



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA**

**THURSDAY, OCTOBER 13, 2022 AT 5:30 PM**

**100 S. WATER ST., WATERTOWN, 2ND FLOOR CONFERENCE ROOM; ALSO BY ZOOM AND PHONE:**

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Join Zoom Meeting

<https://us02web.zoom.us/j/81720980931?pwd=V0lERkxrSEtDQ3pyVEZETWpETzkydz09>

Meeting ID: 817 2098 0931

Passcode: 9RYkTZfZ

One tap mobile +1 312 626 6799 US (Chicago)

All public participant's phones will be muted during the meeting except during public comment.  
The following items will be discussed, and possible action taken

**1. CALL TO ORDER / ROLL CALL**

**2. REVIEW CORRESPONDENCE**

**3. CITIZENS TO BE HEARD**

*Each individual who would like to address the Committee will be permitted up to three minutes for their comments*

**4. APPEARANCES**

- A. Darren Shretter: Studio GC-Review library expansion/renovation project status and project expenses

**5. NEW BUSINESS**

- A. 2023 budget: Review library's request in comparison to Mayor's request
- B. Review and take action on proposed AMSO impact on 2023 operations budget
- C. Review and take action on possible impact to Fund 1 and Fund 11 budgets on 2023 budget operations salaries

**6. UNFINISHED BUSINESS**

- A. Review and discuss parking lot signage
- B. Review and discuss trustee's goals for the library through September 2023

**7. DIRECTOR'S REPORT**

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

**8. PRESIDENT'S REPORT**

- A. Review contacts in official capacity

**9. PERSONNEL AND POLICY**

- A. Review and take action on Resolution 2022-7: PT Library Assistant: Gabby Schuett

**10. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS**

- A. Review and take action on Minutes: Library Board of Trustees-Sept 8, 2022
- B. Review and take action on Library Expenditures and Finances
- C. Review and take action on Minutes: Library Board of Trustees-Sept 8, 2022

D. Review and take action on Minutes: Library Board of Trustees-Sept 16, 2022

**11. ADJOURNMENT**

A. Next Meeting Date:

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4006*

*A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only*

## 2022 STATISTICS

|                 |  | JAN   | FEB    | MAR    | APR    | MAY    | JUNE   | JULY   | AUG    | SEPT   | TOTAL          |
|-----------------|--|-------|--------|--------|--------|--------|--------|--------|--------|--------|----------------|
|                 |  | JAN   | FEB    | MAR    | APR    | MAY    | JUNE   | JULY   | AUG    | SEPT   | TOTAL          |
| ATTENDANCE      |  | 3,111 | 10,430 | 12,168 | 11,994 | 11,490 | 14,584 | 14,076 | 15,262 | 11,753 | <b>104,868</b> |
| Days open       |  | 8     | 28     | 31     | 29     | 30     | 30     | 30     | 31     | 29     | <b>246</b>     |
| Daily average   |  | 389   | 373    | 393    | 414    | 383    | 486    | 469    | 492    | 405    | <b>426</b>     |
| 2021 ATTEND.    |  | 580   | 236    | 8,483  | 8,386  | 6,109  | 4,733  | 10,892 | 15,052 | 8,678  | <b>63,149</b>  |
| Percent changed |  | 436%  | 4319%  | 43%    | 43%    | 88%    | 208%   | 29%    | 1%     | 35%    | <b>66%</b>     |
|                 |  |       |        |        |        |        |        |        |        |        |                |
| REF QUESTIONS   |  | 448   | 1,381  | 1,347  | 689    | 689    | 1,373  | 1,125  | 855    | 907    | <b>8,814</b>   |
| INTERNET        |  | 137   | 633    | 739    | 677    | 717    | 703    | 736    | 684    | 673    | <b>5,699</b>   |
| MEETING ROOM    |  | 6     | 32     | 59     | 54     | 64     | 49     | 43     | 49     | 75     | <b>431</b>     |

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Watertown Public Library  
Board of Trustees  
September 8,2022

Meeting Minutes

1. Call to order/roll call

Board President, Chris Koppes called the meeting to order at 5:31 pm.  
Members present: Burke, Gerike, Koppes, Lampe, Lapin, Rahfaldt, Rodriguez, O'Neill  
Members absent: Oudenhoven  
Staff members present: Peg Checkai, Barb Antonopoulos, Jamie Hernandez

2. Review Correspondence

None

3. Citizens to be heard

None

4. Appearances

A. Mark Stevens: Review and discuss consolidation of library financial accounts and service contracts.

Mark shared his goal to devote more time on financial matters to reduce chart of accounts ranging from \$50.00-\$50,000.00.He brought to our attention the 3 different funds in the chart of accounts: Fund 01:General Fund used for compensation expenses, Fund 11: Library Special Funds used for operating revenue and non-payroll expenses, and Fund 20: Library Trust Fund used for endowments/ building expenses. Mark made the following three recommendations: the first is by year-end to consolidate or move balances from WACF(Ixonia) and Watertown Community Foundation into other accounts. Secondly, by year-end to determine if any longer-term savings/investment strategy is warranted (Ehlers Investment Managers available). Lastly, at year-end to combine Funds 11 & 20 into Fund 11 (Library Fund).

