

WATERTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
JULY 13, 2023

1. Call to order/Roll call

The meeting was called order by Board President Chris Koppes at 5:30 pm.

Members Present: Rahfaldt, Oudenhoven, O'Neill, Lapin, Rodriguez, Gerike, Koppes

Members Absent: Burke, Wetzel

Staff present: Checkai, Antonopoulos, Hernandez, Peerenboom

2. Review Correspondence

Peg Checkai reports that we have received some pledges from Grinwald, Teska, and Johnsonville Sausage.

She has also received a restitution check from the young man who had damaged library property.

The library has also been notified of a donation from an estate.

3. Citizens to be Heard

None.

4. Appearances

B. Mark Stevens; Finance Director, discuss insurance for facility.

Mr. Stevens presents the library property insurance for the city. There was a meeting on July 1 and costs were assigned to the library.

There will be a notable increase for the library insurance cost secondary to increased square footage.

An assessment/appraisal will be done in 8/2023.

Payment of \$17,000 will most likely be made from the general fund in the 2024 Budget Cycle (August -> July.) This will be an annual cost.

A. Darren Schretter; Studio GC using Zoom link to attend meeting.

- Flag Plaza – bids should be received by 7/18/2023
- Interior donor wall per Pablocki. There is a laminate issue and they are working to correct that. Outside signage is in production.
- Peg and Darren are working with product for light fixture installation which will be installed after the outdoor sign is installed.
- Contract with Miron. Darren continues to work with Miron to try to tie up loose ends.

**\*\*\*\* MOTION #1 per Chris Koppes, seconded per Oudenhoven to change order of meeting. Next**

**item 6A.**

**Motion approved per voice acclimation.**

6. Unfinished Business

A. Introduction of Attorney Vince Hein and to discuss investing remaining expansion/renovation donations.

- There are some remaining monies from the fund raising campaign that needs to be kept in a capital improvement account.
- The Library Finance Committee will work with Attorney Hein to set up trust/foundation. He recommends a partner with financial advisor.

**\*\*\*\*MOTION #2 per Koppes, seconded per Lapin to return to original order of meeting (5A)**  
**Motion approved per voice acclimation.**

5. New Business

A. Recognition of Kate Lapin and her service to the Library Board of Trustees.

**\*\*\*\*MOTION #3 per Rahfaldt, seconded per O'Neill to approve resolution #2023-11.**  
**Motion approved per voice acclimation.**

B. Discuss with possible action: proposal from Complex Security for door locks.  
There will be electronic locks which will be programmable (Keypad card access to front door (Main Street) and community room doors. Cost \$7,164.00.

**\*\*\*\*MOTION #4 per Lapin, seconded per Rahfaldt to approve contract with Complex Security for electronic locks. Cost \$7,164.00.**  
**Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lapin, Rodriguez, Gerike, Koppes.**  
**Motion carried.**

C. Conduct and implement Library Board governance election.  
No action taken.  
Andy Merfeld introduces herself to the board. She will be new to the board upon approval at next Board of Trustees meeting.

**\*\*\*\*MOTION #5 per Rodriguez, seconded per Gerike to table 5C.**  
**Approved per voice acclimation.**

D. Discuss with possible action: request for restroom access for August 13 event.  
Board discusses options. Will continue with present rest room procedure.

**\*\*\*\*MOTION #6 per Koppes, seconded per Lapin to deny request for bathroom access for private**

**function at Bentzin Square per existing rest room procedure.  
Approved per voice acclimation.**

**5. New Business (Cont)**

- E. Discuss with possible action: employee breaks with implementation of new work schedules.

**\*\*\*\*MOTION #7 per Gerike, seconded per Oudenhoven to allow a 20 minute break per 6 hours worked.**

**Votes to approve: Oudenhoven, O'Neill, Lapin, Rodriguez, Gerike, Rahfaldt, Oudenhoven and Koppes.**

**Motion carries.**

- F. Discuss with possible action: Poblocki's proposal for digital wall covering in Community Room.  
Poblocki's proposal comes at the cost of \$11,488.00 for digital wall covering. The photo would be that of the new library, a photo taken by Studio GC staff.  
Board would like to see rendering prior to approval. No action taken. Review in August.
- G. Discuss with possible action: access to public wifi inside and outside of facility.  
Library public wifi does not cover much area outside of the library as compared to pre-construction.  
Dan (IT person) recommended a mesh system extender with cost of \$179.00. This would extend coverage of 100' to 150' into the parking lot.

**\*\*\*\*MOTION #8 per Gerike, seconded per O'Neill to have Jamie Hernandez to research and purchase public wifi. Not to exceed \$1,000.00**

**Votes to approve: O'Neill, Lapin, Rodriguez, Gerike, Rahfaldt, Oudenhoven, Koppes.**

**Motion carries.**

- H. Review with possible action: a tangible personal property request.  
Library notified that it has been named as the recipient of part of the trust of Imgaard Krueger. Attorney Nichole Froehle would like the board to take action to consent distribution of property listed in note book.

**\*\*\*\*MOTION #9 per Oudenhoven, seconded per Rahfaldt to consent to the trustee's suggestion of distribution of property listed in notebook.**

**Votes to approve: Lapin, Rodriguez, Gerike, Rahfaldt, Oudenhoven, O'Neill, Koppes**

**Motion carried.**

6. Unfinished Business

B. Recognition of Kim Rahfaldt and her service on the Library Board of Trustees.

**\*\*\*\*MOTION #10 per Lapin seconded per Rodriguez to approve Resolution #2023-7.**

**Motion approved per voice acclimation.**

7. Director's Report.

Director Peg Checkai reviews monthly highlights, budget and statistics.

8. President's report

President Koppes reports that he has not had many outside meetings this past month.

Looking for Budget approval October 23, 2023

9. Review and take action on consent agenda items.

A. Review and take action: Library Board of Trustees Minutes – June 8, 2023.

B. Review and take action: library expenditures and finances.

C. Review and take action: library expansion expenditures

**\*\*\*\*MOTION #11 per Lapin seconded per Rahfaldt to approve the consent agenda.**

**Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lapin, Rodriguez, Gerike, Koppes.**

**Motion carried.**

10. Adjournment

**\*\*\*\*MOTION #12 per Rahfaldt, seconded per Lapin to adjourn meeting at 8:45 pm.**

**Motion approved per voice acclimation.**

These meeting minutes are approved by the Board of Trustees.

Respectfully submitted,  
Kate Lapin, Secretary