

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Thursday, October 12, 2023 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, Burke, Oudenhoven, Kohls, Koppes, Wetzel, O'Neil

Members Absent: Rodriguez

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

2. Review Correspondence

- a. Email from Tami Cederberg regarding library collection development.
 - Jamie Hernandez, Head of Adult Services and Technology responded, updating the board with current library collection numbers.

3. Citizens to be Heard

- a. Danielle Bailey, spoke regarding transphobic material in the library and about her personal experiences with transgender patrons who use the Watertown Public Library.

4. Appearances

- a. Darren Shretter: Studio GC - appeared via Zoom.
 - Flagpole Area - Mr. Shretter updated the board on the current project status and progress of this project. The company will actively work to keep the project on schedule.
 - Signage - Mr. Shretter reported that the outdoor signage will be completed at some point in November. The Donor Wall will be delivered on Friday, October 13th at 9:00am.
- b. Attorney Vince Hein - appeared via Zoom.
 - Discussion on Library Foundation. Mr. Hein recommended establishing a Corporation for funds remaining from the capital campaign. He reviewed the benefits of this option versus a trust fund. Benefits include: a common governance structure, better taxes, lower liability, and it is less complicated. Funds will be earmarked for specific purposes and managed by members of the Watertown Library Board of Trustees.

5. New Business

******MOTION #1** per Koppes, seconded per Burke to move to agenda item 5d and to move into Closed Session.

Resolution: Motion Carries through voice acclimation.

- d. The Board of Trustees will convene into Closed Session under Exemption s.19.85(1)(e). Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. Miron Construction retainage.

******MOTION #2** per Gerike, seconded per Kholts to reconvene into Open Session and continue with the items as noticed.

Resolution: Motion approved per voice acclimation.

- e. Reconvene into Open Session.

******MOTION #3** per Koppes, seconded per Burke to direct the Library Director to work with the City Attorney to draft a letter to Miron that WPL will work with an independent expert to inspect the current HVAC system and to authorize Peg Checkai to hire an independent expert to inspect the current HVAC system, not to exceed \$15,000.

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

Resolution: Motion Carries.

- a. Discuss and take action: Add Library Page I and II positions to pay schedule
- Director reported that current Library Page I is at \$10/hr and Library Page II is at \$10.50/hr. Checkai stated that she feels that the amount recommended by the City of Watertown is too high for the position.. Discussion to follow regarding following City payscale guidelines or allowing the Library Board to select a position on the City payscale

******MOTION #4** per Burke, seconded per Kohls to table the discussion and request a meeting with City Finance for clarification on the City payscale.

Resolution: Motion approved per voice acclimation.

- b. Discuss with possible action: Discontinued wireless mic system
- Requests have been made from the Mayor about an additional microphone and lapel microphone with the current sound system. Director reported that Omni Technologies has discontinued the WPL's current sound system in the Community Room. No third party company sells additional microphones or lapel microphones compatible with the system, based on information provided by Omni Technologies. Discussion. Jamie will confer with City IT
- c. Discuss with possible action: Library's participation in Jingle Bell on the Rock
- The Library Director reports that the Main Street Program is hosting part of the Jingle Bell on the Rock on Saturday, December 2nd and the Library will

stay open during the entirety of the event, host specific events, and provide space for vendors in the Community Room. Discussion followed. No action taken.

f. Discuss and take action: Administrative Assistant's pay grade and step.

- The Library Director reported that Carlson Dettman reevaluated the job of the Administrative Assistant at step G2 \$22.12. The director budgeted for a G3 at \$22.74. Discussion to follow regarding confusion on the City guidelines for placing employees on the scale, especially when considering previous experience.

g. Discuss and take action: Library Assistant's pay grade and steps.

******MOTION #5** per Burke, seconded per Koppes to table discussion items f and g and add these items to the future meeting with Finance regarding clarification on the city payscale.

Resolution: Motion approved per voice acclimation.

6. Unfinished Business

a. Discuss and take action: Mission and Vision Statement

- Discussion on proposed Mission and Vision statements.

******MOTION #6** per Gerike, seconded per O'Neil to approve the Watertown Public Library's Mission and Vision Statement.

Resolution: Motion approved per voice acclimation.

b. Discuss and take action: Memorandum of Understanding

- MOU Subcommittee reported on the current draft of the MOU between the Watertown Public Library and the City of Watertown. The committee also stated that discussions with City Finance will continue. There is no final MOU document. Discussion to follow.

c. 2024 Budget: Review proposed 2024 library budget

- The Board reviewed the 2024 Budget approved last month. Checkai reported that she presented the budget request to City Finance. AMSO costs, building insurance costs, a shortfall of \$62,000 for salary and benefits, greater costs to operate the expanded building will put impact library finances.
- Discussion to follow regarding funds in carryover accounts and how this overdraw will affect the Library in the future. Future communication with the City will be necessary moving forward.

7. Director's Report

a. Director Peg Checkai reviewed monthly highlights, budget and statistics.

- Hiring process is underway for the Senior Library Assistant.
- WPL is partnering with GWCHF to host a PBS EdCamp on November 4.
- 4 coat trees have been purchased for the Community Room to hold coats during the winter months.
- WPL team members will attend the WLA Conference at the end of October.

8. Trustee's Report

- Discuss library related topics in official capacity with possible suggestions for the next board meeting.

9. President's Report

- Discuss and review: Contacts in official capacity
 - President Koppes reported that he had many conversations with the Library Director and noted that she gave a good presentation at the City Finance Committee Meeting.

10. Review and take action: Consent Agenda Items

- Minutes: Library Board of Trustees - September 14, 2023
- Library expenditures and finances
- Library expansion expenditures

******MOTION #7** per Gerike, seconded per Burke to approve the consent agenda.

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

Resolution: Motion Carries.

11. Adjournment

******MOTION #10** per Burke, seconded per Kholts to adjourn meeting at 8:03pm.

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 November 9, 2023.

Respectfully submitted,
Betsy Gerike, Secretary