

**WATERTOWN PUBLIC LIBRARY**  
**BOARD OF TRUSTEES MEETING MINUTES**  
THURSDAY, FEBRUARY 08, 2024 AT 5:30 PM

**1. Call to Order/Roll Call**

The meeting was called to order by Board President Chris Koppes at 5:30 pm.

*Members Present:* O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

*Members Absent:* Gerike

*Also Present:* Library Director, Peg Checkai; Head of Adult Services and Technology, Jamie Hernandez; Head of Children's Services, Tina Peerenboom; Head of Circulation, Cari Gunderson.

**2. Review Correspondence**

- a. Email from Chris Koppes regarding Apple gift cards is a scam
- b. Dr. Robert Rupnow, kudos to library staff
- c. Two staff resignation letters from Children's Dept staff
- d. Court ordered judgment re: restitution for vandalism

**3. Citizens to be Heard**

- a. None

**4. Appearances**

- a. None

**5. New Business**

**A. Convene to closed session**

\*\*\***Motion #1** per Koppes, seconded by Oudenhoven, to move into closed session.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

**Resolution: Motion Carried.**

**B. Reconvene into open session**

\*\*\***Motion #4** made by Oudenhoven, seconded by O'Neill, to return to open session.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

**Resolution: Motion carried**

**C. Review and take action: 2023 State Annual Report**

- a. Checkai reviewed contents of 2023 State Annual Report

\*\*\***Motion 5** made by Burke, seconded by Koppes, to approve the annual report.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

**Resolution: Motion carried**

**D. Review and take action: Proposal from Andrew Day (IT Coordinator) to add fiber optic line to the library.**

- a. The proposal states WPL will take on full installation cost of fiber optic line. The upgraded line would benefit the City as well as WPL. Board authorized Koppes to negotiate cost sharing with the City. Koppes will report back to the Board at March meeting.

**E. Review and take action: Employee vacancies due to resignations and promotion**

- a. Checkai shared staff vacancies, including one in Reference, due to a promotion, and 2 in the Children's Department, due to staff resignations.
- b. The Library is currently running at a deficit and doesn't have funding available to hire additional staff. Checkai will create a staffing plan for the Board to review at March meeting. Plan will consider staffing options, including additional hours for current employees, hiring of additional staff and budget.

**6. Unfinished Business**

**A. Review status of MOU between Library Board of Trustees and City of Watertown**

- a. Koppes reported on MOU status. The Board will re-engage the City once our hired attorney gives their recommendation.

**B. Review and take action: 2024 CE Team Education date**

- a. O'Neil and Burke will connect and bring recommendations to March meeting.

**C. Review and take action: Selection Reconsideration Policy**

- a. Checkai shared Mayor McFarland's request for a meeting to discuss children's access to R rated DVDs. Per the Wisconsin Library Association and Bridges, libraries defer to parental involvement on child's access to materials. Koppes and Checkai will meet with the Mayor and report back to Board.

**7. Director's Report**

- a. Checkai reviewed monthly highlights, budget figures and statistics.
  - Reviewed financials, issue with HVAC.
  - Discussed partnership with Park and Rec regarding coordination of programming.
  - Kudos to Kari and Lynn for stepping up to cover staff shortage.
  - Friends of the Library is without a President re: resignation.

**8. Trustee's Report**

- a. Discuss agenda for March meeting
  - No additions.

**9. President's Report**

- a. Review contacts in official capacity
  - Miron Construction, MOU, meeting with Mayor

## 10. Personnel and Policy

- a. Review and take action: Resolution 2024-1 Noah Chowanek, PT Library Assistant

**\*\*\*Motion #6** made by Oudenhoven, seconded by Kneser, to approve Chowanek move to PT Library Assistant.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

**Resolution: Motion carried**

## 11. Review and take action: Consent Agenda Items

- a. Review and take action: January 11, Library Board of Trustees meeting minutes
- b. Change in meeting minutes requested: O'Neill marked as absent, but was present.
- c. Review and take action: January 24, 2024 Special Finance Committee meeting minutes

**\*\*\*Motion #7** made by Koppes, seconded by Burke, to approve consent agenda.

Votes to approve: O'Neill, Kneser, Oudenhoven, Burke, Wetzel, Koppes, Kohls, Merfeld

**Resolution: Motion carried**

## 12. Adjournment

- a. Next Meeting Date: Thursday, March 14, 2024

**\*\*\*Motion #8** per Oudenhoven, seconded by Kohls, to adjourn the meeting at 7:35pm.

**Resolution: Motion approved per voice acclimation.**

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting held on Thursday, March 14, 2024.

Respectfully submitted,  
Andi Merfeld, Board member