



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, MARCH 13, 2025 AT 5:30 PM**

100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM

1. CALL TO ORDER / ROLL CALL

Jarrold Burke	A	Charity Chandler	P	Kerry Kneser	P	Tom Kohls	P
Chris Koppes	P	Andi Merfeld	P	Erin O'Neill	P	Sarah Oudenhoven	P
Bob Wetzel	P						

Also present: Checkai, Hernandez, Peerenboom, Cari, Staff and John K.

2. REVIEW CORRESPONDENCE

- Update from Renard Law Office re:
- Donation from Diane Fontaine
- Resignation Letter: Trisha Weinbrenner on March 17th, 2025.
- Letter from Jeff Allen: Watertown Jig Jog regarding use of parking lot for race start and end.

3. CITIZENS TO BE HEARD - NONE

4. APPEARANCES - NONE

5. NEW BUSINESS

- Discuss and take possible action: fund balance operational designations
 - Invest carry over fund or keep some of it liquid for operations?

Koppes made motion to direct Library Director to connect with the library finance committee to develop fund balance allocation, and bring to the Library Board for approval. Wetzel second. Approved.

- Review and take action: Proposal from Digicorp phone system upgrade
 - Checkai to find out timeline of upgrade from city and report back

Koppes made motion to approve project estimate amount up to \$4,240 to move forward with Digicorp proposal. If it exceeds estimate, Checkai will come back for approval from Library Board. Seconded Merfeld. Approved.

- Review and take possible action: Possible solutions to teen problems in the facility
 - Checkai will report back to board on:
 - evaluation of hiring police auxiliary
 - cost for hiring additional library staff
 - what other libraries have done in similar situations

6. UNFINISHED BUSINESS

- a. Review and take possible action: Proposed strategic plan update
 - i. No updates. Updates will be provided at the April Board meeting.

7. DIRECTOR'S REPORT

- a. Director's Report
 - i. Interlibrary loans
 - Wisconsin is second in interlibrary loans.
 - WPL is one of the highest lenders in Bridges system.
 - ii. Checkai revamping space for marketing purposes
 - iii. Did walk through with security company for recommendations for additional cameras. Checkai will come back to Board with proposal.
- b. Reviewed monthly budget figures and statistics

8. TRUSTEE'S REPORT

- a. Revisit MOU with police department regarding sharing of video surveillance

9. PRESIDENT'S REPORT

- a. No communications

10. PERSONNEL AND POLICY

- a. None

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Minutes Library Finance: January 30, 2025
- b. Library Board of Trustee Minutes: February 13, 2025
- c. March 2025 bills

Kneser made motion to approve Consent Agenda Items. Kohls seconded.

Votes to Approve: Chandler, Kneser, Kohls, Koppes, Merfeld, O'Neill, Oudenhoven, Wetzel

Koppes abstained due to conflict of interest.

12. ADJOURNMENT

Koppes made motion to adjourn at 6:48 pm. Kohls seconded. Approved.

Respectfully submitted,

Andi Merfeld, Secretary