

**WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JANUARY 12, 2023**

1. Call to Order/Roll Call

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

Members present: Rahfaldt, Oudenhoven, O'Neill, Lampe (7:45), Lapin, Rodriguez, Gerike, Koppes.

Members absent: Burke

Staff members present: Checkai, Peerenboom, Antonopoulos, Hernandez

2. Review Correspondence

Peg shared a note she received from patron complementing the staff.

3. Citizens to Be Heard

*****MOTION #1 per Koppes, seconded per Oudenhoven to move agenda item 6. F up on agenda.**

Motion approved per voice acclimation.

6. New Business

F. Review and take action on patron's request to reinstate computer privileges.

Peg shares with Board letter submitted by a patron requesting his revocation of computer privileges imposed in November 2022 be reversed. Board discusses same.

*****MOTION #2 per Oudenhoven, seconded per Lapin to affirm Library Director's 6 month revocation of patron's access to the library computers, internet, and Wifi.**

Votes to approve: Oudenhoven, Rahfaldt, O'Neill, Lapin, Rodriguez, Gerike.

Votes to disapprove: Koppes

Motion carried.

4. Appearances

A. Darren Schretter, Studio GC: Review library expansion/renovation project status.

The warranty on the building project ended 12/16/2022.

1. The punch list confirmed.
2. ADA lift (Miron rejected replacement of same. They stated that it was being used incorrectly (not true). The threshold is 500#. Darren to respond to this and ask for research and a response. DME has already been to the library 7-8 times for repairs in the past year.
3. Metal railing maintenance information provided.
4. Radiant heater, gaps in connections points. Darren working on solution.

5. Mechanical System. Many issues with malfunctioning system. There are ongoing discussions, Darren working towards solution. Extension of warranty? Consider hiring commissioning agent?
6. PCO115 – OPEN -Revised to show a credit for base contraction work. This has to do with pendulum lights on second floor, not able to find more. Negotiating credit.
7. Intercom installation. There is a buzzing noise. Double grounding? Darren working on.
8. Crack in NE corner of skylight. Have fixed
9. LVT/Stair nosing. Tiles have gaps, Miron will take care of this with no additional cost.
10. Railing weld – OPEN – Two replacement arcs are being fabricated for reinstall.
11. North Lobby Door. Supplemental hardware needed, adjustments will be made. Close this punch item.
12. Teen Room/Maker Space Closer – OPEN – Hardware ordered.
13. Water resistant coating, appears to be structural cracks along the penthouse allowing water to infiltrate building. Structural cracks should be repaired to avoid deterioration of water-resistant coating. Darren handling.
14. Hole in ductwork. Miron to fix.
15. Downspout at front entry – OPEN – Miron to install shroud over downspout.
16. Concrete flatwork. Darren handling.
17. Planting, requesting deduction. Library will do replacement/planting.

Currently holding retainage. Darren will go through line items with Miron to recommend payout. Finalize at next meeting.

Exterior Signage. City has approved. Watertown to be added to sign as desired by the Board. Darren to finalize.

Flag pole plaza. Darren to finalize proposal for next meeting.

5. New Business

- A. Review and take action. Resolution 2023-3 to award additional vacation time.
Resolution to make whole staff vacation time following change with city in accruing vacation time.

*****MOTION #3 per Koppes, seconded per Gerike to approve Resolution 2023-3.**

Votes to approve: O'Neill, Lapin, Rodriguez, Gerike, Rahfaldt, Oudenhoven, Koppes.

Motion carried.

6. Unfinished Business

A. Review status of request from Watertown Police Department

This request deals with the Police Department to direct access to library video cameras.
Koppes working on draft with Checkai and Personnel and Policy Committee.

B. Discuss with possible action to approve City of Watertown Employee Handbook.

*****MOTION #4 per Rahfaldt, seconded per Rodriguez to approve pending resolution to approve the resolution to be added to the City Handbook**

Votes to approve: Rodriguez, Gerike, Rahfaldt, Oudenhoven, O'Neill, Lapin, Koppes.

*****MOTION #5 per Oudenhoven, seconded per Rodriguez to move into closed session**

Passed per voice acclimation.

C. Consider employment, promotion, compensation or performance evaluation of data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Library Director compensation.

*****MOTION #6 per Rahfaldt, seconded per Lapin to move into open session.**

Passed per voice acclimation.

*****MOTION #7 per O'Neill, seconded per Lapin.**

The Library Board will award a vacation payout to the Library Director, at the Director's hourly 2022 pay rate, based on the verification of vacation hours remaining at the end of 2022 from the Finance Department. Payout will not exceed 300 vacation hours and will be subject to applicable withholdings. Going forward, the Director's vacation hours and carryover will follow the city handbook's vacation guidelines beginning in 2023.

Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lapin, Rodriguez, Koppes.

Votes to disapprove: Gerike.

Motion carried.

7. Director's Report

A. Review monthly highlights, budget figures and statistics.

Peg reviews her Director's Report noting that she will close the Library on Friday January 27, 2023 for a staff in-service day. She also reviews budget highlights and attendance statistics.

Governor Evers toured Watertown Public Library and was very impressed by the remodel and addition.

8. President's Report

A. Review contacts in official capacity.

Chris shares that he was in attendance when Governor Evers visited the library last week. He has also met with representatives of the police department and with Peg regarding her vacation hours.

9. Personnel and Policy

A. Review and take action on Resolution 2022-10: to hire John Hackbarth: PT Custodian

*****MOTION #8 per Rahfaldt, seconded per Oudenhoven to approve Resolution 2022-10 to hire John Hackbarth to the part time position of Library Custodian.**

Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lampe, Lapin, Rodriguez, Gerike, Koppes.

Motion carried.

B. Review and take action on Resolution 2023-1 to hire Amy Hiracheta: Library Assistant.

*****MOTION #9 per Lapin, seconded per Rodriguez to approve Resolution 2023-1 to hire Amy Hiracheta as a part time Library Assistant.**

Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lampe, Lapin, Rodriguez, Gerike, Koppes.

Motion carried.

C Review and take action on Resolution 2023-2 to hire Jeanette Ivie: Library Assistant.

*****MOTION #10 per Lapin, seconded per Rahfaldt to approve Resolution 2023-2 to hire Jeanette Ivie as a part time Library Assistant.**

Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lampe, Lapin, Rodriguez, Gerike, Koppes.

Motion carried.

D. Review and take action on Resolution 2023-4 to hire Carly Brennecke: Library Assistant.

*****MOTION #11 per Koppes, seconded per Rahfaldt to approve Resolution 2023-4 to hire Carly Brennecke as part time Library Assistant.**

Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lampe, Lapin, Rodriguez, Gerike, Koppes.

Motion carried.

9. Consent Agenda

A. Review and take action on Minutes: Library Board of Trustees – December 8, 2022.

B. Review and take action on library expenditures and finances.

C. Review and take action on library expansion expenditures.

*****MOTION #12 per Rahfaldt, seconded per Gerike to approve consent agenda.**

Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lampe, Lapin, Rodrigues, Gerike, Koppes.

Motion carried.

*****MOTION #13 PER Oudenhoven, seconded per Rahfaldt to adjourn meeting at 8:05pm.**

Motion carries per Voice Acclimation.

These meeting minutes stand as corrected, approval by Board of Trustees.

Respectfully submitted,
Kate Lapin