

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
MAY 11, 2023

1. Call to Order/Roll Call

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

Members present: Rahfaldt, Oudenhoven, O'Neill, Burke, Bob Wetzel (New City Council representative), Lapin, Rodriguez, Koppes.

Board member excused absence: Gerike.

Library Staff Members Present: Peg Checkai, Tina Peerenboom, Jamie Hernandez.

2. Review Correspondence

No correspondence.

3. Citizens to Be Heard

- a. Danielle Bailey, part time Library Assistant. Started June 22, 2022. Has looked at comparable jobs in the area for corresponding pay. The average is \$16.50/hour. West Allis pays \$23.98/hour. The Watertown Public Library pay is well below this. Danielle is asking for this pay to be reviewed.

4. Appearances

- a. Darren Shretter: Studio GC Review Library Expansion and Renovation project status.
 - i. Outdoor signage awaiting estimates from Pablocki, 2" depth of plastic.
 - ii. Lighting: 2 proposals, first linear lamp shining down from above sign, multiple colors of lamps, \$4,600.00 vs \$12,000.00 for monopoint lighting. looking at a 2-3 month time line.
 - iii. Interior Donor Wall is in production, likely installation in July
 - iv. Flag Plaza. Darren suggests getting bids from local landscaping company.
 - v. Reroofing, inspection letter being sent to make sure all items are completed.
 - vi. Miron is removing concrete sealer that has cause yellow discoloration, Darren will check on finish date.
 - vii. Window sealing being done.

****** MOTION #1 Per Burke seconded per Rahfaldt to order linear lights to be ordered for two outdoor lights.**

Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Burke, Wetzel, Lapin, Rodriguez, Koppes. Motion carried.

5. New Business

- a. Review and take action on closing the library Easter Sundays.

Discussion follows

******MOTION #2 Per Koppes, seconded per Burke that Friday-Sunday be referred to Spring Holiday. This is a change from Good Friday/Easter Sunday. Examine holiday timing. Votes to approve: Rodriguez, Rahfaldt, Oudenhoven, O'Neill, Burke, Wetzel, Lapin, Koppes. Motion carried.**

- b. Review and discuss non-library use of facility and parking lot in regards to impact on library patrons and events.

Phone communication with Nick Patterson from T. Wall Enterprises who's company is building luxury apartments (Riverhouse on the Rock) next to Bentzen Town Square. He is asking to rent parking spaces, 10-42, from the library from 6pm to 9am for \$10.00/month/space for his tenants.

Discussion follows.

******Motion per Erin O'Neill that the board not move forward with letter of intent. Dropped per no second.**

The Board considered and took no action on a proposal from T. Wall Enterprises for the rental of library parking spaces but invited T. Wall Enterprises back to the Library Board of Trustees with an alternative proposal.

- c. Recognition of Jonathon Lampe and his service on the library Board of Trustees. Peg Checkai presents the resolution and thanks Jonathon for his service.

******MOTION #3 per O'Neill, seconded per Rodriguez to move item 5D to the end of the Agenda. Motion to approve per voice acclimation.**

- f. Review and take action on library employee compensation for the 2024 budget request.

Peg Checkai notes that the library Part Time Staff is being paid approximately \$2.00/hour less than other city employees with comparable responsibilities.

******MOTION #4 per Koppes, seconded per Rahfaldt that Peg Checkai to review Job Description Questionnaire and then be reviewed by Carlson Detman (approx. \$1,500.00), third party HR consultant, to review job descriptions and wages.**

Votes to approve: Oudenhoven, O'Neill, Burke, Wetzel, Lapin, Rodriguez, Rahfaldt, Koppes. Motion carried.

6. Unfinished Business

- a. Review approved MOU from City Attorney and discuss with possible action on next steps.

City Attorney (Chesbro) has approved and was signed by Koppes for MOU. Peg Checkai to connect with Police Chief, IT and City Attorney for next steps.

- b. Discuss and take action on Library Meeting Room Policy and access to restrooms after library has closed
 - i. Library wants to cooperate with the city re: restrooms. Who will secure space at the end of the evening?
 - ii. No action today, awaiting modifications on policy.
 - iii. Should other room spaces be open after library is closed (band members looking for space to change clothes).
 - iv. Peg Checkai to price IT system to control doors to Community Room and Main St doors.

******MOTION #5 per Koppes, seconded per Rahfaldt to direct Library Director to investigate the logistics of after-hours restroom access including city responsibility of monitoring restrooms and clean-up.**

Approved per voice acclimation.

******MOTION #6 per Koppes seconded per Rodriguez to direct Library Director to investigate pricing for electronic access to Community Room and Main St. doors.**

Approved per voice acclimation.

- c. Review and take action on investing remaining expansion/renovation donations
 - i. Koppes recommends hiring law firm to put into trust the monies that had been donated for construction

******MOTION #7 per Rahfaldt seconded per Oudenhoven to direct Library Director to investigate hiring of law firm to develop trust fund for purposes of expansion/renovation donations**

Approved per voice acclimation.

7. Director's Report

- a. Peg notes that caulking was finished 5/11/2023. South side expansion joints needed to be caulked as well. Peg approved this action as lift truck and construction staff was there to complete the job (\$1,200-\$1,500.00)
- b. Tina Peerenboom celebrated her 5 year anniversary.
- c. Pipes leaked in the boiler room and have been repaired
- d. Starting flower planting.

8. President's Report

- a. Patrons reaching out to Policy and Procedure
- b. Traveled to LaCrosse for WEDC Award for expansion.

9. Review and Take Action on consent Agenda Items
 - a. Review and take action on minutes: Library Board of Trustees – April 13, 2023
 - b. Review and take action on minutes: Library Board-Finance Committee – April 25, 2023. Meeting canceled, no quorum.
 - c. Review and take action on library expenditures and finances
 - d. Review and take action on library expansion expenditures.

******MOTION #8 per Lapin seconded by Rahfaldt to approve Consent Agenda.**

Votes to approve: O'Neill, Lapin, Rodriguez, Rahfaldt, Oudenhoven, Koppes, Wetzel abstains, Burke absent.

Motion carries.

5. New Business

******MOTION #9 per Oudenhoven seconded per Rodriguez to go into closed session under Exemption 19.85(1)c for the purpose of “considering employment, promotion, or performance evaluation date of any public employee over which the governmental body has jurisdiction or exercises responsibility. Library Director’s request for an employee’s leave of absence.**

Approved per voice acclimation.

******MOTION # 10 per Lapin seconded per Rahfaldt to return to open session.**

Approved per voice acclimation.

******MOTION #11 per Koppes, seconded per Lapin to approve a Part Time Employee’s 5 week leave of absence at no cost to the library.**

Approved per voice acclimation.

******MOTION #12 per Rodriguez, seconded per Oudenhoven to adjourn meeting.**

Approved per voice acclimation.

Meeting adjourned.

These minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting.

Respectfully submitted,
Kate Lapin, Secretary