

**WATERTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES  
DECEMBER 8, 2022**

**1. Call to Order/Roll call**

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

Members Present: Oudenhoven, O'Neill, Burke, Lampe (arrived at 8pm), Lapin  
Rodriguez, Koppes

Members Absent: Rahfaldt, Gerike

Staff Members Present: Checki, Peerenboom, Antonopoulos

**2. Review Correspondence**

Peg shares letter from patron complementing staff on helpfulness, friendliness and compassion.

**3. Citizens To Be Heard**

Tim Zoellick addresses the board concerning restrictions with computers. Koppes recommends that TZ summarize his concerns (per policy) in a written statement that TZ can then share with the board at a future meeting for resolution.

**4. Appearances**

**\*\*\*MOTION #1 per Lapin, seconded by Burke to move agenda item 5A up on the agenda.**

**Motion approved per voice acclimation.**

**5. New Business**

**A.** Review and take action on request from Police Department to have direct access to library video cameras.

Officer John Caucutt from the Watertown Police Department explains that the police department would like to have access to the library cameras in time of incidents. Peg reminded the board that this would be governed by State Statute 43 which explains privacy protections.

Questions that arose:

- Who would pay for this?
- Would there be a link for log in?
- Board members concerned about connection being hacked.

Officer Caucutt explains that Captain Brauer would be the contact person in the PD. Board President Chris Koppes will follow up with PD/

Tonight, discussion only, no action taken.

**\*\*\*MOTION #2 per Rodrigues seconded per Burke to return to agenda # 4.  
Motion approved per voice acclimation.**

#### **4. Appearances**

**B.** Darren Schretter: Studio GC, Review and discuss library expansion/renovation project status and expenses.

Darren shares that the final check will be done next week (12/20/22).

A letter to Miron will be sent re: general warranty claim as related to HVAC system and the lift. There have been continuing issues that have not been resolved.

- Concrete work, no changes.
- Some indoor signage installed, check off punch list. Donor wall and Extraordinary Women signs are in production.
- Exterior signage, waiting for city approval. It looks as though it will be the city Logo and Public Library rather than "City of Watertown". That lettering did not fall within the city guidelines. Darren will bring renderings to next meeting.
- Darren shared first mock ups of flag area. Board discussed the 5 suggestions. Darren will bring 2 renderings to the next Board Meeting for decision. Work will be done in the spring.

#### **5. New Business**

**B.** Review and take action on request to formalize process for Library Director's evaluation.

- Personnel and Policy committee will work on procedural outline for next year,

**C.** Review and take action on the Jefferson County Library Contract.

Board reviewed contract.

**\*\*\*MOTION #3 PER Burke seconded per O'Neill to approve Jefferson County Library Contract with the Watertown Public Library  
Votes to approve: Oudenhoven, O'Neill, Burke, Lapin, Rodriguez, Koppes  
Motion carried.**

D. The Board of Trustees will convene into Closed Session under Exemption 19.85(1)c for the purposed of “considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Library Director Evaluation.

**\*\*\*MOTION #4 per Lapin, seconded by Oudenhoven to move into closed session.**

**Votes to approve: Oudenhoven, O’Neill, Burke, Lapin, Rodriguez, Koppes.**

**Motion carried.**

Board of Trustees reviews performance eval of Peg Checki, Library Director.

E. Reconvene to open session

**\*\*\*MOTION #5 per O’Neill, seconded per Lapin to return to open session.**

**Votes to approve: Oudenhoven, O’Neill, Burke, Lapin, Rodriguez, Koppes.**

**Motion carried.**

F. Review and take action on 2023 Compensation for Library Director

- Recommendation per City of Watertown is for a 1.5% Cost of Living raise and a 2.5% salary increase if employee has a satisfactory review. For a total of a 4% raise.

**\*\*\*MOTION #6 per O’Neill, seconded per Burke to approve a 1.5% Cost of living raise and a 2.5% salary increase (total 4%) to Peg Checki, Library Director in 2023.**

**Votes to approve: O’Neill, Burke, Lapin, Rodriguez, Oudenhoven, Koppes.**

**Motion carried.**

G. Review and take action on proposed Library Director’s carryover vacation request.

- Board Discussion, no action taken.

H. Review and take action on updated designs for outdoor library signage.

**\*\*\*MOTION #7 per Burke, seconded per Rodriguez to table this decision.**

**Motion carries per voice acclimation.**

I. Review and take action on proposed payroll resolution adjusting the annual salary or hourly rates to be paid to library personnel for dates effective January 1, 2023.

**\*\*\*MOTION #8 Per Rodriguez, seconded per Burke to approve a 1.5% cost of living raise and a 2.5% Salary increase (total 4%) to library personnel for dates effective January 1, 2023.  
Votes to approve: Burke, Lampe, Lapin, Rodriguez, Oudenhoven, O'Neill, Koppes  
Motion carries.**

## **6. Director's Report**

Peg Checki shares her report with the Board.

## **7. President's Report**

Chris Koppes reports that he has sent letters to the City of Watertown, Dodge County and Jefferson County thanking them for their support of the library.

## **8. Personnel and Policy**

**A.** Review and take action on Resolution 2022-9 Primavera Romero Montoto: Part-time Library Assistant.

- No action taken as Mr. Montoto has quit.

## **9. Review and take action on Consent Agenda Items**

**\*\*\*MOTION #9 per Oudenhoven seconded per Rodriguez to approve the consent agenda:**

- **Library Board Minutes: November 10, 2022**
- **Library Expenditures and Finances**
- **Library Expansion Expenditures and Revenues**

**Votes to approve: Lapin, Rodriguez, Oudenhoven, O'Neill, Burke, Lampe, Koppes  
Motion carries**

## **10. Adjournment.**

**\*\*\*MOTION #10 per Burke, seconded per Lapin to adjourn meeting at 8:45pm.  
Motion carries per voice acclimation.**

These meeting minutes stand as uncorrected until approval at next Board of Trustee meeting.

Next Meeting Date: January 12, 2023, 5:30 pm.

Respectfully submitted,  
Kate Lapin