



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA**

**THURSDAY, SEPTEMBER 12, 2024 AT 5:30 PM**

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

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1. CALL TO ORDER / ROLL CALL

**Members Present:** Gerike, Burke, O'Neil, Oudenhoven, , Koppes, Wetzel, Knaser, Khols

**Members Absent:** Merfeld

**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 - \$1,700 in donations this month

3. CITIZENS TO BE HEARD - None.

4. APPEARANCES - None.

5. NEW BUSINESS

- a. Update on investment document; review and take action on fee agreement from Attorney Vince Hein

**\*\*Motion** per Burke, second per Khols to approve the library board president's ability to approve investment fee agreement and work with Attorney Vince Hein on the matter.

Votes for: Gerike, Khols, Burke, O'Neil, Koppes, Wetzel, Knaser

None against. Motion carries.

- b. Review and take action: proposed 2025 library budget - Discussion.

**\*\*Motion** per Koppes, second per Khols to approve proposed 2025 library budget and endorse submission to city finance.

Votes for: Gerike, Khols, Burke, O'Neil, Koppes, Wetzel, Knaser

None against. Motion carries.

- c. Review and take action: Request to fill upcoming vacancy in Adult Services Department

**\*\*Motion** per Gerike, second per Wetzel to approve request to fill upcoming vacancy in Adult Services Department.

Votes for: Gerike, Khols, Burke, O'Neil, Koppes, Wetzel, Knaser

None against. Motion carries.

- d. Review: Proposed repairs/replacement cost from Surefire for RTU-1 - Discussion regarding documented issues since project completion. Legal advice may be taken if problems remain unfixed.

6. UNFINISHED BUSINESS

- a. Library Board of Trustees Committee Members 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

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

Approved via voice acclimation. Motion carries.

- b. Reconvene into Open Session

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

Approved via voice acclimation. Motion carries.

- c. Review LGIP/Fund 11 accounts with Finance Director, Mark Stevens: explanation of Library LGIP balance and monthly statements (“investment account”/high yield savings account)
- d. Review status: Watertown Family Connections request for Wiggles and Giggles weekly program - Appearance from Stephanie Curtis regarding the possible need for the Community Room; hopes to begin January 2025, letter of intent to be approved at October board meeting

## 7. DIRECTOR'S REPORT

- a. Review: YTD Unplanned Expenses
- b. Review: monthly statistics and budget

## 8. TRUSTEE'S REPORT

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

## 9. PRESIDENT'S REPORT

- a. Review contacts in official capacity - Communication regarding MOU

## 10. PERSONNEL AND POLICY

- a. Review and take action: Resolution 2024-6 - Anabella Ockerlander, Library Assistant

## 11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. 2024 Monthly Budget
- b. Review: 2024 August Statistics
- c. August 2024 Bills
- d. Library Board Minutes: August 8, 2024
- e. Minutes: Finance Committee Meeting - Thursday, August 22, 2024
- f. Minutes: P & P Committee Meeting, August 30, 2024

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

Votes for: Gerike, Khols, Burke, O’Neil, Oudenhoven, Koppes, Wetzel

None against. Motion carries.

## 12. ADJOURNMENT

**\*\*Motion** per Burke, second per Gerike to adjourn at 7:22 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 October 10, 2024 at 5:30pm.

Respectfully submitted,

Betsy Gerike, Secretary