

**WATERTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES  
Thursday October 13, 2022 at 5:30 pm**

**Meeting Minutes**

**1. Call to order/roll call**

Board President, Chris Koppes called the meeting to order at 5:35 pm.  
Members Present: Rahfaldt, Oudenhoven, O'Neill, Burke (left at 7:10 pm), Lampe (arrived at 7 pm), Lapin, Rodriguez, Gerike.  
Staff members present: Peg Checkai, Tina Peerenboom, Barb Antonopoulos

**2. Review Correspondence**

Memo from Mayor's office re: budget and Towne Square to be discussed later this evening.

**3. Citizens to be heard**

None

**\*\*\*Motion #1 per Lapin, seconded per Gerike to postpone Appearances until later in the meeting.  
Approved per voice acclimation.**

**5. New Business**

- a. 2023 budget: Review library's request in comparison to Mayor's request. Budget requested was \$830,000.00, city approved \$814,000.00. Building a budget was difficult given the challenges of the new building.

**\*\*\*Motion #2 per Koppes seconded by Burke to return to agenda item #4 a.  
Approved per voice acclimation**

**4. Appearances**

- a. Darren Shretter: Studio GC. Review library expansion/renovation project status, exterior signage and project expenses  
Peg and Darren working on punch list (12 pages), 9<sup>th</sup> revision in the works. Hardware, landscaping, concrete and electrical issues, working together with Miron. Continued issues with elevator and HVAC.  
Signage, Darren has all of the names for donor wall, 100 Amazing Women. Panel Signage is in production.  
Flag Plaza. Darren is working on sketches. Will be ready for bidding. Looking at spring construction.

**5. New Business**

- b. Review with take action proposed AMSO impact on 2023 operations

budget.

Library submitted budget to library on 9/8/2022. Library was notified of AMSO charges for administrative support including HR, IT, Finance, City Attorney and Mayor.

C Koppes, P Checki and Jonathon Lampe to meet with city finance department to discuss budget and how it is affected by AMSO on October 24, 2022.

**\*\*\*Motion #3 per Gerike, seconded by Burke directing C Koppes and P Checki to ask City Finance Committee to fully fund original Library Budget (\$830K) and to discuss impact of AMSO on 2023 Budget. Also, shortfall of monies would be taken from Fund 11.**

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

**Motion carried.**

- c. Review and take action on possible impact to Fund 1 and Fund 11 budgets on 2023 operations and salaries.  
No action taken at this time.

## **6. Unfinished Business**

- a. Review and discuss parking lot signage.  
City working on signage.
- b. Review and discuss trustee's goals for the library through September 2023.  
Oudenhoven notes that she can help with this. P&P Committee will Meet to review and update Strategic Plan.

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

- a. Review monthly highlights, budget figures and statistics  
Peg reports that there has been discussion regarding maintenance and cleaning.  
Two new volunteers on staff.  
Discussion re: recent patron fall at TRP stairway. Ambulance was called  
No apparent injury. Incident report filed by EMT staff. Further discussion follows regarding review of Library's current incident report.  
Discussion also follows regarding patrons with questionable behaviors, suspect behaviors and documentation of same.  
Peg reports that Lynn, new administrative assistant is doing a great job.  
Averaging 460 patrons in the building/day.

## **8. President's Report**

- a. C Koppes continues to meet with Peg on a regular basis.

## **9. Personnel and Policy**

- a. Review and take action on Resolution 2022-7: PT Library Assistant Gabby Schuett.

**\*\*\*Motion #4 per Lapin, seconded per Rahfaldt to approve Resolution 2022-7 to hire PT Library Assistant Gabby Schuett.**

**Vote to approve: Oudenhoven, O'Neill, Lampe, Lapin, Rodriguez, Gerike, Rahfaldt, Koppes.**

**Motion carried.**

## **10. Review and take action on consent agenda items.**

Discussion regarding placement of electrical conduit on the library for use by Towne Square. Suggestion to place it inside the building rather than outside of the building.

**\*\*\*Motion #5 per Gerike, seconded per Oudenhoven to approve Consent agenda.**

**Vote to approve: Lampe, Lapin, Rodrigues, Gerike, Rahfaldt, Oudenhoven.**

**Voting no on Motion #5: O'Neill**

**Motion carried.**

## **11. Adjournment**

**\*\*\* Motion #6 per Lapin seconded per Rodriguez to adjourn meeting.**

**Motion carried per voice acclimation. Meeting adjourned @ 8:25 pm.**

Next Meeting date: Thursday November 10, 2022, 5:30 pm.

Respectfully submitted,

Kate Lapin