



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, JUNE 13, 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, Kohls, Burke, O'Neill, Oudenhoven, Knaser, Merfeld, Koppes

Members Absent: Wetzel

Also Present: Director Checkai, Head of Adult Services - Jamie Hernandez, Head of Children Services - Tina Peerenboom, Circulation Manager-Cari Gunderson.

2. REVIEW CORRESPONDENCE

3. APPEARANCES

4. NEW BUSINESS

a. Resolution 2024-5 Recognition of Dan Olejniczak

****Motion** per Koppes, second per Gerike to recognize Dan Olejniczak for his years of service on the Library Board of Trustees.

Approved via voice acclimation. Motion carries.

b. Review and take action: Request to purchase outdoor picnic tables for library patio

****Motion** per Burke, second per Murfeld to approve Library Director to spend up to \$6,000 to purchase 2-3 outdoor picnic tables for library patio.

Votes for: Gerike, Kohls, Burke, O'Neill, Oudenhoven, Knaser, Merfeld, Koppes, Knaser None against. Motion carries.

c. Review: 2025 budget timeline and potential county revenues - Discussion regarding upcoming city finance meeting in August, preliminary numbers from counties are looking positive for Watertown.

d. Review and take action: letter and donation from the Educational Foundation

****Motion** per Koppes, second per Knaser to direct the Library Director to deposit the \$1,000 (Jig Jog check) into the general donations fund to be used for library materials.

Votes for: Gerike, Kohls, Burke, O'Neill, Oudenhoven, Knaser, Merfeld, Koppes None against.

Motion carries.

5. UNFINISHED BUSINESS

a. Review and take action: Irmgard Krueger estate document - Further discussion with Attys Froehle and Chesebro needed regarding Trust details

with the Irmgard Krueger estate document. To be revisited at the July meeting. No action taken at this time.

- b. Discuss and take action: Request to review exit interview process for library team members - Discussion regarding legalities/liabilities of HR exit interviews; potential for sending a board member to observe the process of an exit interview in the future for more information.
- c. Update: Warming and Cooling Center/Shelter plan - Follow up communication with the Health Department.
- d. Discuss with possible action: Watertown Family Connections use of Community Room for Large Motor skill development program - Discussion regarding storage of materials and maintenance. Follow up with Stephanie Curtis. To be revisited in July. No action taken at this time.
- e. Review with possible action: Personnel and Policy Committee Mtg/Library Director's Goals - Follow up discussion regarding WPL strategic plan and Director's goals. Director review process is under review. Update in July.

6. DIRECTOR'S REPORT

- a. Review monthly highlights, budget figures, and statistics
- b. 2024 Unplanned Expenses

7. TRUSTEE'S REPORT

- a. Discuss agenda items for July meeting - P&P update on Strategic Plan/Goals; Finance subcommittee to meet before the end of July

8. PRESIDENT'S REPORT

- a. Review contacts in official capacity

9. PERSONNEL AND POLICY

- a. Review and take action: Promotion of Gabriel Schuett to Senior Library Assistant -Teen Services

****Motion** per O'Neill, second per Kohls to promote Gabriel Schuett to Senior Library Assistant - Teen Services.

Votes for: Gerike, Kohls, Burke, O'Neill, Oudenhoven, Knaser, Merfeld, Koppes
None against. Motion carries.

10. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Library Board Minutes: May 9, 2024
- b. 2024 Monthly Budget
- c. June 2024 Bills

****Motion** per Oudenhoven, second per Burke to approve the Consent Agenda.

Votes for: Gerike, Kohls, Burke, O'Neill, Oudenhoven, Knaser, Merfeld, Koppes
None against. Motion carries.

11. ADJOURNMENT

****Motion** per Oudenhoven, second per Gerike to adjourn at 7:04pm.

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 July 11, 2024.

Respectfully submitted,
Betsy Gerike, Secretary