



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, MAY 09, 2024 AT 5:30 PM

100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM

Zoom Meeting ID: 853 2236 0495

Passcode: K3QZq23J

All public participant's computer access will be muted during the meeting except during public comment.

- 1. CALL TO ORDER / ROLL CALL**
- 2. REVIEW CORRESPONDENCE**
- 3. CITIZENS TO BE HEARD**

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

- 4. APPEARANCES**
- 5. NEW BUSINESS**

- A. Review and take action: Investing donations made to the library
- B. Review and take action: future Charitable Foundation Leadership
- C. Review and possible action: Onboarding/Separation processes
- D. Review and discuss: unplanned expenses impacting the budget
- E. Update: Installation of Hearing Loop in Community Room
- F. Review and discuss: Service Agreement with United Systems
- G. Review and take possible action: Warming and Cooling Center/Shelter Plan
- H. Review and take possible action: Contract Proposal- Sure Fire
- I. Review and take possible action: Request to send job description reviews for Library Director, Maintenance/Custodian, and Circulation Manager
- J. Review and take action: Request from YMCA to display fundraising information at the library

- 6. UNFINISHED BUSINESS**

- A. Update on MOU between Library Board and City of Watertown

- 7. DIRECTOR'S REPORT**

- A. Review monthly highlights, budget figures, and statistics

- 8. TRUSTEE'S REPORT**

- A. Discuss: agenda for June meeting

- 9. PRESIDENT'S REPORT**

- A. Review: contacts in official capacity

- 10. PERSONNEL AND POLICY**

- A. Review and take action: Resolution 2024-2 Amanda Main, PT Library Assistant
- B. Review and take action: Resolution 2024-3 Fallon Booth, Library Page

- 11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS**

- A. Library Board of Trustees minutes from April 11, 2024

- B. Library Board of Trustees: Finance Meeting minutes from April 4, 2024
- C. Library Board of Trustees: Finance Meeting minutes from April 29, 2024
- D. Library Personnel and Policy Committee Meeting Minutes from April 18, 2024
- E. 2024 Monthly Budget
- F. May 2024 Bills

12. ADJOURNMENT

- A. Next Meeting June 13, 2024

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only