

**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, APRIL 10, 2025 AT 5:30 PM
100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM**

1. CALL TO ORDER / ROLL CALL

| | | | | | | | |
|---------------|---|------------------|---|--------------|---|------------------|---|
| Jarrold Burke | P | 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

2. REVIEW CORRESPONDENCE

- a. Thank you card: Mr. Robinson

3. CITIZENS TO BE HEARD- None

4. APPEARANCES - None

5. NEW BUSINESS - None

6. UNFINISHED BUSINESS

- a. Review staff progress regarding teens in library
- i. Checkai updated the Board on recent issues with teen behavior, and staff's interaction with them.
 - ii. Checkai would like to leave vacated Senior library position open and instead hire full time library assistant to work various duties and departments as discussed at March 2025 meeting.
 - iii. Oudenhoven and Checkai will request meeting with city personnel to clarify hiring process.
 - iv. P&P to review *Unattended Child Policy* and bring it to May Board meeting for review and approval.
- b. Review and take possible action: Proposed strategic plan update
- i. Oudenhoven met with GWCHF regarding strategic plan funding. She will work with Foundation staff to apply for Capacity Building Grant.

Burke made motion to approve strategic plan proposal from WiLS. Kneser seconded. Roll call vote:

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

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

- i. Quote is pending. Checkai will report back to the Board when received.

7. DIRECTOR'S REPORT

- a. Reviewed library statistics and monthly budget
- b. Shared general library operation updates

8. TRUSTEE'S REPORT

- a. The following items were requested for inclusion in the May Board agenda:
 - i. Review completed 2020-2024 Strategic Plan, including accomplishments and Succession Plan
 - ii. Review incident reporting

9. PRESIDENT'S REPORT

- a. Oudenhoven gave update

10. PERSONNEL AND POLICY

- a. Will meet in April at a time TBD

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- a. Review and take action: Library Board of Trustees minutes from March 13, 2025
- b. 2025 April Bills

Wetzel 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 | Erin O'Neill | Y | Sarah Oudenhoven | Y |
| Bob Wetzel | Y | | | | | | |

12. ADJOURNMENT

Koppes made motion to adjourn at 6:09 pm. Chandler seconded. Approved.

Respectfully submitted,

Andi Merfeld, Secretary