THE CITY OF WATERTOWN

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, APRIL 09, 2026 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL

Charity Chandler	P	Tom Kohls	P	Chris Koppes	P	Andi Merfeld	P
Dave Morstad	P	Beth Mueller	P	Sarah Oudenhoven	A	Bob Wetzel	P
Emily Lessner	P						

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

2. CITIZENS TO BE HEARD

- Danielle Bailey, WPL Staff

3. NEW BUSINESS

A. Checkai read Resolution 2026-6 Recognition of Erin O'Neill's service to Library Board of Trustees
Motion by Koppes to approve resolution, Wetzel seconded. Approved.

B. Discuss and take possible action: Replace vacant page position

- Checkai proposed hiring a part-time library Page, to fill vacant position re: promoted employee.

Motion made by Chandler to hire part-time Page position. Mueller seconded. Approved.

Roll call vote:

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

C. Election of Officer (Treasurer)
Motion made by Mueller to nominate Chandler as Treasurer. Koppes seconded. Approved.

D. Move into closed session: 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (continued discussion compensation for interim director and director)(discuss promotion of interim library director)

Motion made by Wetzel to move into closed session per 19.85 (1)(c), Chandler seconded. Approved.

E. Reconvene into open session: Take action on promotion of interim library director

Motion made by Merfeld to move into open session. Morstad seconded. Approved.

Motion made by Chandler to approve Hernandez as interim director. Mueller seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Roll call vote:

Koppes moved to amend the preceding motion to include step and grade from current F140 ($35.22/hr) to A170 ($46.71). Chandler seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Roll call vote:

F. Discuss and take action: a) forming ad hoc committee or b) amending the bylaws to empower Personnel and Policy Committee to serve as executive search committee for library director hiring

- Koppes will ask city attorney for clarification on open records re: Exec Director interview and will reach out to city HR to touch base on marketing of position.
- City does background check.
- Executive Search Committee
    - Discussed adding individual outside Board to join Executive Search Committee.
        - Suggested individual Patti Wetzel, President of Friends of the Watertown Public Library
    - Board members Merfeld, Chandler, Morstad, Mueller
- Interview off of a script to ensure consistency in candidate questions

Motion made by Koppes to form adhoc committee under bylaws for purposes of marketing library director position with committee comprised of board members Merfeld, Chandler, Morstad, Muellern, including directive to perform initial library director search and bring candidates committee deems appropriate to library board for interview. Chandler seconded.Approved.

4. UNFINISHED BUSINESS

A. Review progress of Strategic Plan
- Reviewed data with WiLS
- Plan will be presented to City Council once finalized

B. Review progress of library website
- Hernandez reviewed the new website, which is going live Tuesday.

C. Review check approval schedule

5. DIRECTOR'S REPORT

A. Checkai reviewed monthly highlights, budget figures and statistics

- May 1, Friends of the Library brat fry at Glenn's

6. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Review and take action: Minutes from March 12, 2026

Motion made by Merfeld to approve minutes as corrected. Wetzel second. Approved.

B. Review and take action: Minutes from March 23, 2026

Motion made by Mueller to approve minutes as corrected. Chandler seconded. Approved.

Motion made by Wetzel to approve consent agenda items. Koppes seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Roll call vote:

7. PRESIDENT'S REPORT

A. Review contacts and conversations in official capacity - No discussion per Oudenhoven's absence.

8. PERSONNEL AND POLICY

A. Review and take action on Resolution 2026-4: John Hackbarth- PT Custodian

Motion made by Lessner to approve Resolution 2026-4. Mueller seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Roll call vote:

B. Review and take action: Resolution 2026-5 Baelyn Elkins-Pt Library Assistant

Motion made by Mueller to approve Resolution 2026-5. Lessner seconded. Approved.

Charity Chandler	Y	Tom Kohls	Y	Chris Koppes	Y	Andi Merfeld	Y
Dave Morstad	Y	Beth Mueller	Y	Sarah Oudenhoven	A	Bob Wetzel	Y
Emily Lessner	Y						

Roll call vote:

Motion made by Koppes to move back to agenda item 6. Review and Take Action on Consent Agenda Items. Wetzel seconded. Approved.

9. ADJOURNMENT

A. Next meeting date: Thursday, May 14, 2026 5:30 P.M.

Motion to adjourn made by Koppes at 7:06. Mueller seconded. Approved.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, May 14, 2026, 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary