

Watertown Public Library

Board of Trustees
April 10, 2008

1) Call to Order/Roll Call

President Pat Ziwiscky called the meeting to order at 5:20 p.m. Board members present were Gail Bartels, Sarah Butts, David Hertel, Doug Keiser, Mark Kuehl, Lisa Stafford (5:28 p.m.), Mark Stevens (5:23 p.m.), Andrea Turke, Assistant Library Director Peg Checkai and Library Director Diane Jaroch. Also present were Mayor Ron Krueger, City Attorney Tom Levi, Property Manager Roger Prickette (5:25 p.m.), new Reference/Technology Resource Coordinator Dan Malosh and Library employees Jeanne Higgins, Shelly Jannke and Barbara Antonopoulos. Introductions were made.

2) Approval of Agenda

Doug Keiser moved to accept the agenda, Gail Bartels seconded. Motion carried on unanimous voice vote.

3) Appearances

At this time, it was decided to let the Mayor and Attorney Levi present their concerns.

Mayor Krueger started by noting that he has concerns about incorrect information in the community that had come to his attention. This information was thought to have possibly come from the library.

The first issue was budget related. He wanted us to know that every city department had been treated the same and had had their budget cut by 2%. He added that Past Director Hans Baierl had asked for a 7 ½ % increase for 2008.

He went on to say that he had not requested the rental reductions done on the South property. Andrea Turke responded by noting that “this Library Board would not have reduced the rates on their own, without direction.”

“Heresy,” Mayor Krueger said, was the comment that had gotten back to him that the City had demanded that the Library purchase the land. Purchase came out of a closed session and a Committee of the Whole meeting and Library request. The City was in no way able to “front the money”. The Library got a bridge loan from the City so the building could be bought. It was felt the price could have been brought down. Mark Stevens noted that the Board was aware of the price but had been advised by Alderman Smith that the Library “should buy it when we can and we will work together to pay for it.” Andrea Turke noted pre-purchase building “appraisal did not note roof problems.”

Mayor Krueger stated that the map/display of the proposed development located in the Library lobby was outdated. He added that “it is not even close to what is being looked at now.” Peg Checkai replied that she had gotten this information from the Daily Times as

the most recent map. The Mayor added there “is a lack of communication.” At this point, Doug Keiser communicated “that we want to be at the top of the building list.”

Mayor Krueger said buying the property from Empire took a long time, as will the development. The plan is not decided on as yet. The intent of the development is to draw people into the downtown.

When it starts, the riverfront development and restoration will begin with the north and south parcels. The newest plans are significantly changed, with a portion of the first floor retail space gone and underground parking for the tenants.

He stated that the City “needs this riverfront development, needs the tax dollars and the TIF money to come across and help the Library.”

He understands that the Library and their patrons are concerned about the impact on downtown parking. He stated there will “be no severe burden on the Library” and added that “we will work with the Library. Nothing is set in stone.”

The Mayor stated that “this needs to get developed and we need to work together to get it done.” He added that we need to attend the City Council meeting this upcoming Tuesday evening. There will be two public hearings Tuesday evening. The first will address Vacation of Emmet Street so the development can go through. He assured the Board this “was just a housekeeping detail.” The second public hearing on Tuesday evening will be to provide the citizens of Watertown with an explanation of the Community Development Block Grant (CDBG) program.

Pat Ziwiscky pointed out that that the Library Board had sent letters to the aldermen regarding our concern loss of parking and that this had come from a suggestion from a recent meeting of the Mayor and several Library Board members. It was felt we must “address the parking concern before the project moves to a second stage.”

The Mayor assured the Board of that the City would “provide parking spaces for the Library and there would be a seamless transition” and added “that there was nothing in City Code about providing parking spaces for the Watertown Daily Times.”

David Hertel noted “ that these lots are the only public parking on the West side of town and they were not part of the Larry Mistele sale.” The mayor answered saying that he had “just found out that the Wisconsin Department of Commerce had awarded Watertown a grant of \$500,000 to repair the seawall there.” He added that “this will help to develop a blighted area.” He also asked us “for support for the City.”

Doug Keiser asked “how can the Library Board get the facts?” Mayor Krueger responded, “Call and ask---you know as much as we do.”

He went on to explain that the financials are not worked out yet and that there will “have to be accommodations on both sides.” The City will “have to live with the development

for the next 90 years so we don't have to jump at the first offer." He added that the City has applied for a Wisconsin Housing and Economic Development Authority (WHEDA) grant for a low rent senior living complex. The South part of the land in discussion will be townhouses. The WHEDA apartments would be the first to be developed and will have 49 underground parking spaces. This plan also called for some retail space on the first level.

In answer to Peg Checkai's question, the most recent engineering map is 1/14/08.

