



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, DECEMBER 11, 2025 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL

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

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

2. REVIEW CORRESPONDENCE

A. Donation from citizen

3. CITIZENS TO BE HEARD

Danielle Bailey, WPL Staff

Greg Zipfel, Citizen

4. NEW BUSINESS

A. Discuss and take action: Cuts to Staff/Operating Hours

Checkai reviewed 2025 staffing and operating hours as related to the fund balance, cautioning that taking funds out of fund balance isn't sustainable.

- 2 Part-time children's dept position remained unfilled in 2025 despite efforts to hire.
- 1 Part-time children's position and the PT custodian's position will remain unfilled, but Checkai does recommend filling a part-time children's department position in 2026.

Burke made a motion to keep the operation hours the same for the 2026 year. Seconded by Oudenhoven. Approved.

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

B. Discuss and take possible action: Changes/updates to the Teen Space and Makerspace

Checkai requested the teen gaming room be made into an extension of Maker Space to be used as a makerspace/conference room.

Chandler made a motion to adopt as proposed. Seconded by Kohls. Approved.

Burke made a motion to move to agenda item 4.F. to agenda item 4.C. Seconded by Wetzel. Approved.

C. Review and take action: 2026 library holiday and CE Team Education dates

Chandler made a motion to adopt the 2026 library holiday and CE Team ED dates. Seconded by Kohls. Approved.

D. The Library Board of Trustees will convene into Closed Session under exemption 19.85(1)c for the purpose of "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (LB Hours)

Kneser made a motion to convene into closed session. Seconded by Kohls. Approved.

Topic tabled until the Board can discuss with city HR. City HR will be invited to the January Board meeting.

Burke made a motion to reconvene into open session. Seconded by Mueller. Approved.

E. Reconvene into open session: Take action on staff compensation request

Burke made a motion to talk to Human Resources regarding possible change position. Seconded by Oudenhoven. Approved.

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

F. Discuss and take action: 2026 City Pay Table

Chandler made a motion to adopt the city pay table. Seconded by Burke. Approved.

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

5. APPEARANCES - NONE

6. UNFINISHED BUSINESS

A. Review and take possible action: Meeting Room Policy

Agenda item tabled for future meeting.

7. DIRECTOR'S REPORT

A. Director's Report

B. Review monthly library budget

C. Review monthly library statistics

D. Review and take action: December Bills

E. Review unplanned expenses

8. TRUSTEE'S REPORT

- A. Strategic Communication Planning surrounding the budget
- B. Discussing endowment, names associated, policies and possible board to oversee
- C. Updates to strategic plan

9. PRESIDENT'S REPORT

Oudenhoven reviewed the past month's correspondences and discussions and thanked the board and staff for their support over the past month.

10. PERSONNEL AND POLICY - NONE

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Library Board of Trustees minutes from November 13, 2025
- B. Library Board of Trustees/Personnel and Policy minutes from November 5, 2025

Kohls made a motion to approve consent agenda items. Seconded by Wetzel. Approved.

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

12. ADJOURNMENT

Kneser made a motion to adjourn at 6:30. Seconded by Mueller. Approved.

Next meeting: January 8, 2026 at 5:30 pm

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on January 8, 2026.

Respectfully submitted,

Andi Merfeld