

**Library Board of Trustees**  
**May 9, 2024 Minutes**

**1. CALL TO ORDER / ROLL CALL**

Members Present:, Merfeld (V), Oudenhoven, Kohls, Koppes, Wetzels, O'Neill, Kneser, Burke

Members Absent: Gerike

Others Present: Tina Peerenboom, Jamie Hernandez, Cari Gunderson, Peg Checkai – Mark Stevens (V)

**2. REVIEW CORRESPONDENCE** – thank you from>>>

**3. CITIZENS TO BE HEARD** - none

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

**4. APPEARANCES** none

**5. NEW BUSINESS**

**A. Review and take action: Investing donations made to the library trust fund**

Motion: Koppes moved to transfer funds held in ISB money market account (5014) to LGIP (Local Government Investment Pool) account labeled as Watertown Public Library Trust account with instructions that account balance be monitored at the monthly Library board meetings.

Second: Kohls

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzels, O'Neill, Kneser, Burke

Resolution: Motion carries.

**B. Review and take action: future Charitable Foundation Leadership**

Discussion, President Koppes will start a discussion with The Watertown Community Foundation and bring back the highlights of that discussion at our next meeting.

No action was taken

**C. Review and possible action: Onboarding/Separation processes**

Discussion, The Board reviewed the Process of Onboarding and Separation used by both the library and city

**D. Review and discuss: unplanned expenses impacting the budget**

Discussion held understanding the unplanned expenses to date

**E. Update: Installation of Hearing Loop in Community Room**

Information was updated about a new hearing loop grant as part of the Bridges Consortium.

**F. Review and discuss: Service Agreement with United System**

Motion: Burke to approve the \$3,250 service agreement with United Systems as recommended by Director Checkai

Second: Wetzel

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O'Neill, Kneser, Burke

Resolution: Motion carries.

**G. Review and take possible action: Warming and Cooling Center/Shelter Plan**

The plan was reviewed and the President Koppes directed Director Checkai to follow up with Community Health Department.

**H. Review and take possible action: Contract Proposal- Sure Fire**

Motion: Koppes make a motion to approve Director Checkai's recommendation to approve SureFire Inc Contract proposal of May 8, 2024

Second: Oudenhoven

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O'Neill, Kneser, Burke

Resolution: Motion carries.

**I. Review and take possible action: Request to send job description reviews for Library Director, Maintenance/Custodian, and Circulation Manager**

Motion: After discussion with Director Checkai regarding past reviews of job descriptions, O'Neill made the motion to review the job descriptions for the Library Director and Circulation Manager

Second: Burke

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O'Neill, Kneser, Burke

Resolution: Motion carries.

**J. Review and take action: Request from YMCA to display fundraising information at the library**

The Watertown Public Library Lobby Use policy was reviewed and the Board directed the Director to follow the policy. (Display fundraising for non-profits and library sponsored endeavors)

**6. UNFINISHED BUSINESS**

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

No update at this time

## **7. DIRECTOR'S REPORT**

a. Director Peg Checkai reviewed monthly highlights, budget and statistics.

## **8. TRUSTEE'S REPORT**

a. Discuss: agenda for June meeting

i. none at this time

## **9. PRESIDENT'S REPORT**

### **A. Review: contacts in official capacity**

President Koppes met with Andi Merfeld about the Library's connections with the Watertown Greater Health Foundation to discuss ideas to continue and strengthen our connection with the foundation

President Koppes met with Director Checkai and Mayor McFarland to discuss progress HR interfacing with the library team members during exit interviews.

## **10. PERSONNEL AND POLICY**

A. Review and take action: Resolution 2024-2 Amanda Main, PT Library Assistant

Motion: O'Neill

Second: Wetzel

Votes to approve: Merfeld, Oudenhoven, Kohls, Wetzel, O'Neill, Kneser, Burke

Votes to Abstain: Koppes

Resolution: Motion carries.

B. Review and take action: Resolution 2024-3 Fallon Booth, Library Page

Motion: O'Neill

Second: Wetzel

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O'Neill, Kneser, Burke

Resolution: Motion carries.

## **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**

Motion: Koppes

Second: O'Neill

Votes to approve: Merfeld, Oudenhoven, Kohls, Koppes, Wetzel, O'Neill, Kneser, Burke

Resolution: Motion carries.

## 12. ADJOURNMENT

Motion: Burke made the motion to adjourn at 6:59

Second: Oudenhoven

Voice Acclimation

Resolution: Motion carries.

A. Next Meeting June 13, 2024

Minutes respectfully submitted uncorrected and will remain as such until approved by the Library Board at the next meeting.

Jarred Burke