Doug Keiser stated "There are less parking spaces than there are now." Mayor Krueger replied, "Yes-across the street."

Mayor Krueger concluded by saying, "They are talking to other developers. We want the highest and best use of the land. No one had decided that yet. There are just plans."

The Board president thanked Mayor Krueger and reassured him that "We were not adversaries but concerned and felt that it was best to say something before the project was well underway."

Peg Checkai left the meeting at 5:55 p.m.

Roger Prickette started his report on the South property at 5:58 p.m. He reported that the tenants at All for Paws are happy with their location though they have had some water problems that required mopping up. He had not spoken with the Tan Fast tenants but he assumed that things were okay as he hadn't noted anything in their part and there had been no calls from them.

He has had a number of calls from Linda Plymesser in Upscale Resale. He states he has been in there at least four times since he started as Property Manager. She took him on a tour and explained the problems. She feels that she doesn't need to pay all of her heating and electrical bills because of the leakage problems that have occurred. A letter of her calculations of what she owes in this area was presented.

An inspection of the heating/cooling plant in her shop found that the make up air damper was stuck in the open position thus causing the lack of heat in her shop. Mr. Prickette noted it was "heating the outside." Dale Ninmann of Dale's Heating and Air Conditioning discovered this when he inspected her furnace and heating ducts in February. Mr. Ninmann had been called by Director Jaroch when Ms. Plymesser reported that her shop was not heating as properly as it should.

Mr. Prickette reported the furnace/blower ran continuously. There are six ducts and one air return all in the ceiling. The thermostat was set at 67 degrees, yet the temperature read 64 degrees in the main part of the shop. He felt that there was no circulation of air in that part of the building and that it was "a poorly designed heating system." It was his recommendation that "the cold air return needs to be on the floor." This repair would cost about \$400-\$500 and could be done by Dale Ninmann.

Mr. Prickette felt that the “building was fairly well insulated, however, there is an open warehouse space that can’t be heated and the back door in this area needs to be kept closed.”

He added, “There is no problem with the cooling system.”

He went on to describe the water damage in this part of the South property. Some ceiling tiles showed evidence of leaking in the main shop area as well as in the small closet area. Mr. Prickette did find a couple of small leaks. The significant leaking problem was found when he entered the attic crawlspace above the middle room. He found several places that were leaking (it was raining on the day that he did this) and put six buckets in the attic space where needed. He also repaired three ceiling tiles and nailed them in place. He will check this area periodically and change the site of the buckets as needed.

Mr. Prickette noted “concern about mold.” It is his opinion “that a new roof is not needed” and that he will “continue to patch areas where he thinks it is leaking and that he will replace the flat roof patching material.” It may take a while to find and repair all the leaking areas.

Mr. Prickette relates that this tenant feels that things have not been communicated to her especially about the heating and the leakage. Mr. Prickette relates “the warehouse leaks are not serious but the tenant has much stored in there.”

City Attorney Thomas Levi presented the document he received from Director Jaroch outlining Ms. Plymesser’s heating costs. This document was received by Director Jaroch from Ms. Plymesser. The document indicates that Linda Plymesser has requested that we pay some of her electrical and heating bill. In this document she has outlined the amount she is willing to pay for her heating cost. She is in arrears on this. President Ziwick signed a rent waiver on June 25, 2007 that states Linda Plymesser of Upscale Resale must pay for her own heating costs as well as her monthly rent amount of \$1,000.

Attorney Levi instructed the Library Board “not to get into the electrical question.” There “was no lease violation on Library’s part as structural repairs had been made.” He continued, “That is not the Library’s duty to enlighten her and that she could always terminate her lease.” The question comes down to the fact of the current rent abatement.

The Board instructed Attorney Levi to rephrase the document to convey that the tenant is responsible to pay her entire rent amount for March of 2008, and an installment plan can be arranged. If she agrees to pay the entire amount the \$250 late fee may be waived. To date Ms. Plymesser has paid the entire rent amount for April and \$212.30 for March.

Doug Keiser said “that the Board has spent too much time with property issues and that is frustrating. It is the Library’s function to take care of our responsibilities and it is her function to take care of her bills.”

David Hertel moved to spend up to \$700 to install an adequate floor cold air return in the South Property; Lisa Stafford seconded. Motion carried on unanimous roll call vote.

The Mayor, Attorney Levi and Roger Prickette all left at 6:40 p.m.

4) Approval of Minutes

Doug Keiser moved to accept the March minutes as written; Lisa Stafford seconded. Motion carried on a unanimous voice vote.

5) Approval of Expenditures /Finance Report

Doug Keiser moved to accept said report; David Hertel seconded. There was discussion about the utilities amount and the amount paid to date for dental insurance. Director Jaroch will look into this. Mark Stevens suggested that some of the money in the furniture account be spent in the near future.

