

Board of Trustees
May 14, 2009
Watertown Public Library

1) Call to Order/Roll Call

President Pat Ziwicki called the meeting to order at 5:28 P.M. Present were Gail Bartels, Sarah Butts, Doug Keiser, Bob Wetzel, and Charles Bohlman. Excused absences were David Hertel, Lisa Stafford, and Mark Stevens. Also present were Library Director Diane Jaroch and Assistant Director Peg Checkai. Others present were Cliff Lueck, Barb Antonopoulos, Jeanne Higgins, Vian Abdulrahman, and Shelly Jannke.

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.

Charles Bohlman arrived at 5:34 P.M.

3) Rental Property Report

Roger Prickette reported that there is a new tenant in the All for Paws building. They purchased the lease from Heidi Brehmer and will continue paying the current amount of rent (\$1300.00) under the current lease agreement. A new lease will be developed when the lease expires on June 30, 2009.

The Building & Grounds Committee will meet with Roger Prickette to make up a lease that develops consistency between the leases. The lease for Upscale Resale was drafted by a different property manager than those for All for Paws and Tan Fast.

The new tenant in All for Paws is interested in leasing the empty building previously housing Upscale Resale for dog grooming. The ROC is also interested in the location. The Building & Grounds Committee will meet with Roger to discuss the details.

4) Appearances

Cliff Lueck requested that the \$196.00 rebate from the CFL bulbs be returned to the Maintenance budget line. Director Jaroch informed Cliff Lueck and the Board that since funds for the bulbs came out of the Maintenance account that the refund money would automatically be returned to that account.

Cliff Lueck spoke about the energy incentive from WE energy and the rebate from Focus on Energy. If the library were to replace the existing boiler with two new high efficiency boilers the rebate would be approximately \$1200.00. The current boiler is operating at 65% efficiency. New boilers would save the Library about \$45,000.

A representative from Neher Electric will be visiting the library to look at re-lamping the T8's.

5) Approval of Minutes

Doug Keiser moved and Sarah Butts seconded the motion to approve the minutes. The minutes were unanimously approved by a voice vote.

6) Expenditures and Finance Report

Doug Keiser moved and Sarah Butts seconded a motion to approve the Expenditures and Finance Report. Questions were raised about a voided check for the logo contest and the money returned from Ricoh. Clarification for both was made by Director Jaroch. The motion passed unanimously on a roll call vote.

7) Correspondence

Board President Ziwicki received a memo from American Library Association (ALA) informing the Library Board that the Friends of Libraries U.S.A. (FOLUSA) and the Association for Library Trustees and Advocates (ALTA) joined forces to become an expanded division of ALA. The new organization is called the Association of Library Trustees, Advocates, Friends and Foundations, or ALTAFF for short.

A letter was received from Mary Traeger requesting that the Watertown Public Library reimburse her for the cost of four lost books in the amount of \$200.00. The books in question are owned by the UW-Oshkosh Library and were returned in the outside bookdrop of the Watertown Public Library. Apparently the books were never received by the UW-Oshkosh Library. The Watertown Public Library does reroute books to other libraries outside of our system. Much discussion ensued. The Board declined payment to Mary Traeger. Director Jaroch is to contact the family.

8) Committee Report

The Personnel and Policy Committee will report under closed session. There was nothing from the other committees.

9) Directors Report

a) Meetings Attended

We had a Circulation Staff meeting on May 13th and I attended the City Department Heads meeting on May 14th.

b) Library Statistics

Circulation was up 22% for the month and 18% for the year. Attendance was up 6% for the month and 9% for the year.

c) Library Information

Director Jaroch and AV Library Assistant Barb Antonopoulos met with the Watertown Police Department to notify them about a recent rash of thefts involving DVD's from the collection. A report was filled out for the feature films which have a dollar value of approximately \$2000.00. The City can file an insurance claim.

Because of the recent heavy rainfall, water is again a problem in the SE corner of the library's lower level.

The library is gearing up for the summer library reading programs.

10) Unfinished Business

- a) Employee Job Satisfaction Worksheet (will be discussed in closed session)
- b) Library Card Usage Policy changes will be sent to the Personnel & Policy Committee
- c) Revised Resolution #2009-1 Reallocation of Funds
Bob Wetzel moved and Gail Bartels seconded. Motion passed unanimously on a roll call vote.

11)New Business

- a) Pandemic Planning Policy.
Director Jaroch reported that ALA suggests all libraries have a policy in place. She will work on putting a policy together.

Doug Keiser moved and Sarah Butts seconded to move into closed session. Motion carried on a unanimous roll call vote. Closed session convened at 6:30 P.M.

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 Survey.

Reconvene in open Session

Doug Keiser moved and Sarah Butts seconded to reconvene in open session. The motion carried on a unanimous roll call vote. Open session reconvened 7:05 p.m.

12)Adjournment

Charles Bohlman moved to adjourn the meeting and Sarah Butts seconded the motion the time being 7:06 P.M. The motion passed on voice vote.

The next meeting date is June 11, 2009.

Respectfully submitted,
Peg Checkai
sc

Approved June 11, 2009