

WATERTOWN PUBLIC LIBRARY BOARD OF TRUSTEES MEETING - SPECIAL AGENDA MINUTES

TUESDAY, NOVEMBER 14, 2023

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

1. CALL TO ORDER / ROLL CALL

Board President Chris Koppe called the meeting to order at 5:00 p.m.

Members Present: Burke, Kohls, Koppes, O'Neil, Merfeld, Rodriguez

Members absent: Grike, Wetzel, Oudenhoven

Staff Present: Checkai, Peerenboom

2. REVIEW CORRESPONDENCE

None

3. CITIZENS TO BE HEARD

None

4. APPEARANCES

A. Darren Shretter: Studio GC -

- Darren provided an update on the flagpole area. The different base for the flag pole is still pending to discuss.
- The library signage that is outdoor is up. We are waiting on the lights proposal. Darren gave Dustin the information and Darren will continue to follow up with Dustin.
- Miron contract-there was verification of the work Miron's contractors had done. The mechanical contractor claims to have broken down every unit and that they are in operable condition. Darren has this claim in writing. Still pending is the requirement of an alarm or notification that will alert when the unit is not operating. In addition, we are awaiting some type of training even if it is just a list of recommendation maintenance list.

5. NEW BUSINESS

A. Review and take action: 2024 Addendum for Bridges Library System and Cafe Agreement

There was a brief explanation of what the agreement is.

*****#MOTION 1** per Burke, seconded per Kohls to approve the 2024 Addendum for Bridges Library System and Cafe Agreement. Votes to approve: Burke, Kohls, Koppes, O'Neil, Merfeld, Rodriguez Motion Carries.

B. Review and take action: 2024 library holiday and CE Team Education dates

There was a brief discussion about what days were staying open or closed.

*****#MOTION 2** per O'Neil, seconded per Merfeld to approve the 2024 library holiday and CE Team Education dates. Motion approved per voice acclamation.

C. Discuss and take action: Onboarding library cataloger

*****#MOTION 3** per Koppes, seconded per Rodriguez to onboarding library cataloger Danielle at a rate of \$18.09 effective Nov. 15, 2023, with full benefits. Votes to approve: Burke, Kohls, Koppes, O'Neil, Merfeld, Rodriguez Motion Carries.

6. UNFINISHED BUSINESS

A. Discuss with possible action: Memorandum of Understanding

A discussion was had. The Board President Koppes will communicate on behalf of the Board with the city.

No action was taken.

B. 2024 Budget: Review 2024 library budget

A discussion of the highlights of the budget was had.

No action was taken.

C. Discuss with possible action: Step and grade designations for recently reviewed library descriptions for library team members

Finance recently met and broke apart questions that will be made about the chart with grades and steps. Lisa S. is in the loop. The Board President Koppes will report back to the board when he receives the answers to those questions.

No action was taken.

D. Discuss with possible action: Miron Construction contract

President Chris Koppes tabled D. Discuss with possible action: Miron Construction contract for the December meeting.

7. DIRECTOR'S REPORT

A. Review and discuss: Monthly highlights, budget figures and statistics

Peg shared that they were onboarding Danielle, the statistics are good, Merfeld and the foundation held a preschool camp, they are working on the end-of-year reviews, the team goal to elevate patrons' experience, and there was an overdraw in the budget that was expected in the health insurance.

8. TRUSTEE'S REPORT

A. Discuss: library-related topics in an official capacity with possible suggestions for the December board meeting

- Peg is to get a quote on an industrial outlet. (Keeping in mind the liability insurance)
- Programming (overlapping services)
- Library Board Development (Possible funding from grants)
- Succession for Board President

9. PRESIDENT'S REPORT

A. Discuss and review: Contacts in an official capacity

There were email exchanges regarding the MOU expectations. The Board President will follow up.

10. PERSONNEL AND POLICY

The annual process of the director review related to Peg's review needs to be sent out. President Koppes notified O'Neil to communicate with Oudenhoven to get that going.

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Minutes: Library Board of Trustees - October 12, 2023

B. Minutes: Library Board of Trustees-Finance Committee - October 9, 2023

C. Library expenditures and finances

D. Library expansion expenditures

*****MOTION #3** per Burke, seconded per Kohls to approve the consent agenda. Votes to approve: Burke, Kohls, Koppes, O'Neil, Merfeld, Rodriguez Motion Carries.

12. ADJOURNMENT

*****MOTION #4** per O'Neil, seconded per Rodriguez to adjourn at 5:56 p.m. Motion approved per voice acclimation.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting.

Respectfully submitted,
Mariela Rodriguez, Board Trustee Member

A. Next meeting date: December 14, 2023