



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, OCTOBER 09, 2025 AT 5:30 PM

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

1. CALL TO ORDER / ROLL CALL

Jarred Burke	P	Charity Chandler	P	Kerry Kneser	A	Tom Kohls	P
Andi Merfeld	P	Beth Mueller	P	Sarah Oudenhoven	P/ V	Erin O'Neill	P
Bob Wetzel	A						

Also present: Watertown Public Library Staff: Cari Gunderson, Tina Peerenboom, Jaime Hernandez

2. REVIEW CORRESPONDENCE

- Checkai shared correspondence

3. CITIZENS TO BE HEARD

4. APPEARANCES - NONE

5. NEW BUSINESS

A. Addition of camera in Carnegie study room

- Sign disclosing room is under surveillance
- Camera will not show what is on patron laptop

Mueller made motion to install additional camera in Carnegie study room for \$2,113. Kohls seconded.

Roll call vote:

Jarred Burke	Y	Charity Chandler	Y	Kerry Kneser	A	Tom Kohls	Y
Andi Merfeld	Y	Beth Mueller	Y	Sarah Oudenhoven	Y	Erin O'Neill	Y
Bob Wetzel	A						

B. Update and redesign library website

- Proposed website will integrate well with WPL calendar and room reservation system
- 20-week project
- Hernandez will do majority of work

Made motion to create new website with Library Market for \$15,000 to come out of library expansion fund. Mueller seconded.

Roll call vote:

Jarred Burke	Y	Charity Chandler	Y	Kerry Kneser	A	Tom Kohls	Y
Andi Merfeld	Y	Beth Mueller	Y	Sarah Oudenhoven	Y	Erin O'Neill	Y
Bob Wetzel	A						

6. UNFINISHED BUSINESS

A. Reviewed 2026 proposed budget

- Changes made from last month. More changes likely before it's final
- Concerns over new pay scale
- Chackai to meet next week Wednesday meeting with Finance

Burke made motion to approve projected library fund budget based on Oct 6, 2025 figures presented to library director. Mueller seconded.

Roll call vote:

Jarred Burke	Y	Charity Chandler	Y	Kerry Kneser	A	Tom Kohls	Y
Andi Merfeld	Y	Beth Mueller	Y	Sarah Oudenhoven	Y	Erin O'Neill	Y
Bob Wetzel	A						

B. Reviewed investment of LGIP/Donation funds

C. Update on strategic planning process

- Two Community Discussions set for Dec 14 - am/pm
- Five interviewees chosen for Stakeholder Interviews
- WiLS will be attending November meeting

7. TRUSTEE'S REPORT

8. DIRECTOR'S REPORT

A. October Director's Report

- Reviewed report in premeeting packet
- Increase in digital checkouts likely due to internet expansion to rural areas
- Reviewed request for faith group to have services in Community Room. Will add to agenda for November to discuss and take action.

B. September Monthly budget

C. September Statistics

D. YTD Unplanned Expenses

9. PRESIDENT'S REPORT

- Kohls gave report on behalf of Oudenhoven
- Communications with Checkai and City

10. PERSONNEL AND POLICY

- O'Neill gave update on Director Review
 - Sending out Review tomorrow to Board and staff, including part-time. Leads to distribute to staff.
 - Same format as last year.
 - Deadline for Dec 17th.
 - Will send results to Board by Oct 27 will review with Peg. Sign off by Nov 5.
 - for review so approval can take place at November meeting during 5 minute closed session.
 - Will not review during formal meeting, unless Checkai requests discussion.
- P&P to Review agreement for room rental. Checkai will review Senior Center agreement.

**** Oudenhoven left meeting at 6:25. ****

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Minutes from September 11, 2025

B. October Bills

Merfeld made motion to approve consent agenda items. Kohls seconded. Approved.

Roll call vote:

Jarred Burke	Y	Charity Chandler	Y	Kerry Kneser	A	Tom Kohls	Y
Andi Merfeld	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Erin O'Neill	Y
Bob Wetzel	A						

12. ADJOURNMENT

Burke made motion to adjourn meeting at 6:30. Mueller seconded

A. Next Meeting November 13, 2025, 5:30pm