



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA**

**THURSDAY, MAY 08, 2025 AT 5:30 PM**

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

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**1. CALL TO ORDER / ROLL CALL**

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

**Also present:** Checkai, Peerenboom

**2. REVIEW CORRESPONDENCE - NONE**

**3. CITIZENS TO BE HEARD - NONE**

**4. APPEARANCES - NONE**

**5. NEW BUSINESS**

A. Review and take action:

- Unattended Child Policy/Unacceptable Conduct Policy – Library Privileges

*Koppes made motion to approve the Unattended Child Policy. Kohls seconded. Roll call vote:*

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

- Unacceptable Conduct Policy

*Kohls made motion to approve the Unacceptable Conduct Policy. Burke seconded. Roll call vote:*

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

B. Discuss and take possible action: "Agreement" between the Library Board of Trustees and Watertown Family Connections

- Create "Lease Agreement" template for WFC to use. Checkai to ask Steven to come up with Third Party Lease Agreement and notify Stephanie we're contacting legal council and give

update on concerns.

- WFC needs to include insurance specifications
- Specify where equipment and how equipment will be stored
- Specify space of storage by sq ft

C. Review and take possible action: MOU between the Library Board of Trustees and Watertown Police Dept.

*Koppes made motion to send MOU to Atty Wirkus to ask for opinion on compliance with WI law, and to pause implementation of MOU until we receive an answer and have reviewed at June meeting. Burke second. Roll call vote:*

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

D. Review and take action: Proposed bench in honor of Judge Ron Ziwisky

*Merfeld made motion to approve the proposed design and south side location of a bench in honor of Judge Ron Ziwisky. Wetzel seconded. Approved.*

E. Review and take action: By-Laws of the Board of Directors

- Checkai to clarify with legal the maximum number of members allowed on WPL Board of Directors and how is county appointment done differently than mayoral appointment

*Burke made motion to postpone action until we receive update from legal. Kneser seconded. Approved.*

F. Review: April Incident Report

G. Review and discuss: Succession Plan

## 6. UNFINISHED BUSINESS

A. Review and take action: FT Library Assistant position

*Kohls made motion to approve FT Library Assistant position, Mueller seconded. Roll call vote:*

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

B. Reviewed progress with changes made in the teen room

C. Review and take possible action: Proposed Strategic Plan update

- Oudenhoven has been directed to provide additional information on the grant application before it will be approved, including revising answer on one question and providing an updated contract from WILS.

D. Review and take possible action: Additional cameras in the facility

- Checkai to have installer come in and change angles of cameras.
- Estimate could be less if took cameras down to 10 (or less)

*Koppes made motion to authorize Checkai to effectuate any security camera systems in an amount not to exceed \$40,000 from Fund 20. Chandler seconded. Roll call vote:*

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

E. Review and discuss: Cordless/cell phone for maintenance proposals

*Koppes made motion to approve phone for maintenance staff. Kneser seconded. Roll call vote:*

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

## 7. DIRECTOR'S REPORT

- April Director's Report
- April Budget
- April Statistics

## 8. TRUSTEE'S REPORT

- Review completed 2020-2024 Strategic Plan
- Article 2 Officer Bylaws Sec 6
- Meeting with Mark Stevens (or other) for investment of carryover account
- Proclamation for Koppes

## 9. PRESIDENT'S REPORT

- O'Neill will continue on the Board for another term per Mayor Stocks' approval.

## 10. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- Minutes: Library Board of Trustees minutes from April 10, 2025
- Minutes: P&P Meeting minutes from April 24, 2025
- Minutes: Finance Committee minutes from April 22, 2025
- April Bills List

*Burke made motion to approve Consent Agenda items. Kohls seconded. Roll call vote:*

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

## 11. PERSONNEL AND POLICY - No report given

## **12. ADJOURNMENT**

*Oudenhoven made motion to adjourn meeting at 7:25pm. Mueller seconded. Approved.*

Respectfully submitted,

Andi Merfeld, Secretary