

Watertown Public Library

Board of Trustees

September 11, 2008

1) Call to Order/Roll Call

President Pat Ziwicki called the meeting to order at 5:15 P.M. Other members present were Gail Bartels, Sarah Butts, David Hertel, Doug Keiser, Mark Kuehl. Library Director Diane Jaroch, Assistant Director Peg Checkai, Administrative Assistant Sheryl Christian along with library employees Jeanne Higgins and Shelly Jannke were also present at the meeting. Lisa Stafford arrived at 5:17 and Mark Stevens arrived at 5:23. Chuck Bohlman was not in attendance.

2) Approval of Agenda

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

3) Rental Property Report

Pat Ziwicki reported that Roger Prickette is being called a lot with problems from the rental property tenants.

Upscale Resale continues to have problems with leaks. Mr. Prickette looked in the attic and it is full of egg cartons. He is seeking permission from the Library Board to rent a dumpster so he could clean out the attic. This would allow him to have a clearer picture of where the water is coming into the attic area. The dumpster rental was approved by the Library Board, with David Hertel adding that he didn't need approval for this. He can use his own discretion on purchases up to the amount of \$500.00.

All for Paws air conditioning is not working. Mr. Prickette will contact Dales Heating and Cooling for a repair estimate.

The tenants are running out of hot water. There is only one water heater for all three buildings and it is located in Tan Fast. This unit was replaced in 2007. All for Paws uses a portable/booster at sink level for dog grooming, and they fill their fish tanks on Sundays. Tan Fast recently added hair shampooing to their services. Upscale Resale uses minimal water amounts. Mr. Prickette will look into the water heater problems and pro-ration of the water costs to each tenant.

It has been noted that the roof which was repaired with a rubber substance has dried and cracked and is in worse shape than before.

The cricket problem is cleared up.

4) Appearances

There were none.

5) Approval of Minutes

Dave Hertel moved to accept the August minutes; Sarah Butts seconded. The motion passed on a unanimous voice vote.

6) Expenditures and Finance Report

Mark Stevens questioned the water bill which is at 2.2% of the annual budget. Sheryl Christian explained that at the beginning of the 2008 year a few months of the tenant water bills from 2007 were credited to this year's budget resulting in a negative balance. The figures that are shown in the monthly budget are definitely not an accurate figure but we are matching with City Hall figures.

Mark Kuehl stated that the 2009 water would increase 6% annually on the water usage only.

The T-1 line on the annual budget will be billed later this year.

David Hertel motioned for approval with Mark Kuehl seconding. This passed on a unanimous roll call vote.

7) Correspondence

None reported.

8) Committee Report

Gail Bartels reported for the Grounds Committee. This committee will continue to meet with Roger Prickette regarding the rental properties and bring this information to the Library Board meetings. Mr. Prickette will not be present at these meetings unless there is needed discussion from him.

9) Director's Report

a) Director Jaroch had a Director's Council Meeting on September 11, 2008. She reported that the Trustee Dinner will be held on November 13, 2008 at Old Hickory in Beaver Dam. There is also a scheduled Library Board Meeting that evening.

b) Circulation was down 8% for the month and 17% for the year. Attendance was down 23% for the month and down 4% for the year. We did not get an exact count for the month as the people counter was not working properly.

c) September is library card sign up month. Each patron who signs up for a library card during this month has their name submitted into a drawing. The library will pick one adult and one child winner.

The light switch in the woman's bathroom on the second floor is not working. Hendricks and Staas Electrical has been called to repair this problem.

Another letter from Jay Lang has been received for unpaid earnings. This will be passed on to the City attorney.

Assistant Director Peg Checkai reported on the results of the Library Survey. The results were that the community was mostly happy with the services they received. There were a few negative concerns regarding parking at the library and also wishes that the library were open longer hours.

10) Unfinished Business

a) The Friends author dinner is scheduled for the same evening as the Library Board meeting on October 9th. It was suggested that the Library Board move the meeting time from the regular 5:15 P.M. start to 4:30 P.M.

The annual Trustee dinner provided by MWFLS in Beaver Dam is scheduled for November 13th, the same evening as the Library Board meeting. This meeting will be moved ahead to November 6th at 5:15 P.M. Library Director Jaroch will obtain more information from MWFLS regarding reservations and ticket sales.

11) New Business

a) It was decided that Director Jaroch should invite Mayor Ron Krueger to come to the November Library Board Meeting so he can become familiar with some of our questions and concerns.

- The library needs to know where it stands in regards to the expansion project.
- How do we get on the list of city projects?
- Should the next step be more promotional?

The general consensus of the Library Board is that fundraising for the expansion project is not a desirable step. It was felt that since the library is here for the taxpayer's usage it really should be a taxpayer expense. Fundraising should only be used for supplemental purposes.

- b) Director Jaroch brought along a sample of a brochure for planned gifts that was used for the new Pewaukee, WI library. The next step would be for the Watertown Library to have a design of our own made. These would then be given out to funeral homes, attorneys etc. for bequests for the library.
- c) The final check of \$5857.41 from the Gaston estate has been received. This money has been put into the bank account. The total amount received was \$198411.60. The remaining amounts have been put into CD's which will mature in November of this year. At that time it will be decided what to do with the monies.
- d) Mark Stevens motioned with David Hertel seconding that Resolution #2008-11 Reference/Technology Resource Coordinator Dan Malosh be given a six month salary increase. It was motioned by Doug Keiser with Mark Stevens seconding that \$500.00 should be added annually to this salary. This passed on a unanimous roll call vote.
- e) Library Director Jaroch stated that the asked for amount of \$50,000 was added into the amended budget because she wanted to be sure it was noticed by Mayor Ron Krueger. The Mayor will be contacting her sometime in September to discuss this amendment. It will then go to the finance committee and in November it will go before the City Council. This money would be used toward

the purchases of library materials. If this extra \$50,000 is not approved the library will need to cut hours and/or staff. This amount is needed to maintain our collections so we don't begin a downward spiral and become extinct.

- f) Mark Stevens suggested that the amount of \$4500.00 be moved from Supplies & Expense and \$3000 of this amount placed into fund 11-58-12-20 (Building Repairs & Supplies – Repairs & Expense) to cover unexpected repairs. The remaining \$1500.00 of this amount, along with \$500.00 from the (Continuing Education – Checkai), is to be put into fund 11-58-12-46 (Library Materials).

Supplies & Expense – Collection Agency	1000.00	}	
Supplies & Expense – Postage	750.00		11-58-12-18
Supplies & Expense – Adult Programs	750.00		4500.00
Supplies & Expense – Marketing	2000.00		
Continuing Education – Checkai	500.00		11-58-12-26 500.00

Doug Keiser moved to transfer funds as outlined by Mark Stevens, seconded by Gail Bartels. The motion passed on a unanimous roll call vote.

12) Adjournment

Doug Keiser moved to adjourn the meeting, seconded by Lisa Stafford. The meeting adjourned at 6:38 P.M.

Respectfully Submitted,
Sheryl Christian, Administrative Assistant

Approved October 9, 2008