

Board of Trustees
March 12, 2009
Watertown Public Library

1) Call to Order/Roll Call

President Pat Ziwiscky called the meeting to order at 5:15 P.M. Other members present were Gail Bartels, David Hertel, Dr. Doug Keiser, Mark Kuehl, and Lisa Stafford. Also present were Library Director Diane Jaroch, Assistant Director Peg Checkai, and library employees Clifford Lueck, Barb Antonopolous, Shelly Jannke, Jeanne Higgins, and Vian Abdulrahman.

2) Approval of Agenda

Doug Keiser moved for approval of the agenda and Lisa Stafford seconded. The motion passed by a unanimous voice vote.

3) Rental Property Report

According to Roger Prickette, the building was doing all right recently. Upscale Resale tenant had problems with the storage area due to its being an unheated warehouse.

Mark Stevens arrived at 5:20 P.M.

Discussion ensued on the problems with the warehouse and about the possibility of the R.O.C.'s possible renting. It was also reported that Linda would vacate by the end of March.

4) Appearances

Cliff Lueck gave a report on what mechanicals may need replacing in the future. He also reported we could put in new lighting to save energy; we could possibly save over \$5000.00 by changing lights and lessening the burden on the air conditioning system. We have T12's and we could go to T8's with our many fluorescent fixtures. We could also possibly replace boiler controls for energy efficiency, too. He also mentioned the possibility of a state incentive program for some of this.

Hendricks and Stas helped put some of the information together and we could get rebates per unit. His report included costs of many for these items for future budgetary considerations. He also stated that the city recycles CFL for us. The Board thanked Mr. Lueck for his thorough report. Report was placed on file.

5) Approval of Minutes

Doug Keiser moved for approval of the minutes and Mark Kuehl seconded. The minutes were unanimously approved on a voice vote.

6) Expenditures and Finance Report

It was moved by Doug Keiser and seconded by Gail Bartels to approve the reports. Discussion on the insurance funding took place. It was reported that the Friends

group pays for some children's expenses, and that Tan Fast was paying rent in installments. The Expenditures and Finance report was approved on a roll call vote.

7) Correspondence

A thank you card with notes was received from the staff for the board members.

8) Committee Report

The Policy and Personnel met recently and went over the closing policy and other matters to be brought up later in the meeting.

9) Directors Report

Discussion ensued on the April meeting date and time which will remain as previously established by consensus of the board. A copy of the corrected annual report was passed out. Director Jaroch reported being at a Horicon meeting today. She also reported that both circulation and attendance are up. For the board's information, information of book prices was handed out.

10) Unfinished Business

a) Resolution 2009-2: Office Machine Vendor Contract

Mark Stevens reported on the copier agreement. All b/w copies would be the same .0090 @. The term would be 60 months. The trade in would be \$500.00. He recommended approval of the agreement as negotiated. A motion was made by Lisa Stafford and seconded by Mark Stevens to approve Resolution 2009-2. The motion carried on a unanimous roll call vote. It was also announced that henceforth all photocopier leases, click charges, and rental of copiers would be consolidated into one account rather than the presently used.

b) Weather Closing Policy

David Hertel moved and Mark Kuehl seconded the motion to adopt the weather closing policy. The motion passed on a unanimous voice vote.

c) Internet/Wireless Policy

It was moved by David Hertel and seconded by Gail Bartels to approve the Wireless Internet Policy as presented. Some discussion on the policy and wireless usage ensued. Motion was passed on a unanimous voice vote.

11) New Business

a) Closing Library May 12

It was moved by David Hertel and seconded by Doug Keiser to close the library to the public so all employees could participate in a security workshop on May 12. This was unanimously approved on a voice vote.

b) Approval of Annual Report

c) Approval of "Statement Concerning Public Library Effectiveness"

A motion was made by Doug Keiser and seconded by Gail Bartels to approve and discuss these items together. A copy of the Annual Report will be sent to the Mayor. Motion passed on a unanimous voice vote.

d) Employee Job Satisfaction Worksheet

It was the board's consensus to keep the form as it had been previously used and to hand it out with a stamped envelope attached to be sent directly to the board president.

Charles Bohlman arrived at 6:23 P.M.

e) Library Card Usage

Some problems with usage of cards by other than the card holder have arisen. It was the board's consensus, after discussion on the problems, that Director Jaroch should come up with a policy on card usage and make recommendations about the same.

12) Adjournment

Doug Keiser moved and Mark Kuehl seconded that the meeting be adjourned. The motion passed on a unanimous voice vote, the time being 6:30 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.)