

1) Call to Order/Roll Call

President Pat Ziwisky called the meeting to order at 5:15 P.M. Present were Gail Bartels, Colleen Checkai, David Hertel, Doug Keiser, and Pat Ziwisky. Library Director Diane Jaroch and Assistant Director Peg Checkai were also present. Also in attendance were Vian Abdulrahman, Jeanne Higgins, and Cliff Lueck.

2) Approval of Agenda

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

3) Rental Property Report

We're still awaiting rent and security deposit from one tenant, it was reported. Roger Prickette, our property manager, has been renting spaces in the warehouse for storage. He has renters fill out a short information sheet.

Mark Stevens arrived at 5:18 P.M.

It was reported that we are close to paying off our loan. Barring unforeseen circumstances, it should be paid off in July.

4) Appearances

Cliff Lueck appeared before the Board with information on the maintenance of the elevator. We have had our current elevator maintenance contract since 2000, and it is with the Braun Thyssen Krupp LLC Company. The Otis Elevator Company has given the Watertown Public Library a quote and if contracted would come in for a quarterly inspection. Our current elevator company, Braun Thyssen Krupp LLC, comes in bi-monthly.

Bob Wetzal arrived at 5:23 P.M.

Cliff was asked by the board to get quotations on quarterly inspection from each company.

Pat Ziwisky asked about the fire panel, and Cliff replied that we need to notify the company if changes are to be made.

President Ziwisky then announced that the Building and Grounds Committee would meet on Tuesday, January 19th, at 7 P.M. in Room 2.

5) Approval of Minutes

Charles Bohlman made a motion to approve the minutes. It was seconded by Sarah Butts, and approved by a unanimous voice vote.

6) Approval of Expenditures and Finance Report

David Hertel moved, and Doug Keiser seconded a motion to approve the reports. The motion passed on a unanimous roll call vote.

7) Correspondence

All board members signed letters to the Jefferson and Dodge County Boards thanking them for their continued generous support of the Watertown Public Library.

8) Committee Report

a) Personnel and Policy

Two policies for Board approval will be presented later in the meeting, it was announced.

b) Building and Grounds

This committee will meet next week as announced earlier.

c) Finance

No report was given at this time.

9) Directors Report

a) Meetings attended.

In addition to the meetings in the printed report, Director Jaroch reported that she had attended a MWFLS district meeting today. She brought back a lap top computer with pre-installed resume software. We will be able to keep this computer until April.

b) Library Statistics

Circulation was up 8% for the year, and attendance was up 6% for the year. Our attendance has been over 600 persons per day, an impressive number.

c) Library Information

Next Tuesday there will be a meeting of the Jefferson County Library Council. The Jefferson County Administrator, Gary Petre, is asking the Jefferson County library services board to consider making a review of its library system affiliation as well as to discuss individual library efficiencies and cooperative library services. The purpose of the meeting will be to look at what's in the best interest of the Jefferson County libraries. This is an opportunity to take a look at the state of things, Doug Keiser said.

10) Unfinished Business

a) Strategic plan

Help is available from U.W. Extension for this; we are gathering names for committee members.

b) Approve Unattended Child Policy

Doug Keiser moved and Mark Stevens seconded a motion to adopt the policy as presented by the Personnel and Policy Committee. After some discussion Doug Keiser moved and Mark Stevens amended a motion to replace "after" with "at" in

the second to last sentence of the policy. The amendment was approved by a unanimous voice vote. Then the policy, as amended, was approved by a unanimous voice vote.

c) Approve revised Wireless Policy

After some discussion about this policy which had already been approved by the Board, it was the group's consensus that no additional action was necessary at this time.

11) New Business

a) Future Library Reorganization

Director Jaroch reported contracting a consultant who has not yet replied. She will keep the Board informed on this project.

b) Hours of Operation

It was announced that we may have to discuss and change hours of operation in the near future. This is a possibility that will be closely monitored within our budget. Director Jaroch reminded the Board that one position was cut to bring expenses within budget limitations.

c) 2009 Budget

There may be a small surplus after all outstanding bills are paid. Our budget will be adjusted once figures are final for 2009.

d) 2010 Budget

No action was taken at this time.

Closed Session

Doug Keiser made the motion, seconded by Bob Wetzel, to move into closed session. The motion carried on a unanimous roll call vote, the time being 6:15 P.M.

Closed Session

The Board of Trustees will convene into Closed Session under Exemption 19.85(1) (e) for the purpose of "conducting...business whenever competitive or bargaining reasons require a closed session." Discussion regarding union negotiations.

Reconvene into Open Session

The Board reconvened into Open Session, the time being 6:29 P.M.

12) Adjournment

Charles Bohlman moved, and Mark Stevens seconded a motion to adjourn, the time being 6:30 P.M.

The next meeting date is February 11, 2010, 5:15 P.M.

Respectfully submitted,

David W. Hertel, Secretary

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