

Watertown Public Library

Board of Trustees
January 10, 2008

1) Call to order/Roll Call

President Pat Zwisky called the meeting to order at 5:20 PM. Other members present were Gail Bartels, Sarah Butts, David Hertel, Mark Kuehl, Andrea Turke, Doug Keiser, Director Diane Jaroch, and Youth Services Librarian Peg Checkai. Lisa Stafford was excused from the meeting.

2) Approval of Agenda

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

3) Appearances

Clifford Lueck, Jeanne Higgins, Barbara Stewart Antonopolous, Vian Abdulrahman, and Shelly Jannke attended the meeting. Clifford Lueck expressed his concern about the proposal that would require library staff to wear name tags. He also voiced his concern regarding the loss of public parking areas on Water Street for library patrons and library staff. The proposed building of condominiums would eliminate public parking lots across from the library.

Mark Stevens arrived at 5:25

4) Approval of Minutes

Mark Kuehl moved to accept the December minutes, Doug Keiser seconded. Correction noted under the Director's report. Diane inquired about the library joining the Watertown Chamber of Commerce should read library's. Correction noted under Section 10b. Rental Proper Management should read Rental Property Management. Correction noted in the disclaimer at the end of the minutes. Nay should read any. Minutes with said amendments passed on a unanimous voice vote.

5) Approval of expenditures and finance report

David Hertel moved to accept the expenditure and finance report as presented, Andrea Turke seconded. Motion carried on a unanimous roll call vote after discussion.

6) Correspondence

A thank you card from the library staff was passed around for board members to read.

7) Committee's Report

Personnel and Policy

The committee met with Diane to discuss the search for an Assistant Director.

Finance

Nothing to report

Building and Grounds

Nothing to report

Director's Report

Circulation remained the same percentage for the month and up 19% for the year. Attendance was down 24 % for the month and 11% for the year.

The announcement for the Assistant Director has been placed.

The new book bin has arrived. The library will now have two bins for AV materials and two bins for books for patrons to utilize when the library is closed.

Diane received the packet for compiling the annual report for the state

The library has received complaints about our wireless service, a questionable DVD, and library fines. Board members would like a copy of the library's Internet policy forwarded to them. It was also suggested that a copy of the Internet policy should be posted on the library website.

Rental Property Report

Lisa Stafford was unable to attend the meeting so she forwarded a copy of the property management agreement to Diane. The agreement was missing information regarding liability. Other corrections were needed and the document was forwarded back to the Building and Grounds committee for corrections. Gail and Sarah made notes regarding the corrections to be made.

Unfinished Business

- a) Report covered under Rental Property Report
- b) Four bids were received for replacing exit signs in the library
 - \$745.00 Hendricks & Stas Contractor
 - \$1,310.00 Carroll Electric
 - \$1,694.00 Midwest Electric
 - \$1,011.50 Wilke Electric

Mark Stevens moved to accept the low bid of \$745.00. Andrea Turke seconded and the motion passed with a roll call vote.

- c) Problems with the 2008 budget have been discovered. \$32,416.00 needs to be cut from the 2008 library budget. The mayor made a 2% cut from all city department budgets that Diane was not aware of. Members of the finance committee will meet with Diane to address budget concerns.

New Business

- a) A motion was made by Doug Keiser to pay A & S Plumbing \$608.86 for repairs at Tan Fast. Seconded by David Hertel. The motion passed on a roll call vote. The library will ask A & S Plumbing to submit a new bill that does not include tax.

A letter will also be sent to the renters requesting that they do not make repairs to the building without contacting the library.

- b) Name tags for staff:
A suggestion was made that library staff wear name tags at work. Diane will check into purchasing name tags.
- c) Plaque for Gertrude Gaston:
A plaque will be made to honor John and Gertrude Gaston for their donation to the library.
- d) Homebound delivery service:
Library staff will focus on increasing knowledge about the homebound book service offered by the library.
- e) Long term loan:
The library will need to meet with the city finance committee to renegotiate the payment schedule with the city. Re-evaluating the loan is necessary due to lower rents requested by the mayor, prolonged rental issues with the third building, no rent from the 4th unit, property management costs, and continued maintenance costs with all units.

Doug Keiser voiced his concern regarding the large amount of time spent dealing with rental property issues. This would include the time Diane spends dealing with problems and the time spent at library board meetings.
- f) New building development and parking
Library Director Diane Jaroch, Pat Zwisky, Andrea Turke, and David Hertel will schedule a meeting with Mayor Krueger to discuss concerns with the proposed building plans across from the library and the impact this will have on parking and plans for a new library.
- g) Diane has had two responses to the Assistant Director's job posting.

Adjournment

Doug Keiser moved to adjourn, Andrea Turke seconded.

The meeting adjourned at 6:43 pm

The next meeting date is February 14, 2008 at 5:15 pm.

Respectfully submitted,

Peg Checkai, Youth Services Librarian, Watertown Public Library

Approved February 14, 2008