



PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, NOVEMBER 13, 2025 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL

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

Also present: Watertown Public Library Staff: Tina Peerenboom (V), Jaime Hernandez

2. REVIEW CORRESPONDENCE - NONE

3. CITIZENS TO BE HEARD

Kerry Owens, 1402 Stoneridge Drive

Danielle B, Employee

Kate Lapin, 1216 Richards Ave

Greg Zipfel, 1416 Stoneridge Dr

Tom Levi, 132 Harding St

Barb Weiss, 1118 Riverview Lane

Rebekkah Grotelueschen, 621 Sweetbriar Lane

Francine Gies, 609 W. Main

Barbara Phelps, 119 S. Church St

Jude Christensen, 132 Harding St

Dave Poppert, 1402 Stoneridge Dr

Apollo Swan-Friend, 411 ½ E Main St

4. APPEARANCES

Ken Berg, Watertown Alderman

Fred Smith, Watertown Alderman

Jonathan Lampe, Watertown Alderman

- Berg and Smith described the City's difficult financial position and requested that the Board approve a voluntary \$200,066 contribution from its endowment fund to help reduce the City's debt service.
- Lampe advised the Board to forgo the contribution.

*** Oudenhoven motioned to move agenda item 5 E: Review and take action: Request from City Finance to release \$200,066 from the Library Endowment fund to pay the 2026 interest on funds the city borrowed for library expansion to 5 A, and move to 5 A to 5 B. Kohls seconded. Approved.*

Roll call vote:

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

5. NEW BUSINESS

A. Review and take action: Request from City Finance to release \$200,066 from the Library Endowment fund to pay the 2026 interest on funds the city borrowed for library expansion

Kneser motioned the library board decline the request from city Finance Committee to release \$200,066 from the Watertown Public Library endowment fund to pay down the City of Watertown's debt service. O'Neil seconded. Approved.

Roll call vote:

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

A. Review and discuss: strategic planning initiatives with WILS team

- Due to insufficient time during meeting, this item has been rescheduled with WILS on Dec 4th, while they're at WPL for Community Conversation sessions.
- Checkai will post meeting for 3:45-4:45 on December 4th.

B. 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 (Library Director Evaluation)

Kohls made motion to move into closed session. Kneser seconded. Approved.

C. Reconvene into Open Session

Kohls made motion to reconvene into open session. Wetzel seconded. Approved.

***O'Neil exited meeting.*

D. Review and take action: 2026 Addendum for Bridges Library System and Cafe Agreement

Kneser made a motion to approve the addendum. Merfeld seconded. Approved.

Roll call vote:

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

F. Review and take action: Director's request to carry over vacation

Chandler made a motion to approve Checkai rolling over 40 hours of vacation. Kohls seconded. Approved.

6. UNFINISHED BUSINESS

A. Review and discuss: proposed 2026 library budget

- Checkai encourage Board to attend City Council Meeting next week

7. DIRECTOR'S REPORT

A. Director's Report

- Due to trash being left in teen room, there will be no eating or drinking allowed for two weeks.
- Increased requests from teachers to partner with library.

B. Checkai reviewed monthly library statistics

- Statistics are up

C. Reviewed monthly library budget

D. Reviewed unplanned expenses

8. TRUSTEE'S REPORT

9. PRESIDENT'S REPORT

- Busy month with communications

10. PERSONNEL AND POLICY

A. Review and take possible action: Meeting Room Policy

Tabled to December

11. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. November Bills

B. October 9, 2025 minutes

Oudenhoven made a motion to approve consent agenda items. Chandler seconded.

Roll call vote:

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

12. ADJOURNMENT

Wetzel made a motion to adjourn meeting at 7:23pm. Kohls seconded. Approved

A. Next meeting: December 11, 2025