

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Thursday, January 11, 2024 at 5:30pm

1. Call to Order/Roll Call

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

Members Present: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Burke, Kneser, Wetzel

Members Absent: O'Neil

Also Present: Library Director - Peg Checkai, Head of Adult Services and Technology - Jaimie Hernandez, Head of Children's Services - Tina Peerenboom, Head of Circulation - Cari Gunderson.

2. Review Correspondence

- a. Christmas cards from various community partners
- b. Dr. Robert Rupnow, kind comments and thank yous to Library Staff

3. Citizens to be Heard

- a. None.

4. Appearances

- a. Darren Shretter: Studio GC - Review library expansion/renovation project status - Did not appear.

5. New Business

- a. Review: Irmgard Krueger Estate
 - i. Discussion regarding funds donated; possibility of EIN and Tax ID discussed - Library Director to follow up with City Finance/hired attorney to ensure money is earmarked for Library funds.
- b. Discuss with possible action: Leadership structure for proposed foundation/501(c)(3)
 - i. Discussion regarding retaining funds from library expansion - Library Director to follow up with Tom Schultz and the Watertown Community Foundation.
- c. Review and take action: New proposed 5 year copier lease
 - i. Currently working with Rhyme and gives a slight savings on copiers.

*****MOTION #1** per Gerike seconded per Merfeld to approve contract for Option A.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Burke, Kneser, Wetzel

Resolution: Motion Carries.

- d. Review with possible action: Sally Mundt Charitable Beneficiary: Waiver and Consent Form
 - i. Discussion around the letter from the Sally Mundt Estate. Library is named as a beneficiary.

*****MOTION #2** per Koppes, seconded per Burke to authorize President Koppes to complete the waiver and consent form naming the Watertown Public Library as Mundt Estate beneficiary.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Burke, Kneser, Wetzel

Resolution: Motion Carries.

6. Unfinished Business

- a. Review with possible action: Selection and Reconsideration Policy
 - i. Discussion and briefing for new Library board members on the Library Bill of Rights. No action taken at this time.
- b. Review with possible action: Release of remaining retainage to Miron Construction
 - i. Miron continues to work with the Library maintenance staff to complete the HVAC training and ensure that the system is up and running.

*****MOTION #3** per Burke, seconded per Kohls to give the Library Director authority to release retainage to Miron when HVAC system is functioning properly and training has been completed.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Burke, Kneser, Wetzel

Resolution: Motion Carries.

- c. Review status of MOU/Intergovernmental Agreement between Library and City of Watertown
 - i. Update regarding hired attorney, Walden, Neitzke and Kuhary, S.C. (William W. Wirkus) Legal Services. Discussion continues between the Library and the City of Watertown; hopeful to have an MOU update at February board meeting.
- d. Review and take action: 2024 CE Team Education date
 - i. Discussion on Library Board Retreat - education opportunities with DPI/Bridges, social opportunities between board and/or Library staff. Burke and O'Neil will connect with the Library Director and present options at the February board meeting. No action taken at this time.

7. Director's Report

- a. Director Peg Checkai reviewed monthly highlights, budget and statistics.
 - i. Continued IT issues, limited response from City of Watertown IT department.
 - ii. Events in January and February; continued communication between library departments. Budget remains healthy - county funds for 2024 in Fund 11.

8. Trustee's Report

- a. Discuss agenda items for February meeting
 - i. Fiscal Committee meetings quarterly - scheduled prior to February meeting

9. President's Report

- a. Discussion and review: Contacts in official capacity
 - i. Miron communication, HR discussions, Subcommittee planning/scheduling

10. Review and take action: Consent Agenda Items

- a. Review and take action on Minutes: Library Board of Trustees – December 14, 2023 (with wording adjusted on motion 2 and motion 11.)
- b. Review and take action: Library Expenditures and Finances
- c. Review and take action: Library Expansion Expenditures and Revenues

*****MOTION #4** per Kohls, seconded per Wetzel to approve the consent agenda.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Wetzel, O'Neil, Koppes, Burke, Kneser

Resolution: Motion Carries.

11. Adjournment

- a. **Next Meeting Date: Thursday, February 8, 2024**

******MOTION #5** per Oudenhoven, seconded per Gerike to adjourn the meeting at 6:30pm.

Resolution: Motion approved per voice acclimation.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on Thursday, February 8, 2024.

Respectfully submitted,
Betsy Gerike, Secretary