



## PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

THURSDAY, JULY 10, 2025 AT 5:30 PM

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

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### 1. CALL TO ORDER / ROLL CALL

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

**Also Present:** Cari Gunderson, Jamie Hernandez, Tina Peerenboom

### 2. REVIEW CORRESPONDENCE

A. Reviewed recommendation by patron for title relocation.

### 3. CITIZENS TO BE HEARD - None

### 4. APPEARANCES - None

### 5. NEW BUSINESS

A. Election of Library Board Officers and Committees

#### Board of Officers:

- Nominations for President:  
*Kneser nominated Sarah Oudenhoven for President, O'Neill seconded. Approved.*
- Nominations for VP:  
*Burke nominated Kneser for Vice President, O'Neill seconded. Approved.*
- Nominations for Secretary  
*Oudenhoven nominated Merfeld for Secretary. Kohls seconded. Approved.*
- Nominations for Treasurer  
*Kneser nominated Kohls for Treasurer. Burke seconded. Approved.*

#### Committee Appointments:

- P&P
  - Chandler, Merfeld, O'Neill
- Buildings and Grounds
  - Mueller, Oudenhoven
- Finance
  - Kohls, Burke

B. Reviewed 2026 Proposed Budget

## 6. UNFINISHED BUSINESS

### A. WILS Strategic Planning Proposal

- Oudenhoven and Checkai shared feedback on plan from Greater Watertown Community Health Foundation.

*Kneser made motion to bring WiLS Proposal for Strategic Plan Development, Consulting, and Facilitation Services to August Board Meeting for discussion and take possible action. Seconded by Kohls. Approved.*

## 7. DIRECTOR'S REPORT

### A. June Director's Report

- Door numbers are going up

### B. Library Expenditures and Finances

### C. Unplanned 2025 Expenditures

### D. June Statistics

## 8. TRUSTEE'S REPORT

### A. Burke requested Checkai continue to review data with Board on a monthly basis.

### B. Finance Committee to meet with investors. Checkai will schedule meeting.

## 9. PRESIDENT'S REPORT

### A. Oudenhoven reviewed recent communications and outcomes from conversations.

## 10. PERSONNEL AND POLICY

### A. Review and take action: Resolution 2025-5 PT Library Assistant (Reference) Hannah Hirsch

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						

*Burke made motion to approve Resolution 2025-5.*

*Kneser seconded. Roll call vote:*

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

### A. July 2025 Bills

### B. Minutes from June 12, 2025

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						

*Oudenhoven made motion to approve consent agenda items. Kohls*

*seconded. Roll call vote:*

## 12. ADJOURNMENT

*Kohls made motion to adjourn meeting at 7:11pm. Wetzel seconded. Approved.*

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, August 14, 2025, 5:30pm.

Respectfully submitted,

Andi Merfeld, Secretary