

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

1. Call to order/Roll call

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

Members present: Kim Rahfaldt, Sarah Oudenhoven, Erin O'Neill, Jarrod Burke, Justin Lampe, Kate Lapin, Mariella Rodriguez, Betsy Gerike, Chris Koppes.

Library staff present: Peg Checkai, Barb Antonopolis, Jamie Hernandez

Also in attendance: Mayor Emily McFarland, Steven Chesebro, Mark Stevens, Chief Robert Kaminski, and Dave Brower

2. Review Correspondence

A. City Engineering: project work, Emmet Street and South Washington water main work to be done this summer/fall.

B. Email to Peg from Library Patron who is concerned about library stance on LBGQT and did not like the rainbows at the doors.

3. Citizens to be heard

None

******Motion #1 per Koppes seconded per Lampe to move 6A up on the agenda.**

Motion carried per voice acclimation.

6. Unfinished Business

A. Review with possible action on MOU with Watertown Police.

Discussion follows as to how to implement MOU concerning sharing camera footage with the Watertown Police Department.

The MOU was proposed and approved in March 2023 per the Board of Trustees to give the Police Department access to audit tapes when needed.

- Jamie (library staff) feels that this information should not be shared, that the library should be a safe place for all without continuous police monitoring
- Danielle (library staff) shares that she feels that there should be no "at will" police observation.
- Apollo (library staff) notes that the police should emphasize safety in the library rather than just worrying about the aftermath of an incident. She also notes that there is a definite community fear/bias of oppression

- Captain Brower and Chief Kaminski from the City Police Department feel that the department does not want to alienate patrons.
- Jonathon Lampe notes that the MOU has been sent to the City Attorney for review of the legality of the document.
- Steven Chesebro, City Attorney, also in attendance at tonight's meeting notes that he will return his opinion on 4/14/2023 or 4/17/2023.
- Mariella Rodriguez notes that she supports the MOU
- Kim Rahfaldt supports the MOU.
- Betsy Gerike notes that police presence and cameras in the schools helps minorities feel safer.

******Motion #2 per Lapin, seconded per Lampe that no further action will be taken on the MOU approved at the March meeting pending opinion of City Attorney.**

Votes to approve: Rahfaldt, Oudenhoven, Burke, Lampe, Lapin, Rodriguez, Gerike, Koppes.

Votes against: O'Neill

Motion carried.

5. New Business

A. Review 2024 budget process and library staffing needs.

Present at tonight's meeting were Mayor Emily McFarland, City Attorney Steven Chesebro and City Finance Director Mark Stevens.

Discussion of budget process and staffing needs process, no action taken.

******Motion #3 per Koppes, seconded per Oudenhoven to change order of meeting, moving order of the meeting to 5 G, New Business**

Approved per voice acclimation

******Motion #4 per Koppes, seconded per Lampe to move into closed session**

Approved per voice acclimation.

5. G. Convened into closed session per Wis. Stas. Sec 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. East window leakage and water damage.

******Motion #5 per Lampe seconded per Rodrigues to return to open session.**

Approved per voice acclimation.

4. Appearances

- A. Darren Schretter: Studio GC Review library expansion/renovation project status.

- Darren was unable to make tonight's meeting Peg shares her discussion with him regarding outdoor signage. The city had no recommendation regarding thickness of lettering on the signs. Darren will submit to the Board proposals of 1" and 2" thickness of the letters. Currently the thickness is set to ¼" and Darren did not feel that would be adequate.

******Motion #6 per Koppes, seconded per Rodriguez to approve 2" thick signage from Poblocki proposal for up to \$15,000.00 cost.**

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

Motion carries.

- Flag Poll bids will be out in 2-3 weeks. Darren is checking on rain water run off to street. Possible cost around \$50,000.00
- Donor sign still at printers.

B. Review and take action on Library Meeting and Study Room Policies and Procedures: Access after library is closed.

******Motion #7 per Koppes, seconded per Rahfaldt to table item 5. B to May meeting. Approved per voice acclimation.**

- C. Review and take action of maintaining contract with collection agency.
- We have a budget of \$1,500.00 with Unique Collections Reports note that 85% of materials are returned prior to calling in collections. The library is paying out more than it is collecting.

******Motion *8 per Koppes, seconded per Gerike to cancel the Library's Contract with Unique Collections**

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

Motion carries.

D. Review and take action on coat rack in Community Room
No action at tonight's meeting. Peg to come back to the board with proposals for acceptable coat racks for Community Meeting Room.

E. Review and take action on Spanish signage around facility.
No action taken, Peg to come to next meeting with Spanish signage suggestions and costs.

F. Review and take action on investing remaining expansion/renovation donations.

******Motion # 9 per Koppes, seconded per Lapin to table item 5. F to May meeting.**

Approved per voice acclimation.

7. Director's Report

- Peg notes that there were two resignations, Regina (Reference) and Carly B (Children's). Regina will fill an open Library Page II position. Position information has been sent to city HR to get these positions filled ahead of summer reading programs.
- There will be 4 board positions open this summer. Kim has already stated that she will not be returning. The other board members are Betsy Gerike, Mariella Rodriguez and Kate Lapin.
- In March Jamie celebrated her 5th year of employment at the library.
- Jig Jog went well.
- 100 Extraordinary Woman signage was installed in the Main Street hallway area.
- Kevin and Peg continue to meet with Stacie (Miron) and Darren to complete punch list items.

8. President's Report

- Chris reports that he is continuing to meet with Peg and city personnel.

9. Personnel and Policy

- The P&P Committee will meet on Sunday April 16.

10. Review and take action on Consent Agenda Items.

The following were discussed.

- A. Review and take action on minutes: Library Board of Trustees – 3/9/23.
- B. Review and take action on library expenditures and finances.
- C. Review and take action on library expansion and expenditures.

******Motion #10 per Rahfaldt, seconded per Burke to approve the consent agenda items.**

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

Motion carried

******Motion #11 per Lapin seconded per Gerike to adjourn meeting.
Motion carried per voice acclimation.**

Meeting adjourned at 8:45pm.

These meeting minutes are uncorrected and stand as such until approved at the next Library Board meeting.

Respectfully submitted,
Kate Lapin