Referred to the library finance committee.  
No Action needed at this time.

B. Darren Shretter:Studio GC-Review library expansion/renovation project status and project expenses.

Darren asked Miron Construction to be present at the next board meeting or to provide written responses for unresolved items. Interior signage is waiting for the last round of proofs; currently working on 8 different colors for the donor wall and 4 colors on the extraordinary women wall. After reviewing the flag plaza new concerns arose exposing the Carnegie building from 8-12 inches. Darren will

send sketches to make adjustments. However, the contractor will be asked to hold construction until spring. Maas has to replace the curtain wall as a result of catching on to a piece of the frame caused by their equipment. Darren is to look at the area and send what needs to be fixed per the board and follow up with official written correspondence. Darren will attach shop drawings to email in which he will also indicate to temporarily block off the opening.

## **5. NEW BUSINESS**

### **A. Review and discuss parking lot spaces.**

There was discussion about the number of employee parking spots and how it affected both the employees and patrons.

**\*\*\*Motion #1 per Rodriguez to move to put new signs up that specify the time range from 8AM-5PM Mon.-Fri. for the 14 employee parking spots in the parking lot, seconded per O'Neill.**

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

**Motion carried.**

### **B. Review and take action on Library Page salaries.**

**\*\*\*Motion #2 per Lampe to move to reassign page I wage to \$10 and page II wage to \$10.50 effective upon next pay period, seconded per O'Neill.**

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

**Motion carried.**

### **C. Review and take action on library salary structure.**

Peg is to find out if it is most beneficial to contract a 3rd party or hire an additional part time position to assist with the cleaning of the expanded building.

**\*\*\*Motion #3 per Lampe to move to increase the wages on all the salary wages by 1.5%. Authorize a pay increase who meets satisfactory performance of one step for equivalent 2.5% effective 1/1/2023, seconded per Burke.**

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

**Motion carried.**

**D. Review and take action on proposed 2023 library budget.**

**\*\*\*Motion #4 per Gerike to approve 2023 library budget, seconded per Rahfaldt.**

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

**Motion carried.**

**E. Review and discuss trustee goals for the library through August 2023.**

The board was asked to look over the goals and come up with ways that the goals can be measurable and checkmarked.

**No action needed.**

**6. DIRECTOR'S REPORT**

**A. Review monthly highlights, budget figures, and statistics.**

Peg talked about fines and fees. Renewing checkouts benefit circulation instead of keeping them. The library will continue to email notices of fines. Jonathan will talk to the park and rec to get the programming committee going. The biggest thing is the electricity figures are all over the place and are hard to decipher.

**7. PRESIDENT'S REPORT**

**A. Review contacts in official capacity.**

Contacts with the mayor about parking and a brief meeting with Peg about agenda.

**8. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS**

**A. 1. Review and take action on Minutes: Library Board of Trustees - August 11, 2022.**

**Discussed change in minutes.**

**B. Review and take action on Library Expenditures and Finances.**

**C.. Review and take action on Library Expansion Expenditure Invoices.**

**\*\*\*Motion #5 per Rahfaldt to move to consent change in minutes, seconded per Gerike.**

**Vote to approve: Gerike, Koppes, Lampe, Lapin, Rahfaldt, Rodriguez, O'Neill  
Abstained: Burke**

**Majority of quorum-Motion passes**

**9. ADJOURNMENT**

**\*\*\*Motion #6 to adjourn meeting at 8:05pm per Gerike, seconded per Burke.**

**Approved per voice acclimation.**

The Library Board of Trustees next scheduled meeting is Thursday October 13, 2022 5:30pm.

These meeting minutes are uncorrected and will stand so until approved at the next Trustee Meeting.

Mariela Rodriguez



CITY OF WATERTOWN, WI  
LIBRARY BOARD - FINANCE COMMITTEE  
SEPTEMBER 23, 2022 2:00 P.M.

Section 10, Item A.

**ROLL CALL:**

Christopher Koppes, Trustee and Finance Committee Member  
Jonathan Lampe, Trustee and Finance Committee Member  
Peg Checkai, Library Director  
Mark Stevens, City Finance

**MINUTES:**

**A. Meeting called to order at 2:04 pm**

**B. ROLL CALL:**

Christopher Koppes, Trustee and Finance Committee Member  
Jonathan Lampe, Trustee and Finance Committee Member  
Peg Checkai, Library Director  
Mark Stevens, City Finance

**A. Review and discuss recommendations from Mark Stevens, Finance Director.**

Committee discussed in detail Mr. Stevens' recommendations related to consolidation of existing accounts. Committee shall recommend 'no action' related to account consolidation for this year, but to reevaluate fund consolidation in 2023.

**B. Review and discuss changes to 2023 proposed library budget.**

Committee reviewed and discussed September 12, 2022 recommendation from Mr. Stevens to Mayor McFarland and City Finance Committee on AMSO budget allocation proposal. Discuss unique library position with respect to departments funded by proposed AMSO umbrella, and discussed next steps related to communication on position to City Hall.

**ADJOURNMENT: Approx. 3:15 p.m.**

**Minutes submitted, uncorrected by Christopher Koppes, Library Board President**