

Board of Trustees
March 11, 2010
Watertown Public Library

1) Call to Order/Roll Call

President Pat Ziwisky called the meeting to order at 5:17 P.M. Present were Gail Bartels, Sarah Butts, David Hertel, Doug Keiser, Mark Stevens, and Pat Ziwisky. Library Director Diane Jaroch, Assistant Director Peg Checkai, and Reference Technology Librarian Dan Malosh were also present. Also in attendance were Clifford Lueck, Barbara Antonopoulos, and Jeanne Higgins. Board member Colleen Checkai was an excused absence.

2) Approval of Agenda

A motion to approve the agenda was made by Doug Keiser, seconded by Mark Stevens, and passed on a unanimous voice vote.

3) Rental Property Report

It was announced that one tenant has not yet started the new payment system.

4) Appearances

Kathy Eisenmann, from U.W. Extension, presented information on formation of a strategic plan, detailed in a report given to board members. She pointed out in her remarks that to better serve the public as library users we need to plan process workshops to help see where we are going, where we want to go, and what we want the library to be like in the future. To accomplish these goals, a planning team and an executive committee will need to be in place. She pointed out that the Board would need to implement the planning process, but since no one can tell the results or what the community will say, we as a Board need to seriously think about how willing we are to implement what comes out of the planning meetings; people (employees) and resources (funds) may affect the implementation. Mark Stevens asked if this then could become part of our strategic plan. Ms. Eisenmann replied that the proceedings and a summary would be reported to the Board. She also stressed that there was no charge except incidentals for the workshops.

Charles Bohlman arrived at 5:22 P.M.

Bob Wetzel arrived at 5:28 P.M.

Reference Technology Librarian Dan Malosh also addressed the Board relative to item 11c, wireless network and password, on today's agenda. He said that we are reconsidering how users experience the wireless internet. Presently we change the password daily, but it doesn't always work as well as it should. He had met with Patrick Rice and it is proposed that users would log in, see our internet policy, click to agree, and then be ready to go. This however would cost from \$230.00 - \$550.00 because Pat Rice's fee is \$80.00 per hour for set up. This system would not catch patrons with fines and we would have no written contract with users. However, it would save staff time, be less frustrating to patrons, would still allow filtering of spam and porn, and we could still capture user statistics. In response to member's questions, Mr. Malosh answered about 168 people use this service in a month, that

the proposed method would be more user friendly, and that it would keep track of more usage than we do now. In response to a question about funding of this transition by Doug Keiser, Director Jaroch said that a small amount of carryover money is available for this.

5) Approval of Minutes

Mark Stevens moved and Bob Wetzel seconded a motion to approve the minutes. Doug Keiser moved and Mark Stevens seconded a motion to delete the second sentence of 3) Rental Property Report. The motion to amend the minutes passed unanimously on a voice vote. Following that, the members approved the amended minutes by a unanimous voice vote.

6) Approval of Expenditures and Finance Report

Doug Keiser moved, and Bob Wetzel seconded a motion to approve the reports. A short discussion ensued about a tenant in arrears on rent. Director Jaroch will ask Roger Prickette to talk to the tenant in question. The motion then passed on a unanimous roll call vote.

7) Correspondence

No correspondence was received for the Board. Assistant Director Checkai announced that the young adult non-fiction had been interfiled with the larger collection due to lack of a specific space for it.

8) Committee Report

a) Personnel and Policy

This committee did not meet.

b) Building and Grounds

This committee did not meet.

c) Finance

Mark Stevens distributed articles about business and corporate sponsorships of non-profits. He also said that Y's Way would replace the carpet on the stairs with vinyl and then have advertising on the risers. It was decided to ask Cliff Lueck and Y's Way to meet and discuss this.

Dr. Keiser left the meeting at 6:09 P.M. to attend a school function.

9) Directors Report

a) Meetings attended.

These were detailed in the attached written report.

b) Library Statistics

It was pointed out that circulation and attendance were both down slightly.

c) Library Information

It was announced that the Friends of the Library group received \$1000.00 from the estate of Marguerite Kerstell a longtime library patron who died recently. Mayor Krueger is scheduled to be at the April meeting. Patrons are now able to check out items at any desk; however, locking CD's have to be checked out at

the main circulation desk. Checkout at the upstairs desk is working well. Director Jaroch also announced that there is now a staff blog for everyone. There are some issues involved in scheduling vacations and the hours they entail. She also reported that the union grievance presented at the City Council Finance Committee meeting on Monday was denied by them. We do not yet have the signed union contract in our hands. The Literacy Council needs space in the Library.

10) Unfinished Business

a) Strategic Plan

In response to questions about the possible composition of the planning group, Director Jaroch said that a mix of the public and staff would be good.

Mark Stevens, thereupon, made a motion that the library staff initiate an agreement with U.W. Extension Office, Jefferson, County, to utilize Kathleen Eisenmann's consulting services to help formulate our strategic plan. Charles Bohlman seconded the motion, and it was approved by a unanimous voice vote.

b) Future Library Reorganization

Assistant Director Checkai met with Deb Haeffner, library consultant, who made various recommendations for reallocation of spaces and furniture replacement and additions to enhance the space, use, and efficiency of the current library. Her suggestions were detailed on a sheet handed to Board members for their study.

11) New Business

a) Approve Annual Report

Director Jaroch stated that she thinks some of our statistics are not accurate due to counting and numbering differences within the library system. Highlights of the report are that we had a total circulation of 365,190 items; we had 182,462 visits during the year; we were open 301 days; we average 606 patrons per day; we offered 244 programs; and, attendance for all programs was 4,863. David Hertel made a motion to approve the annual report, seconded by Pat Ziwicki. The motion carried on a unanimous voice vote.

b) Approve "Statement Concerning Public Library System Effectiveness"

Pat Ziwicki moved that the Board of the Watertown Public Library indicate that the Midwest Federated Library System (MWFLS) did not provide effective leadership and adequately meet the needs of the Watertown Public Library. Gail Bartels seconded the motion which then passed on a unanimous voice vote.

c) Wireless Network and Password

Sarah Butts made the motion, seconded by Bob Wetzal to modify the wireless system by replacing it with a new one costing between \$230.00 and \$550.00 for said modifications. The motion passed on a unanimous roll call vote.

d) Resolution 2010-1 Acknowledgement of 25 Years of Service to the Library provided by Donna Kerbel and Barbara Stewart Antonopolous.

Charles Bohlman moved and Sarah Butts seconded for the adoption of Resolution 2010-1. The motion carried on a unanimous voice vote.

e) 2010 Budget
No action was taken on this.

12) Adjournment

Bob Wetzal moved, and Sarah Butts seconded a motion to adjourn, the time being 7:12 P.M.

The next meeting date is April 8, 2010, 5:15 P.M.

Respectfully submitted,

David W. Hertel, Secretary
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Approved 4-8-10