

Board of Trustees
October 8, 2009
Watertown Public Library

1) Call to Order/Roll Call

President Pat Ziwiscky called the meeting to order at 5:20 P.M. Present were Sarah Butts, David Hertel, Doug Keiser, Mark Stevens, Bob Wetzal, and Pat Ziwiscky. Library Director Diane Jaroch was also present along with Assistant Director Peg Checkai. Also in attendance were Barbara Antonopoulos, Vian Abdulrahman, Jeanne Higgins and Shelly Jannke.

2) Approval of Agenda

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

Gail Bartels arrived at 5:21 P.M.

3) Rental Property Report

There were no problems to report at this time.

4) Appearances

Erik Schwartz and colleagues would appear later in the meeting.

5) Approval of Minutes

A motion to approve the minutes was made by Doug Keiser and seconded by Sarah Butts. It was noted that "a" was needed before "new" in item 11c. The minutes, as corrected, were approved by a unanimous voice vote.

Colleen Checkai arrived at 5:22 P.M.

6) Expenditures and Finance Report

David Hertel moved and Pat Ziwiscky seconded a motion to approve the expenditures and finance report. After some ensuing discussion and the answering of questions by Director Jaroch, the motion passed on a unanimous roll call vote.

7) Correspondence

The Board received no correspondence.

8) Committee Report

a) Personnel and Policy

The committee met and is bringing in two policies for the Board to vote on today.

b) Building and Grounds

President Ziwiscky directed the committee to meet with Cliff Lueck to discuss various costs and possible savings.

Charles Bohlman arrived at 5:30 P.M.

- c) Finance Committee
The committee did not meet.

9) Directors Report

- a) Meetings attended.

The report is attached. Director Jaroch also reported that she'd been to a Strategic Plan Workshop.

- b) Library Statistics

Circulation was down a bit due to being open a lesser number of days. Attendance was up.

- c) Library Information

15 attended the Packer game television broadcast. All went well. There will be a sign up sheet for the next game.

It was noted that WEAC gave the television which is now at the Library.

The air handling motor #3 needs to be replaced at an approximate cost of \$750.00.

Door #2 has been repaired and now works well.

The City Street Department employees installed the sign noting the Library's 100 years of service to the community.

10) Unfinished Business

- a) Collection Agency

Currently a collection letter is sent when a patron is \$25.00 in arrears. The question of raising this amount to \$50.00 has arisen. In 2008 we spent \$750.00 for the collection agency and got \$3046.00 in return. Discussion ensued during which it was pointed out that there is an additional \$25.00 charge if an account goes to the collection agency. And, it was noted that patrons are given three notices prior to having their accounts turned over to the collection agency and that they cannot check out materials while accounts are in arrears. Board consensus, after discussion, was to retain the \$25.00 threshold for the collection agency. The Board also asked Director Jaroch to keep it apprised of the returns on the cost of collections.

- b) Buildings for Sale

This item will be discussed later.

11) New Business

- a) Approve revised Circulation Policy

It was decided to change the last sentence to read "A patron must present his/her own library card..." Charles Bohlman moved to approve this policy and the Share Holds Pickup Authorization Policy together as the former was changed. Bob Wetzel seconded the motion. The motion passed on a unanimous voice vote.

b) Approve Unattended Children's Policy

Board members agreed there could be problems and that a policy is needed. However, after much discussion, it was consensus that the policy be referred back to the Policy and Personnel Committee for further study and work before returning it again to the Board.

c) 2009 Budget

A discussion ensued about the photocopier accounts.

Sarah Butts left the meeting at 6:15 P.M.

Dick Peterson from Shorewest Realty and Justin Reddeman and Jennie Sanders from Sara Investment Real Estate appeared to address the Board, pointing out in their presentation that Sara buys, builds, renovates, and leases properties and buildings which are customized to tenant's needs. Mr. Reddeman cited their work on a library in another community. Typically 7% of the cost of a project is charged for rent, and there is an annual escalator clause in their contracts.

After the presentation, and after discussion of the ramifications of such building arrangements, it was the Board's consensus to check on the price of the Jonas building. This was assigned to the Building and Grounds committee.

Closed Session

Doug Keiser made the motion, seconded by Bob Wetzel, to move into closed session. Motion carried on a unanimous roll call vote, the time being 6:50 P.M.

Closed Session

The Board of Trustees will convene into Closed Session under Exemption 19.85(1) (e) for the purpose of "conducting...business whenever competitive or bargaining reasons require a closed session." Discussion regarding union negotiations.

Reconvene into Open Session

The Board reconvened into Open Session, the time being 7:36 P.M.

c) 2010 Budget

It was announced that the Mayor wants a 0% increase. Our proposal of a 0% increase means that a reduction in labor costs and hours of operation will be necessary. Our goal is to use at least 10% of our budget for materials and we are slipping below that. The Finance Committee of the City Council has reduced our amount to the three year average which means the Library would get \$12,700.00 less than asked for. This will certainly result in less hours and/or reduced services. These cuts will change the Library as we know it.

12) Adjournment

Doug Keiser moved and Charles Bohlman seconded a motion to adjourn, the time being 7:40 P.M.

The next meeting date is November 12, 2009, 5:15 P.M.

Respectfully submitted,

David W. Hertel, Secretary
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Approved November 12, 2009