

WATERTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES MEETING MINUTES

Thursday, January 11, 2024 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, Burke, Kneser, Wetzel

Members Absent: O'Neil

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

**2. Review Correspondence**

- a. Christmas cards from various community partners
- b. Dr. Robert Rupnow, kind comments and thank yous to Library Staff

**3. Citizens to be Heard**

- a. None.

**4. Appearances**

- a. Darren Shretter: Studio GC - Review library expansion/renovation project status - Did not appear.

**5. New Business**

- a. Review: Irmgard Krueger Estate
  - i. Discussion regarding funds donated; possibility of EIN and Tax ID discussed - Library Director to follow up with City Finance/hired attorney to ensure money is earmarked for Library funds.
- b. Discuss with possible action: Leadership structure for proposed foundation/501(c)(3)
  - i. Discussion regarding retaining funds from library expansion - Library Director to follow up with Tom Schultz and the Watertown Community Foundation.
- c. Review and take action: New proposed 5 year copier lease
  - i. Currently working with Rhyme and gives a slight savings on copiers.

**\*\*\*MOTION #1** per Gerike seconded per Merfeld to approve contract for Option A.

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

**Resolution: Motion Carries.**

- d. Review with possible action: Sally Mundt Charitable Beneficiary: Waiver and Consent Form
  - i. Discussion around the letter from the Sally Mundt Estate. Library is named as a beneficiary.

**\*\*\*MOTION #2** per Koppes, seconded per Burke to authorize President Koppes to complete the waiver and consent form naming the Watertown Public Library as Mundt Estate beneficiary.

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

**Resolution: Motion Carries.**

## **6. Unfinished Business**

- a. Review with possible action: Selection and Reconsideration Policy
  - i. Discussion and briefing for new Library board members on the Library Bill of Rights. No action taken at this time.
  
- b. Review with possible action: Release of remaining retainage to Miron Construction
  - i. Miron continues to work with the Library maintenance staff to complete the HVAC training and ensure that the system is up and running.

**\*\*\*MOTION #3** per Burke, seconded per Kohls to give the Library Director authority to release retainage to Miron when HVAC system is functioning properly and training has been completed.

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

**Resolution: Motion Carries.**

- c. Review status of MOU/Intergovernmental Agreement between Library and City of Watertown
  - i. Update regarding hired attorney, Walden, Neitzke and Kuhary, S.C. (William W. Wirkus) Legal Services. Discussion continues between the Library and the City of Watertown; hopeful to have an MOU update at February board meeting.
  
- d. Review and take action: 2024 CE Team Education date
  - i. Discussion on Library Board Retreat - education opportunities with DPI/Bridges, social opportunities between board and/or Library staff. Burke and O'Neil will connect with the Library Director and present options at the February board meeting. No action taken at this time.

## **7. Director's Report**

- a. Director Peg Checkai reviewed monthly highlights, budget and statistics.
  - i. Continued IT issues, limited response from City of Watertown IT department.
  - ii. Events in January and February; continued communication between library departments. Budget remains healthy - county funds for 2024 in Fund 11.

## **8. Trustee's Report**

- a. Discuss agenda items for February meeting
  - i. Fiscal Committee meetings quarterly - scheduled prior to February meeting

## **9. President's Report**

- a. Discussion and review: Contacts in official capacity
  - i. Miron communication, HR discussions, Subcommittee planning/scheduling

## **10. Review and take action: Consent Agenda Items**

- a. Review and take action on Minutes: Library Board of Trustees – December 14, 2023 (with wording adjusted on motion 2 and motion 11.)
- b. Review and take action: Library Expenditures and Finances
- c. Review and take action: Library Expansion Expenditures and Revenues

**\*\*\*MOTION #4** per Kohls, seconded per Wetzel to approve the consent agenda.

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

**Resolution: Motion Carries.**

## **11. Adjournment**

- a. **Next Meeting Date: Thursday, February 8, 2024**

**\*\*\*\*MOTION #5** per Oudenhoven, seconded per Gerike to adjourn the meeting at 6:30pm.

**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 Thursday, February 8, 2024.

Respectfully submitted,  
Betsy Gerike, Secretary