

Watertown Public Library
Board of Trustees
September 8, 2022

Meeting Minutes

1. Call to order/roll call

Board President, Chris Koppes called the meeting to order at 5:31 pm.

Members present: Burke, Gerike, Koppes, Lampe, Lapin, Rahfaldt, Rodriguez, O'Neill

Members absent: Oudenhoven

Staff members present: Peg Checkai, Barb Antonopoulos, Jamie Hernandez

2. Review Correspondence

None

3. Citizens to be heard

None

4. Appearances

A. Mark Stevens: Review and discuss consolidation of library financial accounts and service contracts.

Mark shared his goal to devote more time on financial matters to reduce chart of accounts ranging from \$50.00-\$50,000.00. He brought to our attention the 3 different funds in the chart of accounts: Fund 01: General Fund used for compensation expenses, Fund 11: Library Special Funds used for operating revenue and non-payroll expenses, and Fund 20: Library Trust Fund used for endowments/ building expenses. Mark made the following three recommendations: the first is by year-end to consolidate or move balances from WACF (Ixonix) and Watertown Community Foundation into other accounts. Secondly, by year-end to determine if any longer-term savings/investment strategy is warranted (Ehlers Investment Managers available). Lastly, at year-end, combine Funds 11 & 20 into Fund 11 (Library Fund).

Referred to the library finance committee.

No Action needed at this time.

B. Darren Shretter: Studio GC-Review library expansion/renovation project status and project expenses.

Darren asked Miron Construction to be present at the next board meeting or to provide written responses for unresolved items. Interior signage is waiting for the last round of proofs; currently working on 8 different colors for the donor wall and 4 colors on the extraordinary women wall. After reviewing the flag plaza new concerns arose exposing the Carnegie building from 8-12 inches. Darren will

send sketches to make adjustments. However, the contractor will be asked to hold construction until spring. Maas has to replace the curtain wall as a result of catching on to a piece of the frame caused by their equipment. Darren is to look at the area and send what needs to be fixed per the board and follow up with official written correspondence. Darren will attach shop drawings to email in which he will also indicate to temporarily block off the opening.

5. NEW BUSINESS

A. Review and discuss parking lot spaces.

There was discussion about the number of employee parking spots and how it affected both the employees and patrons.

*****Motion #1 per Rodriguez to move to put new signs up that specify the time range from 8AM-5PM Mon.-Fri. for the 14 employee parking spots in the parking lot, seconded per O'Neill.**

Vote to approve: Burke, Gerike, Koppes, Lampe, Lapin, Rahfaldt, Rodriguez, O'Neill

Motion carried.

B. Review and take action on Library Page salaries.

*****Motion #2 per Lampe to move to reassign page I wage to \$10 and page II wage to \$10.50 effective upon next pay period, seconded per O'Neill.**

Vote to approve: Burke, Gerike, Koppes, Lampe, Lapin, Rahfaldt, Rodriguez, O'Neill

Motion carried.

C. Review and take action on library salary structure.

Peg is to find out if it is most beneficial to contract a 3rd party or hire an additional part time position to assist with the cleaning of the expanded building.

*****Motion #3 per Lampe to move to increase the wages on all the salary wages by 1.5%. Authorize a pay increase who meets satisfactory performance of one step for equivalent 2.5% effective 1/1/2023, seconded per Burke.**

Vote to approve: Burke, Gerike, Koppes, Lampe, Lapin, Rahfaldt, Rodriguez, O'Neill

Motion carried.

D. Review and take action on proposed 2023 library budget.

*****Motion #4 per Gerike to approve 2023 library budget, seconded per Rahfaldt.**

Vote to approve: Burke, Gerike, Koppes, Lampe, Lapin, Rahfaldt, Rodriguez, O'Neill

Motion carried.

E. Review and discuss trustee goals for the library through August 2023.

The board was asked to look over the goals and come up with ways that the goals can be measurable and check marked.

No action needed.

6. DIRECTOR'S REPORT

A. Review monthly highlights, budget figures, and statistics.

Peg talked about fines and fees. Renewing checkouts benefit circulation instead of keeping them. The library will continue to email notices of fines. Jonathan will talk to the park and rec to get the programming committee going. Concern with electricity figures and budgeting for 2023 because monthly bills are all over the place and are hard to decipher.

7. PRESIDENT'S REPORT

A. Review contacts in official capacity.

Contacts with the Mayor about parking and a brief meeting with Peg about agenda.

8. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. 1. Review and take action on Minutes: Library Board of Trustees - August 11, 2022.

Discussed change in minutes.

B. Review and take action on Library Expenditures and Finances.

C.. Review and take action on Library Expansion Expenditure Invoices.

*****Motion #5 per Rahfaldt to move to consent change in minutes, seconded per Gerike.**

**Vote to approve: Gerike, Koppes, Lampe, Lapin, Rahfaldt, Rodriguez, O'Neill
Abstained: Burke**

Majority of quorum-Motion passes

9. ADJOURNMENT

*****Motion #6 to adjourn meeting at 8:05pm per Gerike, seconded per Burke.**

Approved per voice acclimation.

The Library Board of Trustees next scheduled meeting is Thursday October 13, 2022
5:30pm.

Respectfully submitted,

Mariela Rodriguez
Library Trustee