month and 4% for the year.

b) Director Diane Jaroch attended the Jefferson County librarian's meeting. She noted that six libraries in Jefferson County are in the building stage.

c) The library will receive a \$500 LSTA grant to improve our wireless connection.

d) Director Diane Jaroch received a letter from the Health Department that the library will be included on a walking tour. Library staff will create a display providing information on safety and natural disasters.

Board members noted that a resolution regarding Dan Malosh should be included at the April meeting.

9) Rental Property Report

Linda Plymesser from Upscale Retail did not pay her rent in full. She sent a letter outlining her concerns and her reasons for paying \$97.50 of her rent. It was decided that members of the Building and Grounds Committee will discuss this issue with Roger Prickette when they meet with him.

Andrea Turke left the meeting at 6:18 pm.

10) Unfinished Business

a) See rental property report

11) New Business

a) Doug Keiser moved to accept the annual report, David Hertel seconded. The motion passed on a roll call vote after discussion.

b) Doug Keiser moved to accept the Statement Concerning Public Library System Effectiveness from the annual report, David Hertel seconded. The motion passed unanimously.

Doug Keiser left the meeting at 6:31 pm

- c) Pat Ziwiscky created a draft for a letter to be sent to the city council outlining the library's concerns regarding the proposed building development on Water Street.

A suggestion was made that board members contact their alderperson. Director Diane Jaroch will contact Mayor Krueger and request that he attend the April board meeting.

- d) Construction on Water Street: Discussed in section c.

- e) The library has received circulation reimbursement funds from three counties;
Waukesha
Dane
Jefferson

- 12) David Hertel moved to adjourn, Lisa Stafford seconded.
Meeting adjourned at 6:53 pm

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

Respectfully submitted,

Peg Checkai, Assistant Director, Watertown Public Library

Approved April 10, 2008