

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JUNE 8, 2023

1. Call to order/Roll Call

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

Members present: O'Neill, Burke, Wetzel, Lapin, Gerike, Koppes.

Board members absent: Rahfaldt, Oudenhoven, Rodriguez

Library Staff Members Present: Peg Checkai, Barb Antonopoulos.

2. Review Correspondence

A patron contacted Peg re: concerns over transgender awareness day and pride month. Peg spoke with patron and Chris has also spoken with her.

3. Citizens to be Heard

None

4. Appearances

A. Darren Shretter, Studio GC used Zoom link to attend meeting

- Flag Plaza, no bids received on project. Discussed site visits. Theder Landscaping interested? Darren will contact them. Due date for bids July 11, 2023. CC bids to Attny Cheesboro.
- Darren has emailed Miron/Stacy to discuss all open items; this was on May 29, 2023. Darren had not yet heard back from them. One option would be to fix questionable items on our own and then to stop further payments. The concrete and insulation (in 2nd floor ceiling and ceiling tiles) are done.
- Interior donor wall is in production and is due the first week of July. The sign is hard wired and consequently an electrician will need to be on site the day of installation.
- Exterior Signage. Work continues per Poblocki. Electrician will need to order exterior lights.

5. New Business

- A. Recognition of Kim Rahfaldt and her service on the Library Board of Trustees.

******MOTION #1 to table this item per Koppes, seconded per Burke. Approved per voice acclamation.**

******MOTION #2 to reopen CITIZENS TO BE HEARD per Koppes, seconded per Burke. approved per voice acclamation.**

3. Citizens to Be Heard

Patricia Ray Groth spoke to the Board of Trustees with concerns re: rental of parking spaces to T-Wall. She notes that the parking spaces should be only for patrons.

5. New Business (Continued)

- B. Recognition of Patti Wetzel and her service on the Library Board of Trustees (retroactive)

******MOTION #3 to approve recognition of Patti Wetzel per Lapin, seconded per Gerike. Approved per voice acclimation.**

- C. Review and discuss: Compliance with Employee Handbook and City protocol.

Koppes discusses being able to talk over items in handbook in regards to leave of absence with extraordinary request.

- D. Review with possible action: Library employee job descriptions for submittal to Carlson Dettman

Peg reports she is following the process per the City Handbook and is requesting a review of the following positions: Adult Services Librarian, Children's Services Librarian, Library Assistant, Senior Library Assistant Cataloguing and Senior Library Assistant Teens.

This will need to be presented to mayor for budget consideration at June 26, 2023 finance meeting.

******MOTION #4 to approve job descriptions per Gerike, seconded per Lapin. Approved per voice acclimation.**

- E. Review and take action: Proposal from Complex Security Solutions Inc.

This company will provide the ability to time exterior doors when members of the community use the restrooms or the community room. The cost will be approximately \$8,800.00. There was discussion but no action taken at this time pending estimate cost for 2 doors. Peg to ask Complex Security Solutions if current proposal could be extended by 90 days.

- F. The Board of Trustees will convene into Closed Session under Exemption 19.85(1) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Library Director's specific personnel problem.

******MOTION #5 to move into closed session per Koppes, seconded per Lapin.
Approved per voice acclimation.**

******MOTION #6 to move into open session per Wetzel, seconded per Burke. Approved
per voice acclimation.**

6. Unfinished Business

Introduce Attorney Vince Hein and discuss investing remaining expansion/
renovation donations.

Attorney Hein was unable to make the meeting.

7. Director's Report

A. Review monthly highlights, budget figures and statistics.

- Peg notes that two new team members have joined the staff. Laura Rowaldt (Library Assistant, Reference Desk focus) and Alexander Hinnens "Xander" (Library Assistant, Circulation Desk focus).
- Peg notes that with the opening of the Bentzin Family Town Square there had been increased traffic throughout the building. Lots of wet footprints from use of the splash pad. Library team members are keeping ahead of cleaning up the wet spots.
- Window was broken on the west side of the facility. Lincoln School tour student. It will take 3-4 weeks to be replaced at the cost of about \$2,000.00. Police were called to fill out report.
- Peg met with Dave Brower and city attorney to discuss camera access at library.
- Caulking on east side of building completed, insulation put back into place. Ceiling tiles need to be replaced and then this project will be done.
- A window failed in the Community Room and was replaced under warranty. Still trying to get a hold of company responsible for audio equipment in Community Room.
- Kevin and John have begun work on the sidewalk path on west side of building. They are using leftover bricks.

8. President's Report

A. Review contact in official capacity

- Chris reports meeting Mayor McFarland for quarterly check.
- Chris attended Children and Families meeting with Peg and other library staff.
- Have not heard back from T-Wall regarding parking.
- Library to receive a donation from a trust.
- Rachel Schroeder contacted by Chris regarding her concern of PRIDE month.

9. Personnel and Policy

- A. Review and take action: Resolution 2023-9: Laura Rowoldt, PT Library Assistant.

******MOTION #7 per Wetzel, seconded by Gerike to approve Resolution 2023-9.**

Votes to approve: O'Neill, Burke, Wetzel, Lapin, Gerike, Koppes Motion carried

- B. Review and take action: Resolution 2023-10 Alexander Hinnens, PT Library Assistant.

******MOTION #8 per Lapin, seconded per Koppes to approve Resolution 2023-10.**

Votes to approve: Burke, Wetzel, Lapin, Gerike, O'Neill, Koppes. Motion carried.

10. Review and take action on consent agenda items.

- A. Review and take action: Library Board of Trustees Minutes – May 11, 2023.
Correction noted to add Motion #13 (proposed per Koppes, seconded per Lapin to the minutes of May 11, 2023) to reflect that the Board discussed and took no action on a proposal from TWall Enterprises regarding the rental of library parking spaces. The Board did invite TWall to come back to the library with an alternative proposal. Board members voting to approve: Rahfaldt, Oudenhoven, Wetzel, Lapin, Rodrigues, Koppes. O'Neill voted against the motion.
- B. Review and take action: Library Board of Trustees Minutes-April 13, 2023.
- C. Review and take action: library expenditures and finances.
- D. Review and take action: library expansion expenditures.

******MOTION #9 per Burke, seconded per Gerike to approve the Consent Agenda.**

Votes to approve Wetzel, Lapin, Gerike, O'Neill, Burke, Koppes. Motion carried.

11. Adjournment

******Motion #10 per Burke, seconded per Koppes to adjourn meeting at 7:50pm.**

Approved per voice acclimation.

These meeting minutes are approved by the Board of Trustees.

Respectfully submitted,
Kate Lapin, Secretary