



**PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES**

**THURSDAY, SEPTEMBER 11, 2025 AT 5:30 PM**

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

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

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

**Also present:** Watertown Public Library Staff: Cari Gunderson, Jamie Hernandez, Tina Peerenboom

**2. REVIEW CORRESPONDENCE - NONE**

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

**4. APPEARANCES - NONE**

**5. NEW BUSINESS**

- a. Discuss and take possible action: Recommendation from Library Finance Committee to move forward with investing with South Central Library System Foundation
  - Mark Stevens, City of Watertown, recommends WPL invests in SCLSF

*Burke made motion to accept WPL Finance Committee recommendation to set up an account with SCLSF according to Steven's plan . Kohls Seconded.*

*Roll call vote:*

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						

**6. UNFINISHED BUSINESS**

- a. Reviewed: Signed MOU between Library Board and WILS
- b. Reviewed and took action: WILS invoice

*Burke made motion to pull funds out of Fund Balance. Seconded by Chandler.*

*Roll call vote:*

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						

- c. Reviewed 2026 proposed budget
  - Checkai shared updates on the 2026 proposed budget, including anticipated funding from the City of Watertown.

**7. DIRECTOR'S REPORT**

Reviewed documents provided in pre-meeting packet:

a. September Director's Report

- Melissa Mclimans from WiLS will be attending the October Board meeting to facilitate the *Phase 2: Stakeholder Engagement - Board Interviews* portion of the Strategic Plan. Per the plan: "This discussion will focus on gathering information about the challenges and aspirations of the community, and the strengths, opportunities, and aspirations of the library, including the board."
- Checkai encouraged Board members to recommend community members who could be interviewed for the *Phase 2: Stakeholder Engagement - Stakeholder Interviews* portion of the Strategic Plan. Per the plan, "The interviews will provide qualitative data and insight into community strengths and opportunities and what catalyzing role the library might play."

b. August Statistics

c. August Monthly Budget

d. YTD Unplanned Expenses

**8. TRUSTEE'S REPORT**

a. Director's evaluation update - Personnel and Policy

**9. PRESIDENT'S REPORT**

a. Oudenhoven shared updates from the past month including strategic planning and correspondence.

**10. PERSONNEL AND POLICY**

a. The committee will meet in October re: Director Review and report to the Board at the October meeting.

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

- a. Minutes from August 14, 2025
- b. Public Library Finance minutes from August 27, 2025
- c. Approve September bills

*Kohls made motion to approve consent agenda items. Kneser seconded.*

*Roll call vote:*

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						

**12. ADJOURNMENT**

*Merfeld made motion to adjourn meeting at 6:19pm. Chandler seconded. Approved.*

Next Meeting: October 9, 2025

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, October 9, 2025, 5:30pm.

Respectfully submitted,  
Andi Merfeld, Secretary