

# Watertown Public Library

Board of Trustees  
December 10, 2008

## **1) Call to Order/Roll Call**

Secretary David Hertel called the meeting to order at 5:22 P.M. Other members present were Gail Bartels, Charles Bohlman, Sarah Butts, and Mark Kuehl. Also present were Library Director Diane Jaroch, Assistant Director Peg Checkai, and Administrative Assistant Sheryl Christian along with library employees Jeanne Higgins, Vian Abdulrahman, and Shelly Jannke. Pat Ziwicki, Lisa Stafford, Mark Stevens, and Doug Keiser were all excused from the meeting.

## **2) Approval of Agenda**

Charles Bohlman moved for approval of the agenda and Sarah Butts seconded. A motion was made and passed on a unanimous voice vote to move appearances before rental property

## **3) Appearances**

Daniel Wendt, Imaging Solutions Consultant and Nicholas Roberts, Madison Branch Manager, from Impact Networking gave an introduction on the Impact Networking System. This included an overview and some proposed solutions to meet the library's copier needs. This would include buying out the current leases on equipment and supplying two new public copiers, a reference copier, and a colored copier for the first floor work area. Unlimited training would also be included in this five year contract. No decisions were made at this meeting.

## **4) Rental Property Report**

Gail Bartels had nothing new to report.

Director Jaroch reported that the committee met to respond to the letter from the tenant at Upscale Resale on December 8, 2008 regarding rent issues and reimbursement costs resulting from the break in. It was noted that she should be going through her insurance company for reimbursement. She also needs to pay her amount of rent monthly to remain current. Any claims she has are a separate issue. It was agreed that an increase in rent would not occur at this time.

Mark Kuehl stated that a lot of this discussion should be referred to the Building and Grounds Committee and to the property manager.

A new water heater was installed by Bergin Bros. for the cost of \$1325.76. This included electrical work done by Giraffe Electric. Mark Kuehl moved for approval of these bills being paid. Gail Bartels seconded and the motion was passed on a unanimous roll call vote.

## **5) Approval of Minutes**

The following changes were noted and made – correct spelling of Sarah Butts, Thanksgiving evening changed to Thanksgiving Eve and the word “be” should be

added between the words “may” and “the” in the last sentence under section 3, Appearances. Charles Bohlman moved for approval and Sarah Butts seconded. The motion passed on a unanimous voice vote.

**6) Expenditures and Finance Report**

David Hertel moved for approval, Gail Bartels seconded. Motion passed on a unanimous roll call vote.

**7) Correspondence**

There was none.

**8) Committee Report**

There was none.

**9) Director’s Report**

Director Jaroch reported that the 2009 Dodge County budget was approved and we should know the exact figure to be received shortly.

Connie Meyer has been helping work out questions with the statistics.

The automated calling system will be down for one week. Circulation staff will need to call patrons who have hold items until the system is repaired.

The Library open house went well. The Library supplied coffee and juice and homemade Christmas cookies. Clifford Lueck played music.

A positive letter from a patron was published under the Voice of the People in the Watertown Daily Times.

**10) Unfinished Business**

There was none.

**11) New Business**

a) Fire Chief Butts

Chief Butts attended the recent adult program at the library on November 19<sup>th</sup>. He stated it was an excellent program and he would like to see these types of programs continue, but we are operating over capacity. This is common for our children programs also. A possible solution would be to hold programs at other City buildings such as City Hall or the Senior Center. Chief Butts will give Director Jaroch the capacity levels for all three meeting rooms.

Assistant Director Checkai stated that holding programs off site would negatively impact the library.

David Hertel stated that to make a point we should hold programs here. To keep rooms to capacity we may need to give out tickets. He said he would also write a letter to the editor about having to turn away people at these programs.

b) July 4<sup>th</sup> Holiday

Because July 4<sup>th</sup> is a Saturday the Library will be closed on Friday and Saturday.

c) Meeting Dates for 2009

All meetings will be held on the second Thursday of each month at 5:15 P.M. except the January 8<sup>th</sup> meeting which will be held on January 15<sup>th</sup>.

d) Wireless Count/Check in

The new router that was purchased through a MWFLS grant has been giving the Library some problems. Patrons who have the operating system XP on their computers are not always able to easily connect to the wireless network. Dan Malosh has been changing the password on a daily basis and statistics have been collected on usage. Dan would like to know if this is necessary and has provided a handout of the pros and cons of continuing with this practice. Sarah Butts suggested changing the password weekly instead. Another option would be to keep the password the same and not have patrons check in at the reference desk each time they use the wireless system. Since the router was purchased through a grant and MWFLS is expecting a report from each library on the number of patrons using the wireless system, it was decided that Dan should continue changing the password on a daily basis and collecting usage statistics.

e) 2009 Budget

Changes were made to the budget for Fund II after it was submitted to City Hall for approval, but since it did not impact the bottom line figure this was not an issue. City Hall did request a copy of the library board minutes to verify that the changes had been approved by the Library Board.

f) 2008 Budget

The 2008 health insurance amount that we received from City Hall for budget purposes contained an error that was not caught until this month. One full time employee was inadvertently omitted from the list we received which resulted in a deficit of \$11,499. The error was caught only after we questioned why we were over on this budget line for the month of November. The Library will have to make up the difference from another account. After the error was discovered we did ask staff to refrain from making any sizeable purchases to ensure that there would be enough money in the remaining 2008 budget to cover the deficit.

## 12) Adjournment

Gail Bartels reported that Assistant Director Checkai did a great job at the school during National Education Week.

The Watertown Public Library's float placed second in the parade.

Mark Kuehl moved and Gail Bartels seconded that the meeting be adjourned. The motion passed on a unanimous voice vote, the time being 6:53 P.M.

Respectfully Submitted,  
Sheryl Christian, Administrative Assistant

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