

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

President Pat Ziwisky called the meeting to order at 5:15 P.M. Present were Sarah Butts, David Hertel, Doug Keiser, Lisa Stafford, and Patricia Ziwisky. Also present were Library Director Diane Jaroch and Assistant Director Peg Checkai. Others present were Cliff Lueck, Jeanne Higgins, Vian Abdulrahman, and Shelly Jannke. \*Bob Wetzel was an excused absence.

**2) Approval of Agenda**

A motion to approve the agenda was made by Doug Keiser and seconded by Sarah Butts. It passed unanimously on a voice vote.

**3) Rental Property Report**

Director Jaroch reported that Roger Prickette and Bob Wetzel met with the new owner of All for Paws.

Gail Bartels and Mark Stevens arrived at 5:19 P.M.

It was noted that correspondence from leases will be referred to the Building and Grounds Committee and the rental manager.

Charles Bohlman arrived at 5:20 P.M.

**4) Appearances**

Cliff Lueck gave a report to the board on possible future fuel and electrical savings. He would also like to arrange a meeting with the Building and Grounds Committee on this topic. A copy of his report is attached.

Doug Keiser suggested that the Building and Grounds committee should also keep future expansion in mind and possibly use the services of a heating engineer to check this out.

**5) Approval of Minutes**

Doug Keiser moved and Lisa Stafford seconded the motion to approve the minutes. It was noted that in Cliff Lueck's comments that Neher Electric would be visiting the library and that the word "save" should be "cost." The minutes, as corrected, were unanimously approved by a voice vote.

**6) Expenditures and Finance Report**

Doug Keiser moved and Gail Bartels seconded a motion to approve the expenditures and finance report. Director Jaroch reported that she will get corrected/additional insurance figures and will have a resolution ready for the next meeting. The motion passed unanimously on a roll call vote.

**7) Correspondence**

A letter was received from Tan Fast and was referred to the Building and Grounds Committee for resolution.

## **8) Committee Report**

- a) Personnel and Policy – The committee had met and will give its report during closed session.
  
- b) Building and Grounds Committee will meet with Rental Manager Roger Prickette. Charles Bohlman suggested they make it policy to ask future possible tenants more information about themselves and their business.
  
- c) Finance Committee – Mark Stevens reported that Morgan Stanley CD's were callable and that other funds are in Money Market. He is checking CD rates and needs to know the period of time for possible investment plans. Discussion ensued during which Charles Bohlman questioned investing in gold and Doug Keiser suggested finding out the library's place on the City's long-term plans. All of this will be taken into account and Mark Stevens will check on possible CD rates.

## **9) Directors Report**

### a) Meetings Attended

These are listed in the attached report.

### b) Library Statistics

These are listed in the attached report.

### c) Library Information

Director Jaroch reported that Colleen Checkai will be a new board member replacing Lisa Stafford. She also noted having met with a trustee of MWFLS on Tuesday and they will be checking on our needs. She also noted that on the "Today" show it was reported that 68% of Americans have library cards. The library will try to host classes on resume writing. She also suggested that the Personnel and Policy Committee write to members of the Dodge and Jefferson County boards. She also met with Nick from Impact. He will get a new copy machine in reference and they will see to it that other companies are reimbursed as per our contract with them. Ms. Jensen of Savannah, Georgia, formerly of Watertown is donating books on the Korean War and some of Watertown interest to the library. Library offices have been reconfigured for better use of space. Director Jaroch passed out a handout on possible censorship problems relating to library materials.

Assistant Director Checkai reported that a new website has been donated by KD Interactive. The library can add information to this, and the website will be listed on all literature from the library in the future. She also reported that a table has been donated to the children's room to honor the memory of Carol Himmerich and that about \$1600.00 in memorials has also been donated. The banner on Main Street really helped publicize the summer reading program.

## **10) Unfinished Business**

None

## **11)New Business**

a) Director Evaluation

At 6:15 P.M. Doug Keiser moved and Lisa Stafford seconded the motion to go into closed session. Motion passed unanimously on a roll call vote.

### **Closed Session**

The Board of Trustees will convene into Closed Session under Exemption 19.85(1) (c) for the purpose of “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility” Employee Job Satisfaction Surveys and Director’s evaluation.

### **Reconvene in open Session**

At 6:59 P.M. it was moved by Lisa Stafford and seconded by Mark Stevens to move out of closed session. (Doug Keiser had left at 6:35 P.M.) Motion passed unanimously on a roll call vote.

## **12)Adjournment**

Lisa Stafford moved to adjourn the meeting and Sarah Butts seconded the motion, the time being 7:00 P.M. The motion passed on a unanimous voice vote.

The next meeting date is July 9, 2009, 5:15 P.M.

Respectfully submitted,  
David W. Hertel, Secretary  
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**Approved 7-9-09**