

## **Watertown Public Library Board Meeting: July 11, 2024**

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

Present: Oudenhoven, Koppes, Merfeld, O'Neill, Kohls

Absent: Gerike, Burke, Wetzel, Knaser

### **2. REVIEW CORRESPONDENCE: None**

### **3. CITIZENS TO BE HEARD: None**

**\*\*Motion per Koppes to move to item 6B. Second by Oudenhoven.**

Votes for: Kohls, Koppes, Oudenhoven, Merfeld, O'Neill

Votes against: none

Motion carries

### **4. APPEARANCES:**

Stephanie Curtis, Watertown Family Connections: Discuss use of Community Room for Large Motor Development program

### **5. NEW BUSINESS**

#### **A. Review and take action: Management of library donation funds with Watertown Community Foundation**

**\*\*Motion per Koppes to direct the library director to contact Attorney Hein to report on potential relationship with the Watertown Community Foundation. Second by Oudenhoven.**

Roll Call Votes for: O'Neill, Koppes, Merfeld, Kohls, Oudenhoven

Votes against: None

Motion carries

#### **B. Review, conduct and implement: Library Board governance election per Library Board Bylaws**

##### **Officer Elections**

**President:** Oudenhoven nominated Koppes for President. Second by Kohls.

Voice acclamation – all in favor. Motion carries.

**Vice President:** Koppes nominated Oudenhoven for Vice President. Second by Kohls.

Voice Acclamation – all in favor. Motion carries.

**Secretary:** Koppes nominated Gerike. Second by Kohls

Voice acclamation – all in favor. Motion carries.

**Financial Advisor:** Koppes nominated Knaser, Second by Kohls

Voice acclamation – all in favor. Motion carries.

##### **Board Subcommittees**

**Finance:** Knaser, Burke, Oudenhoven

**Personnel and Policy:** O'Neill, Merfeld, Kohls

**Buildings and Grounds:** Wetzel, Koppes, Gerike

**\*\*Motion by Koppes to endorse the proposed subcommittee members. Second by Oudenhoven.**

Voice acclimation – all in favor.

Motion passes.

**C. Review and take action: Request to Fill upcoming vacancy in Library Maintenance**

**\*\*Motion by Koppes to approve the request to fill upcoming vacancy in Library Maintenance. Second by Kohls.**

Roll Call Vote Approval: Kohls, Oudenhoven, Merfeld, Koppes, O'Neill

Against: none

Motion carries.

**\*\*Motion by Koppes to move to item 4A. Second by Oudenhoven.**

Voice acclimation- all in favor.

Motion carries.

**D. Convene into Closed Session pursuant to Wis. Stats.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 (FMLA request for library team member who does not meet the 1000 hour requirement)**

**\*\*Motion by Koppes to move into closed session. Second by Kohls.**

Voice acclimation – all in favor.

Motion carries.

**E. Reconvene into Open Session**

**\*\*Motion by Oudenhoven to move into open session. Second by Koppes.**

Voice acclimation – all in favor.

Motion carries.

**F. Review and take action: FMLA request for library team member who does not meet the 1000 hour requirement**

**\*\*Motion by Koppes to approve the library team member's request for an unpaid leave of absence with return to work dated as September 3, 2024. Second by O'Neill.**

Roll Call Votes for: O'Neill, Koppes, Merfeld, Kohls, Oudenhoven

Votes against: None

Motion carries

**G. Review and take action: Children's Display Case Policy/Request Form**

**\*\*Motion by Koppes to approve the Children's Display Case subject to library liability protections and city attorney approval. Second by Merfeld.**

Voice acclimation – all in favor.

Motion carries.

**H. Review and take action: Creation of signature cards to keep on file**

No action taken.

## **6. UNFINISHED BUSINESS**

### **A. Review and take action: Krueger Trust Estate- “Beneficiary Acknowledgement and Release” and the “Trust Receipt”**

**\*\*Motion by Kohls to approve the Beneficiary Acknowledgement and Release along with the Trust Receipt. Second by Merfeld.**

Roll Call Votes for: O’Neill, Koppes, Merfeld, Kohls, Oudenhoven

Votes against: None

Motion carries

### **B. Review and take action: request from Police Department to schedule Main St. doors to lock with library software after special events at the Town Square**

**\*\*Motion per Koppes to empower the library director to work with the parks department permitting after hours access for the Main Street entrance restrooms for a 30 day trial. Second by Kohls.**

Votes for: O’Neill, Koppes, Merfeld, Kohls

Votes against: Oudenhoven

Motion carries

C. Review and take possible action: Personnel and Policy Committee Mtg/Library Director's Goals and WPL strategic plan

No action taken.

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

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

B. Review: current status of Library's investments in City LGIP account (Document not received as of 7/3)

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

A. Discuss: agenda items for August meeting

- Personnel and Policy Committee Mtg/Library Director's Goals and WPL Strategic Plan
- Creation of signature cards to keep on file
- Current status of Library’s investments in City LGIP account
- 30 Day Review of use of Library Main Street Bathrooms
- Family Resource Center use of Community Room for Large Motor Program
- Board approval of Request to Fill existing positions

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

A. Review: contacts in official capacity

## **10. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS**

A. Library Board Minutes: June 13, 2024

B. 2024 Monthly Budget

C. July 2024 Bills

**\*\*Motion by Oudenhoven to approve consent agenda as presented. Second by Kohls.**

Roll Call Votes for: O'Neill, Koppes, Merfeld, Kohls, Oudenhoven

Votes against: None

Motion carries.

## **11. ADJOURNMENT**

**\*\*Motion by O'Neill to adjourn. Second by Koppes.**

Voice acclimation – all in favor.

Motion carries.