

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

August 10, 2023

1. Call to Order/Roll Call

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

Members Present: Gerike, Wetzel, Burke, Oudenhoven, Kohls, Rodriguez, Koppes, O'Neil

Staff Present: Checkai, Hernandez

Also Present: Merfeld (newly appointed to the board, but has not been sworn in)

2. Review Correspondence

- a. Peg Checkai reported that Barb Antonopoulos is retiring from the Library on September 1st after 38 years.
- b. David Hertel donated money to library to offset the costs of installing a map of the City of Watertown.

3. Citizens to be Heard

None.

4. Appearances

- a. Darren Shretter: Studio GC - appeared via Zoom.
 - Provided update on flag pole area bid received on 7/18/23 from Hunzinger Construction Company. Mr. Shretter recommends that the board approve the bid for \$160,000. This project will be completed in Spring of 2024 due to materials and planting timeline (flag pole and sod).
 - Alternate #1 saves existing concrete sidewalk - Mr. Shretter does not recommend this option, as the concrete will need to be replaced.
 - Alternate #2 removes the underdrain system.
 - Board discussion. Move forward with the project, even though the bid is quite over budget, take it out to bid again, or take no action at this time. This project will be paid for out of the LGIP Money Market account. Possibility to add additional high voltage outlets.
 - *****MOTION #1* per Burke, seconded per O'Neill to approve the bid from Hunzinger Construction Company to complete the flag pole area project. Votes to approve: Gerike, Wetzel, Burke, O'Neil, Oudenhoven, Kohls, Rodriguez, Koppes
Motion Carries.
 - Signage - Mr. Shretter continues to work with Pobloki for interior signage, waiting on materials. Outside signage is in progress, working with electrical (sign lighting).

- Punchlist - Mr. Shretter continues to work through the punch list with Miron. HVAC mechanical system, coating on the north elevation of the roof. Issues need to be resolved before the complete payment is made. Board encouraged the punch list to be resolved by the end of October.

5. New Business

- a. Welcome new trustees: Andi Merfeld and Tom Kohls
- b. Review and discuss: Library Board of Trustees By-Laws
 - President Koppes highlighted officer positions, recommended all board members to review by-laws
- c. Review and discuss: Friends of the Library Garden Tales Farmer's Market
 - Event licensure process caused issues and the Farmer's Market was canceled for summer 2023 - no trucks in the Town Square, need for barricades and garbage cans in street (cost), insurance is now required (\$1,300/year), Watertown Tourism offered to pay for the insurance -
 - Liability insurance for every event for the Friends of the Library (a nonprofit 501c3) is recommended by the City Attorney; President Koppes recommends that Friends come to the board for approval prior to future events/fundraisers - potential to be sponsored by the WPL.
- d. Review and take action: closing the library (½ day) on August 29 for team training - harassment, specialized department trainings
 - Burke recommends the Library Director include future days needed for professional development in the yearly calendar approved by the board.

*****MOTION #2* per Koppes, seconded per Rodrigez to approve library opening at 12:00 pm on August 29, 2023 for team training.

Motion approved per voice acclimation.

- e. Review and take possible action: Proposed Library Budget 2024
 - After positions were reviewed by Carlson Dettman, a few positions moved up one step. The proposed 2024 budget reflects this adjustment.
 - Clarifying discussion by board on reimbursements from counties - Jefferson County's reimbursement figure is set; Dodge County's will be set by October, number could increase. Library budget funds come from counties (Fund 11) as well as the City of Watertown (Fund 1). The WPL generally submits a budget request to the City to cover salaries and benefits, the other funding streams cover other fixed costs needed to run operations.
 - \$933,401 is the tentative figure that will be requested from the City, final approval from the board will be on Thursday, September 7th at 5pm via Zoom.

No action taken.

6. Unfinished Business

a. Conduct and implement Library Board governance election

*****MOTION #3* per Burke, seconded per Oudenhoven to nominate Chris Koppes as president.
Votes to approve: Gerike, Wetzel, Burke, O'Neil, Oudenhoven, Kohls, Rodriguez

*****MOTION #4* per Burke, seconded per Oudenhoven to nominate Erin O'Neil as vice president.

Votes to approve: Gerike, Wetzel, Burke, Oudenhoven, Kohls, Rodriguez

*****MOTION #5* per Rodriguez, seconded per Oudenhoven to nominate Betsy Gerike as secretary.

Votes to approve: Wetzel, Burke, O'Neil, Oudenhoven, Kohls, Rodriguez, Koppes

*****MOTION #6* per O'Neil, seconded per Burke to nominate Tom Kohls as Financial Secretary

Votes to approve: Gerike, Wetzel, Burke, O'Neil, Oudenhoven, Rodriguez, Koppes

*****MOTION #7* per Koppes, seconded per O'Neil to nominate Jarred Burke, Chris Koppes, and Tom Kohls to Finance Committee.

Motion approved per voice acclamation.

*****MOTION #8* per O'Neil, seconded per Koppes to nominate Sarah Oudenhoven, Andi Merfeld, and Erin O'Neil to Personnel and Policy Committee.

Motion approved per voice acclamation.

*****MOTION #9* per Koppes, seconded per Burke to nominate Betsy Gerike, Mariela Rodriguez, and Bob Wetzel to Buildings and Grounds Committee.

Motion approved per voice acclamation.

b. Discuss and take possible action: Poblocki's proposal for digital wall covering in Community Room

- Board discussion regarding photo for wall covering. No action taken until the photo is cropped, or a different photo is taken.

7. Director's Report

a. Director Peg Checkai reviews monthly highlights, budget and statistics.

- Checkai and team held interviews for Director of Teen Services and position has been offered
- Report given on committee meeting with Personnel and Policy - Materials Selection Policy review. Board should review the draft of this policy; policy will be discussed with possible action at the September Board meeting.
- Budget remains healthy.
- All pledges from the community for the expansion project are accounted for.

- Internet extender (outdoor) will be installed during the 3rd week of September

8. Trustee's Report

- a. Discuss library related information in official capacity.
 - Maintenance issues regarding bathrooms, request for discussion at future meeting
 - Personnel and Policy requests agenda item for September meeting - Review of Strategic Plan, Discussion on Mission and Vision of WPL, Discussion and possible action taken on updated Materials Selection Policy

9. President's Report

- a. President Koppes reports that he has had a few correspondences in an official capacity regarding "genderism" and "transgender ideology." Directed questions to the Library Director and City Attorney. Encourages the board to frequent policy review.
- b. Checkai and Koppes attended the City Finance Committee Meeting on Monday (8/7). Possible MOU with the Library Board when requesting funds from the City of Watertown. Brief discussion.

10. Review and take action on consent agenda items

- a. Review and take action: Library Board of Trustees Minutes – July 13, 2023
- b. Review and take action: Library Board of Trustees Finance Committee Minutes – July 31, 2023
- c. Review and take action: library expenditures and finances
- d. Review and take action: library expansion expenditures

****MOTION #10 per Gerike, seconded per Rodriguez to approve the consent agenda.
Votes to approve: Gerike, Wetzel, Burke, O'Neil, Oudenhoven, Kohls, Rodriguez, Koppes
Motion carried.

11. Adjournment

****MOTION #11 per Oudenhoven, seconded per Burke to adjourn meeting at 7:49.
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,
Betsy Gerike, Secretary