

Board of Trustees  
January 15, 2009  
Watertown Public Library

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

President Pat Ziwicki called the meeting to order at 5:22 P.M. Other members present were Gail Bartels, David Hertel, Doug Keiser, Mark Kuehl, and Lisa Stafford. Also present were Library Director Diane Jaroch, Assistant Director Peg Checkai, and Administrative Assistant Sheryl Christian along with library employees Jeanne Higgins, Barb Antonopolous, Clifford Lueck, and Shelly Jannke. Sarah Butts was excused from the meeting.

### **2) Approval of Agenda**

Doug Keiser moved for approval of the agenda and Gail Bartels seconded. A motion was made and passed on a unanimous voice vote to move appearances before rental property

### **3) Appearances**

Daniel Wendt, Imaging Solutions Consultant and Nicholas Roberts, Madison Branch Manager, from Impact Networking were present at the meeting. They gave a brief overview on the copiers that would be part of the five year contract. Upon acceptance of the contract, new copiers could be in place in one to two weeks. No decision was made at this time.

Mark Stevens arrived at 5:37.

### **4) Rental Property Report**

Gail Bartels had nothing new to report.

Director Jaroch reported that a check was sent to Jay Lang per agreement. The letter will be given to the Building and Grounds Committee.

The tenant from Upscale Resale wants to terminate her lease because of health issues. She would like to continue to rent the warehouse. The Library Board felt that the rental property and the warehouse together are part of the lease agreement and she would be unable to do this. The Building and Grounds Committee will meet to discuss the situation and will report back to the Board at the next meeting.

### **5) Approval of Minutes**

David Hertel moved for approval of the minutes and Lisa Stafford seconded. The following changes were noted and made – 5) Approval of Minutes - changed Lisa Stafford to Sarah Butts, 6) Approval of Expenditures and Finance Report - correct the spelling of Bartels, and 11) New Business - add the words “off site” between the words “program” and “would” in the second paragraph. The minutes, with amendments, were unanimously approved on a voice vote.

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

Doug Keiser moved for approval of the finance report and Mark Stevens seconded. Mark Stevens asked about the building repairs and the periodical line which were both over budget.

The building repairs exceeded the \$5000 budget due to many repairs during the year. New components for the automatic doors were recently installed.

For the 2010 budget, it will be attempted to put more money into this line due to the fact that this is an aging building.

Clifford Lueck was asked to make a facility project list. This will help to keep the Library Board informed.

The periodical renewals were paid twice in the 2008 year to save the Watertown Public Library \$500 versus paying for the renewal in January.

The Expenditures and Finance Report was unanimously approved by a roll call vote.

Chuck Bohlmann arrived at 6:00 P.M.

## **7) Correspondence**

There was none.

## **8) Committee Report**

**Finance Committee:** Mark Stevens gave the Board an update on the investments the library has with Morgan Stanley and how they fared in 2008. Stevens passed out a handout that gave a detailed account of each account held at Morgan Stanley. The account is earning money and doing fairly well.

**Building and Grounds Committee:** Chuck Bohlman checked out going rates for rental properties in the downtown Watertown area. They range from a low of \$4 to a high of \$20 per square foot on Main Street. The rental properties that the Watertown Public Library owns are fairly priced.

## **9) Director's Report**

Circulation was up 23% for the month and down 12% for the year. Attendance was up 69% for the month and 2% for the year.

The adult winter reading program, "Word Search the Tropics," will run from January 12<sup>th</sup> through February 28<sup>th</sup>.

The children's winter reading program will run from January 12<sup>th</sup> through February 28<sup>th</sup>. This year's theme is "Escape with a Good Book."

## **10) Unfinished Business**

It was suggested that Director Jaroch get quotes/proposals from Gordon Flesch and IKON to see how their costs compare to Impact. The Board would also like to see a copy of the contract proposed by Ikon before the next meeting.

## **11) New Business**

### a) 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.

### b) 2008 Budget

None

### c) 2009 Budget

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

Dr. Doug Keiser left the meeting at 6:45 P.M.

Director Jaroch is checking to see if there are any guidelines in place as to what percentage should be spent on library materials.

Library employees Barb Antonopoulos and Clifford Lueck left the meeting at 6:55 P.M.

## **12) Adjournment**

Library employee Jeanne Higgins invited the Watertown Library Board to be part of a Trivia team on February 14<sup>th</sup>, 2009. Anyone interested should contact Director Jaroch.

David Hertel moved and Lisa Stafford seconded that the meeting be adjourned. The motion passed on a unanimous voice vote, the time being 7:00 P.M.

Respectfully Submitted,  
Sheryl Christian, Administrative Assistant

**Approved February 12, 2009**