



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, NOVEMBER 14, 2024 AT 5:30 PM

100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM

1. CALL TO ORDER / ROLL CALL

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

Members Absent: O'Neill

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

2. REVIEW CORRESPONDENCE - Trustee thank you cards: Bridges Library System

3. CITIZENS TO BE HEARD - Dan Olejniczak - Appreciation of digital options that the WPL provides

4. APPEARANCES - None

****Motion** per Koppes, second per Oudenhoven to move 6b, a and 6f, h, g ahead in agenda.

Motion approved through voice acclimation.

6b. 2025 city budget: Update on 2025 budget discussions

6a. Review and take action: bids from Klecker and Richter for repair to boiler pipe - overview from John Katisch that this is a straightforward repair

****Motion** per Burke, second per Knaser to approve bid from Richter for repair to boiler pipe and additional system valves.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel

Votes against: None. **Motion carries.**

****Motion** per Wetzel, second per Oudenhoven to convene into Closed Session.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel

Votes against: None. **Motion carries.**

6f. The Library Board of Trustees will convene into closed session under Exemption Wis. Stat. §19.85(1)(e). Deliberating or negotiating the purchase of public properties, the investing of public funds, or conducting "other specified public business" whenever competitive or bargaining reasons require a closed session (City-Library MOU)

6g. Reconvene into Open Session

****Motion** per Koppes, second per Oudenhoven to reconvene into Open Session.

Approved via voice acclimation. **Motion carries.**

6h. Review and take action: Resolution 2024-9 City-Library MOU

****Motion** per Koppes, second per Gerike to approve City-Library Draft Resolution 2024-9 concerning employment policies, budget submittal, main street bathroom, and meeting room commitments.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Against: None. **Motion carries.**

5. NEW BUSINESS

a. Review and take action: 2025 board meetings, holidays, and in-service dates
****Motion** per Gerike, second per Burke to approve 2025 meetings, holidays and in-service dates.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Against: None. **Motion carries.**

b. Review and take action: participating in Jingle Bell on the Rock (December 7)
****Motion** per Gerike, second per Merfeld to stay open extra hours and pay staff on December 7.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Against: None. **Motion carries.**

c. Review and take action: 2025 Addendum for Bridges Library System and Cafe Agreement
****Motion** per Wetzel, second per Merfeld to approve 2025 Addendum for Bridges Library System and Cafe Agreement.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Against: None. **Motion carries.**

d. Discuss and possible action: Donation from Joan Hinze
****Motion** per Wetzel, second per Gerike to use restricted gift/donation of \$40,000 from Joan Hinze to explore/create a community art gallery in the Library.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Against: None. **Motion carries.**

e. Discuss and take action: filling position left unfilled in 2024
****Motion** per Oudenhoven, second per Knaser to direct library director to fill part time library assistant, pending approval of 2025 City Budget.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Against: None. **Motion carries.**

f. Discuss and approve: Request to fill part time custodian position
****Motion** per Burke, second per Gerike to direct library director to fill part time custodian position pending approval of 2025 City Budget.
Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel
Against: None. **Motion carries.**

g. Review: additional cameras inside and outside of the library - Update to follow after obtaining quotes, no action taken at this time.

6. UNFINISHED BUSINESS

- c. Review and Update: Library Board's Finance Committee Fund Management - follow up conversation with Mark Stevens in January 2025.
- d. Review: 2025 Strategic Planning - Update to follow in December regarding potential firms to aid in the process (possible grant opportunity from GWHF)
- e. Review: Succession Planning document - Update to follow at December meeting

7. DIRECTOR'S REPORT

- a. Review: Director's Report
- b. Review: monthly statistics and budget
- c. Review: YTD Unplanned Expenses

8. TRUSTEE'S REPORT

- a. Discuss agenda items for December meeting - None at this time.

9. PRESIDENT'S REPORT

- a. Review contacts in official capacity - Communications regarding Draft Resolutions

10. PERSONNEL AND POLICY

- a. Review and take action: Resolution 2024-7; Isabella Shearer

**Motion per Koppes, second per Wetzel to hire part time library assistant, Isabella Shearer, subject to name correction.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel

Against: None. **Motion carries.**

- b. Review and take action: Resolution 2024-8; Kaitlyn VonBehren

**Motion per Merfeld, second per Knaser to hire part time library assistant, Isabella Shearer.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel

Against: None. **Motion carries.**

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Library Board Minutes from October 10, 2024
- b. October 2024 Bills

****Motion** per Oudenhoven, second per Gerike to approve the Consent Agenda, pending addition of October Meeting Minutes.

Votes for: Gerike, Burke, Oudenhoven, Koppes, Knaser, Kohls, Merfeld, Wetzel

None against. **Motion carries.**

12. ADJOURNMENT

****Motion** per Oudenhoven, second per Wetzel to adjourn at 7:02 pm.

Approved via voice acclimation. Motion carries.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on December 12, 2024 at 5:30pm.

Respectfully submitted,

Betsy Gerike, Secretary