

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES

Thursday, December 14, 2023 at 5:30pm

1. Call to Order/Roll Call

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

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

Members Absent: Burke

Also Present: Library Director Peg Checkai, Head of Adult Services and Technology Jamie Hernandez, Head of Children's Services Tina Peerenboom, Head of Circulation Cari Gunderson.

2. Review Correspondence

- a. Card from Barb Antonopolous - thank you for celebration upon retirement
- b. Charitable Beneficiaries in the Sally A. Mundt Estate

3. Citizens to be Heard

- a. None.

4. Appearances

- a. Darren Shretter: Studio GC - Provide construction updates and Miron contract update (Zoom)
 - i. Flag Plaza - finished
 - ii. Signage and Donor Wall - nearly complete
 - iii. Miron Contract - Inconsistencies related to tech items within the alarm system and thermostat; more Darren given access to the control system (Surefire), \$78,000 release retainage after the architect and

*****MOTION #1** per Koppes, seconded per Wetzel to move to 6a.

Resolution: Motion approved per voice acclimation.

- a. Discuss with possible action: Miron Construction Contract for release of retainage

*****MOTION #2** per Koppes, second per Gerike to direct the library director to meet and confer with the architect and maintenance promptly to confirm that the control system and close out process objections have been satisfied. Report back to the board promptly.

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

Resolution: Motion Carries.

5. New Business

- a. Resolution 2023 - 14 Acknowledging service of Mariela Rodriguez

*****MOTION #3** per Koppes, second per Kohls appreciation for service of Mariela Rodriguez to the Library Board of Trustees

Resolution: Motion Carries.

- b. Discuss: select meeting date for a Library Board Development Day

*****MOTION #4** per Oudenhoven, second per Rodriguez to table discussion.

Resolution: Motion approved per voice acclimation.

- c. Review and take action: Contract for Jefferson Co. Library Services
 - i. Discussion regarding contract, specifically noting section in contract ***

*****MOTION #5** per Koppes second per Khol to approve contract for Jefferson County Library Services.

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

Resolution: Motion Carries.

- d. Review and take action: 2024 pay table and payroll resolution
 - i. Discussion regarding disagreements in steps and grades based on evaluation from Carlson-Dettman and the Library Director

*****MOTION #6** per O'Neil second per Koppes to approve the step and grade that the Library Director originally submitted to City Hall.

Votes to approve: O'Neil, Rodriguez

Votes against: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzel

Resolution: Motion Fails.

*****MOTION #7** per Koppes second per Oudenhoven to approve the City's 2024 pay table and payroll resolution.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Koppes, Wetzel

Votes against: O'Neil, Rodriguez

Resolution: Motion Carries.

*****MOTION #8** per Oudenhoven second per Wetzel to convene into Closed Session.

- e. 19.85(1)c for the purpose of "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Library Director Evaluation

*****MOTION #9** per Oudenhoven second per Kohls to reconvene into Open Session.

- f. Return to Open Session

- g. Discuss and take action: 2024 Compensation for Library Director

*****MOTION #10** per Koppes second per Merfeld to approve 2024 Compensation for Library Director.

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

- h. Review and discuss: response to Library Board's letter to Mayor, Finance, and HR
 - i. Discussion regarding email correspondence between Finance Committee and City officials.

6. Unfinished Business

- b. Review and discuss: 2024 Library Budget
- c. Discuss and take possible action: Memorandum of Understanding between the City of Watertown and the Watertown Public Library
- d. Discuss and take possible action: Legal Services to represent the Library in the Intergovernmental Agreement between the City of Watertown and the Watertown Public Library

*****MOTION #11** per Oudenhoven second per Gerike to approve Walden, Neitzke and Kuhary, S.C. (William W. Wirkus) Legal Services to represent the Library in the Intergovernmental Agreement between the City of Watertown and the Watertown Public Library.

Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Wetzel, O'Neil, Rodriguez

Abstain: Koppes

Resolution: Motion Carries.

7. Director's Report

- a. Director Peg Checkai reviewed monthly highlights, budget and statistics.

8. Trustee's Report

- a. Discuss library related topics in official capacity with possible suggestions for the next board meeting.
 - i. Leadership structure for 501(3)c, funds transferred
 - ii. Adjustment to the Director Evaluation process

9. President's Report

- a. Discuss and review: Contacts in official capacity

10. Personnel and Policy

11. Review and take action: Consent Agenda Items

- a. October 31, 2023 Finance Committee minutes
- b. October 31, 2023 Finance Committee minutes
- c. November 14, 2023 Library Board Minutes

- d. Library expenditures and finances
- e. Library expansion expenditures

*****MOTION #12** per Rodriguez, seconded per Oudenhoven to approve the consent agenda.
Votes to approve: Gerike, Merfeld, Oudenhoven, Kohls, Wetzel, O'Neil, Rodriguez, Koppes

12. Adjournment

******MOTION #13** per Rodriguez, seconded per Gerike to adjourn meeting at 7:50pm.

Resolution: Motion approved per voice acclimation.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on January 11, 2023.

Respectfully submitted,
Betsy Gerike, Secretary