6) Correspondence

Andrea Turke noted that she had sent thank you notes to Cliff Lueck and Marie Miller for their gift of a music cd. Individual letters have also been sent out to all members of the Jefferson and Dodge County Board of Supervisors thanking them for their continuing funding which is a great help to our mission. Budget pays for salaries and ongoing expenses but the funding from the two Counties allows the Library to purchase materials and services. Dodge County funds above the usage formula and was especially thanked for this.

7) Committee Reports

A) Personnel:

None

B) Finance

Mark Stevens reported that there was \$195,000, or somewhat more with current interest in the Morgan Stanley account. He had recently met with Brian Konz and following his recommendation, invested the funds in Federally Insured Deposits (FIDS). These have an APY of 5.5% for over \$100,000 and 4.5% for less and are callable on 10/14/08 and 10/18/08. These are a risk if “we believe interest rates will go beyond that.” He asked for a motion for this as it was an investment option/motion change. Doug Keiser moved to accept the income strategy that Mark Stevens and Morgan Stanley have invested in; David Hertel seconded. Motion carried on unanimous roll call vote.

C) Building and Grounds

Lisa Stafford reported that they had a meeting with Roger Prickette and that he has been hired. The back-up person for property issues will be Lisa Stafford. She noted that he stated he “will be more comfortable with a verbal report to the Board.” The contract was gone over with him and signed on March 15th.

8) Director’s Report

Diane Jaroch reported that she and Dan Malosh had recently gone to a Legal Information Needs of Patrons seminar presented by MWFLS (Midwest Federated Library System).

Diane Jaroch and Assistant Director Peg Checkai attended the Public Library Association convention in Minneapolis at the end of March. The main thing they learned was how important good customer service is to libraries.

The Director felt that the low circulation figures were skewed and might be a result of the large circulation numbers reported for this time last year. The new automated check out system had just been installed and larger amounts of DVD's and videos were being circulated to other libraries from our own Library. More than are currently being circulated. It seems there were two months where the circulation numbers were inflated. Since then the circulation numbers for DVD's and videos have been very similar.

National Library Week is the week of April 14-18th. The Marketing Committee has planned several events for the week. Monday and Tuesday will be Amnesty Day, on Wednesday refreshments will be served from 10:00 a.m. to 2:00 p.m., and Cliff Lueck will provide music on Thursday from 3:00-4:00 p.m.

The Director announced that we have been notified by Representative Tom Petri's office that we have received a *We The People* Bookshelf grant. This grant will provide the Library with 17 classic books on the theme of "created Equal". The *We the People* Bookshelf introduces young readers to important literature and promotes the understanding of vital ideas in our nation's history.

9) Rental Property Report

See previous notations under Appearances

10) Unfinished Business

- a) Construction on Water Street

See previous notations under Appearances

11) New Business

- a) **Resolution #2008-3---Reference/Technology Resource Coordinator**

Appointment and Salary

David Hertel moved to accept Resolution #2008-3, Lisa Stafford seconded. Andrea Turke suggested adding satisfactory before the word completion in last line. Amended motion carried on unanimous roll call vote.

- b) **Resolution #2008-4-Contract with Property Manager Roger Prickette**

Mark Stevens moved to accept Resolution #2008-4; Andrea Turke seconded. Motion carried on unanimous roll call vote.

- c) **Annual Staff Survey**

Board consensus was that the survey that has been used in the past and developed by past Director Matt Williams be looked at by Director Jaroch and the Personnel and Policy Committee and presented to the Board at the June meeting.

d) Resolution for June meeting

A resolution for Director Jaroch's six month evaluation and pay raise contingent on a satisfactory review will need to be included in the June Board Packet.

e) Long Range Plan

Director Jaroch reported that she had been contacted by Arlene Hildebrandt of the Watertown Genealogical Society about housing their collection at the Library. It was Board consensus that there be a strategic plan development and also a facility plan development meeting.

f) Budget Information

None presented

Closed Session

The Board of Trustees will convene into Closed Session under Exemption 1985(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” to discuss employment classification.

Referencing the above Statute, Doug Keiser moved that the Board go into Closed Session; Mark Stevens seconded. On a unanimous roll call vote of the whole Board, meeting moved into a Closed Session at 7:05 p.m. All remaining visitors left at this time.

Reconvene into Open Session

Doug Keiser moved to reconvene into Open Session; Lisa Stafford seconded. Motion carried on unanimous roll call vote of whole Board. Meeting moved into Open Session at 7:25 p.m.

Meeting adjourned at 7:26 p.m.

(Disclaimer: These minutes are uncorrected and any corrections made therein will be noted in the minutes of the meeting at which they are approved)

Andrea Turke,
Secretary, Watertown Library Board of Trustees

Next meeting date May 8, 2008, 5:15pm

Approved May 8, 2008