

Watertown Public Library

Board of Trustees
July 10, 2008

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

President Pat Ziwiscky called the meeting to order at 5:17 pm. Other members present were Gail Bartels, Sarah Butts, David Hertel, Lisa Stafford, and Library Director Diane Jaroch. Board members Doug Keiser and Mark Kuehl were excused. Also present were Roger Prickette, Helen Jaroch, Vian Abdulrahmen, Jeanne Higgins, and Shelly Jannke.

2) **Approval of Agenda**

Lisa Stafford moved for approval, with Roger Prickette's property report to be moved to the next item. Sarah Butts seconded. Motion passed on unanimous voice vote.

3) **Appearances**

Roger Prickette, Property Manager, gave his monthly report as this time. He reported that he's been given three proposals for stripping and waxing the Tan Fast floors. The Zastrow bid is \$630.00; the Kuhlman bid is \$525.00; and the Y's Way bid is \$1017.00. They would put on 6 coats of high gloss wax.

(Charles Bohlman arrived at 5:20 p.m.)

The work would be done after hours.

(Mark Stevens arrived at 5:22 p.m.)

Mr. Prickette said he does not know their work. Some discussion ensued. Charles Bohlman moved that we use the Kuhlman firm to do this work for the sum of \$525.00. Motion was seconded by Lisa Stafford; motion passed on a unanimous roll call vote.

Mr. Prickette also reported that no rain has come in since the last rain; however Tan Fast has water coming in from the back side of the property due to a drain clogged with dog hair from All For Paws. He also reported that there is a dog hair smell present in the back rooms. He's asked Y's Way for a bid on tile. It was \$1290.00 for three rooms. Mr. Prickette said he could also put in the tile. Mr. Prickette will check into ways to better seal off Tan Fast's back rooms from All For Paws. All For Paws will pay to clean carpet soaked by the drain overflow, and their insurance will be charged. Mr. Prickette left the meeting after his report.

4) **Approval of Minutes**

Mark Stevens moved to accept the June minutes; Lisa Stafford seconded. The time of adjournment was really 6:20 p.m. and should be so changed. Minutes with said change were approved on a unanimous voice vote.

5) Approval of Expenditures and Finance Report

Mark Stevens moved to accept the expenditure and finance report as presented; Sarah Butts seconded. Some discussion ensued over clarification of dental insurance expenses. It was also noted that repairs are over budget. Director Jaroch said she would check on that. Mark Steven initiated a discussion on the Jefferson County Library Service by suggesting that we should have some brainstorming on how to grow our circulation to rural Jefferson County residents to thereby increase the amount we get from the county. All board members present agreed that it is important for the City to understand that the library needs the availability of convenient parking to get people in the door and thereby increase the amount of circulation and monies received from the counties. Lisa Stafford also added that we need to increase our outreach to the Spanish speaking population. After this discussion, the motion carried on a unanimous roll call vote.

6) Correspondence

A card thanking Andrea Turke for her long service on the library board was passed around for the members present to sign.

7) Rental Property Report

This was discussed under “Appearances”.

8) Committee Reports

- a) Finance committee had nothing to report.
- b) Buildings and Grounds committee report was handled by Roger Prickette.
- c) Policy and Personnel committee reported that evaluation forms would be discussed during the closed session.

9) Director’s Report

Director Diane Jaroch reported that circulation is down because of possible “bugs” in the computer system when on-line renewals are not always counted. It is hoped that this will soon be fixed. This is also happening to other libraries in our system, and, because of this computer glitch, the entire library system is unhappy with the computer system. This glitch is also costing us money on circulation because it under reports our actual circulation figures.

Reference Librarian Dan Malosh had questions about the My Space Page. He would also like permission to create a waiver for patrons to sign when he needs to use their laptop computer to help them connect to the library’s wireless system.

There will be a movie night at the Market Mall on July 19th. In August the Market Mall will have an auction with proceeds to be given to the Friends of the Library.

The author dinner sponsored by the Friends of the Library will be October 9th at 6:30 p.m. at Windwood. The author featured will be Jean Feraca.

Director Jaroch distributed packets to board members on what projects Dan Malosh has been working on along with information from the City Attorney.

10) Proposal from Office Machine Vendor

A proposal from Impact was shared with board members. No action was taken.

11) New Business

- a) **Resolution #2008-6; Library Director Six Month Salary Increase.**
Mark Stevens moved, and Lisa Stafford seconded the motion which carried on a unanimous roll call vote.
- b) **Resolution #2008-7; Hiring Joann VonRueden Circulation Assistant.**
Will come before the Board at its August meeting.
- c) **Resolution #2008-8; Acknowledgement of Lou Krueger's Retiring.**
Lisa Stafford moved, and Sarah Butts seconded the motion which carried on a unanimous voice vote.
- d) **Resolution #2008-9; Acknowledgement of Andrea Turke's Service on Library Board.**
Mark Stevens moved, and Lisa Stafford seconded the motion which carried on a unanimous voice vote.
- e) **Resolution #2008-10; Assistant Director Six Month Salary Increase.**
Mark Stevens moved, and Lisa Stafford seconded the motion which carried on a unanimous roll call vote.
- f) **Election of New Officers**
For Financial Secretary, Mark Stevens was nominated by Lisa Stafford; Sarah Butts seconded the nomination.
For Secretary, David Hertel was nominated by Patricia Ziwiscky; Charles Bohlman seconded the nomination.
For Vice President, Lisa Stafford was nominated by David Hertel; Gail Bartels seconded the nomination.
For President, Patricia Ziwiscky was nominated by Lisa Stafford; Sarah Butts seconded the nomination.
The above slate of officers was elected unanimously by a roll call vote.
- g) **Relocation of Dan Brandenstein Display**
It was the board's consensus to relocate this in the library due to space constrictions at its present location.
- h) **Deacon's Bench in Reference Area**
This two-sided settle will be relocated or stored, as needed, due to space constrictions; it will be kept because it was part of the original furnishings of the Carnegie building, and it is the board's hope and wish that it be used in the new building.
- i) **Budget Information**
- j) **Annual Report**
Page 6 of the Annual Report was amended and revised. Some discussion ensued about the revised report and about the lack of support from Walter Burkhalter the Director of MWFLS. It was the consensus of the board that a letter should be sent expressing our concerns with MWFLS. A calculation correction in the annual report was noted by the board, and the corrected figures were sent to the state.

Mark Stevens left the meeting at 6:55 p.m.

Lisa Stafford moved, and Gail Bartels seconded to move into closed session. Motion was approved on a unanimous roll call vote, the time being 6:57 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 Surveys and Director’s evaluation.

Lisa Stafford moved, and Sarah Butts seconded the motion to come out of closed session. Motion was approved by a unanimous voice vote of the board at 7:14 p.m.

Reconvene into Open Session

12) Adjournment

Lisa Stafford moved to adjourn the meeting, and Sarah Butts seconded the motion. Motion carried with a voice vote, the time being 7:15 p.m.

The next meeting date is August 14, 2008, 5:15 p.m.

Respectfully submitted,
David W. Hertel, Secretary.

Approved August 14, 2008