

# Watertown Public Library

Board of Trustees

October 9, 2008

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

President Pat Ziwicki called the meeting to order at 4.37 P.M. Other members present were Gail Bartels, Charles Bohlman, David Hertel, and Mark Kuehl. Also present were Library Director Diane Jaroch, Assistant Director Peg Checkai, and Administrative Assistant Sheryl Christian along with library employee Jeanne Higgins. Sarah Butts was excused for this meeting.

## **2) Approval of Agenda**

David Hertel moved for approval of the minutes and Mark Kuehl seconded. The motion passed on a unanimous voice vote.

## **3) Rental Property Report**

Gail Bartels reported that the attic is now cleaned out and Roger Prickette was able to get a clearer picture of the attic area. He needed to cut a hole in the ceiling to get an idea of where the water that has been leaking in was coming from. He was able to determine that the leaking at All for Paws is not coming from roof leaks.

Roger Prickette has received 6-8 calls from the tenants reporting that the hot water is running out sooner than it should. A new hot water heater will be installed.

The roof on the rental property is in bad shape as now the cracks are opening up.

Roger Prickette has been putting in extra hours since Upscale Resale and Tan Fast were burglarized. A locksmith has come to re-key the back door at Upscale Resale which was not meeting fire code. A panic bar has now been added to bring it up to code. Some of the lights and wiring in Upscale Resale also were not up to code and have all been updated. The business had to close for a short time while the updates were being done as mandated by the building and fire inspectors.

Linda Plymessenger from Upscale Resale still has been unable to pay rent, but promises to pay her rent along with the late charges as soon as she receives her reimbursement check from the Social Security Administration.

Tan Fast should have an increase in monthly rent charges. Their contract ran through this October. Roger Prickette will need to invoice the tenants with the change. Tan Fast also has not paid their water bill.

## **4) Appearances**

None.

## **5) Approval of Minutes**

Dave Hertel pointed out that the minutes from the last meeting stated that Lisa Stafford was present at roll call; however she actually arrived at 5:17.

Dave Hertel moved for approval as amended; Mark Kuehl seconded. The motion passed on a unanimous voice vote.

## **6) Expenditures and Finance Report**

Dave Hertel moved for approval; Gail Bartels seconded. This passed on a unanimous roll call vote.

## **7) Correspondence**

None.

## **8) Committee Report**

None.

## **9) Director's Report**

a) Director Jaroch has had no meetings since the Board Packet was sent out.

b) Circulation was up 5% for the month and down 15% for the year. Attendance was up 5% for the month and down 3% for the year.

c) The Reference department employees were all deputized by the City Clerk to register voters for the City of Watertown. They have registered an average of 10 people per day with 101 to date. Most of the changes have been name changes. Approximately 1/3 is people new to the area or who have a change of address. The Watertown Public Library will continue to register voters until October 15<sup>th</sup>, 2008 at 5:00 P.M.

Lisa Stafford arrived at 4:55 P.M.

The Trustee Dinner will be November 13<sup>th</sup> at the Old Hickory Country Club in Beaver Dam. The Watertown Public Library will pay for the cost of the dinner if any of the Library Board is able to attend.

## **10) Unfinished Business**

a) Director Jaroch received a letter from the City Attorney regarding the contract with Jay Lang, the former Property Manager. To date, no signed contract has been located by Jay Lang. Jay Lang was under the impression that he would be compensated 6% if he found tenants for the vacant property. This situation is still pending. The Watertown Public Library/ Library Board never received any of the materials that were requested regarding the management of the properties. Jay Lang terminated his contract in October of 2008.

b) The November Library Board Meeting is being moved from November 13<sup>th</sup> to November 6<sup>th</sup> because of conflicts with the Trustee Dinner. Dave Hertel motioned for approval; Lisa Stafford seconded. This passed on a unanimous roll call vote.

### **11) New Business**

a) Currently, there is an organization using the meeting rooms that uses essential oils. The smell is objectionable to some of our patrons and staff. The group was told they couldn't open the product while using the meeting rooms and they felt they were being discriminated against. The Library Board agrees that they cannot open up this product while using the rooms.

Director Jaroch mentioned that the meeting room policy needs to be updated. She will bring along a copy of the current policy to the next meeting.

Library employee Barbara Stewart Antonopolous arrived at 5:06 P.M.

b) Director Jaroch pointed out that the \$500 that was to be moved from the Continuing Education Fund should be left in this account to help pay for costs associated with the Trustee Dinner and the WLA Conference. Dave Hertel motioned for approval of Resolution # 2081-12-Transfer of Funds. The resolution states "Be it resolved that the Watertown Public Library Board of Trustees does hereby authorize the Library to transfer \$4,500 from account 11-58-12-18 (Supplies & Expense) and \$500 from account 11-58-12-23 (Continuing Education) into account 11-58-12-20 (Building Repairs & Supplies"; Lisa Stafford seconded. The motion passed on a unanimous roll call vote.

Doug Keiser arrived at 5:10 P.M.

c) For the 2009 year the library will be receiving a 2% increase in the budget. The \$50,000 that was added to the budget to help with salary and benefit costs was denied. Director Jaroch and Assistant Director Checkai will revise the budget and bring it back to the Library Board. The Finance Committee will meet and look over the revision and offer any suggestions.

Library employee Vian Abdulrahman arrived at 5:12 P.M.

Director Jaroch said that she never heard back from Mayor Krueger in regards to meeting about the 2009 proposed budget. Mike Hoppenrath just sent the budget back to her for final approval before it is presented to the City Council.

The City budgets will be voted upon at the November meeting. Mark Kuehl said that they weren't expecting any changes in the numbers.

Mayor Krueger will be at the November 6<sup>th</sup> Library Board Meeting.

d) Nothing.

**12) Adjournment**

Mark Kuehl will not be present at the November 6<sup>th</sup> meeting, and Doug Keiser will let us know if he will be present.

Charles Bohlman moved to adjourn the meeting; seconded by Doug Keiser. The motion passed by unanimous voice vote. The meeting adjourned at 5:18 P.M.

Respectfully Submitted,  
Sheryl Christian, Administrative Assistant

**Approved November 6, 2008**