

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
November 10, 2022

1. Call to order/roll call.

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

Members present: Oudenhoven, O'Neill, Burke, Lampe, Lapin, Rodriguez, Gerike, Koppes

Members absent: Rahfaldt

Staff members present: Checkai, Peerenboom, Antonopoulos

2. Review Correspondence

Thank you letter from Sully Voss from Cornerstone of Grace for reading with Rover.

3. Citizens to be heard

None

4. Appearances

Darren Shretter, Studio GC updates board on construction. Nick working on punch list. Every "item has been touched or investigated".

The issue with the mechanicals (HVAC) have been diagnosed and reset.

Payouts continue to Miron. Payout 20, \$7,463.01, payout 21 \$5,359.66. Retaining \$674,164,

Working on donor list, ready to go to production, continue to recheck names.

5. New Business

- a. Review and take action on 2023 Addendum for Bridges Library System and Café Agreement.
Discussed, 2021 cost \$43,218.00, 2023 projected cost \$43,770.00 and signed.

*****Motion #1 per Gerike, seconded by Oudenhoven to approve 2023 agreement with Bridges Library System.**

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

Motion carried.

- b. Review and take action on elevator lift contract.

*****MOTION ##2 per Burke, seconded per O'Neill to approve maintenance contract with DME for \$1,000.00.**

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

Motion carried.

- c. Review and take action on 2023 library holiday dates.

*****MOTION #3 PER Rodriguez, seconded per Lapin to approve 20-23 Library Holiday Schedule.**

Approved per voice acclimation.

- d. Review and take action on strategic plan document.

Sarah Oudenhoven shares the 2020-2024 Strategic Plan. The Policy & Procedure Committee met on 10/26/2022 to work on same. The board recommended that this document would be reviewed quarterly by the Policy and Procedure Committee: Jan/Apr/July/Oct.

Note that the Library Director Evaluation will be coming to you via email. It is a Google.doc and is due by 11/23/2022.

- e. Review and take action on Maintenance Custodian classification

*****MOTION #4 per O'Neill, seconded per Rodrigues to move Kevin Schefle from Grade C Step 8 to Grade F Step 5 effectively immediately based on 2022 pay table.**

Vote to approve: Lapin, Rodriguez, Gerike, Oudenhoven, O'Neill, Burke, Lampe.

Dissent: Koppes

Motion carried.

6. Unfinished Business

- a. Review and discuss 2023 proposed city budget.

Peg Checkai and Chris Koppes met with City Finance Committee (Lampe present) re: Library Budget and the impact of the AMSO on same. There will be no change and AMSO remains as proposed.

The Library will need to align with the city budget in spring 2023. Make sure to get meeting on the agenda moving forward.

7. Director's Report

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

Peg notes that LED Christmas lights (White), mittens and scarves will be needed by the library for decorations and for the Mitten Tree. The decoration of library and tree will occur on December 4 after the library closes. Friends of the Library will help, Note the new Market Place in the Childrens' Library.

8. President's Report

- a. Review contacts in official capacity

Chris Koppes notes he attended budgetary meetings with Peg Checkai, City Finance Committee and Mayor McFarland.

9. Review and take action on Consent Agenda items.

*****Motion #5 per Lapin, seconded by Burke to approve the consent agenda.**

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

Motion carried.

10. Adjournment

Motion to adjourn per Burke to adjourn meeting, seconded per Rodriguez. Meeting adjourned at 7:45pm. Motion carried per voice acclimation.

These meeting minutes stand as uncorrected until approval at next Trustee meeting

Next meeting date: Thursday December 8, 2022, 5:30 pm.

Respectfully submitted.

Kate Lapin