

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES
THURSDAY, AUGUST 13 AT 5:30 PM

1. CALL TO ORDER / ROLL CALL

Meeting called to order at 5:32 p.m.

Chandler	P	Koppes	P	Mueller	P
Haase	P	Lessner	A	Oetken	P
Kohls	P	Morstad	P	Oudenhoven	P

Also present: Watertown Public Library Staff: Tina Peerenboom (V), Cari Gunderson,
City leaders: Mark Stevens, Mayor Stocks
Citizens present: Peg Checkai, John Katisch

2. CITIZENS TO BE HEARD

Peg Checkai | Discussed position of support for library window art, stated local support and out-of-town detractors. One panel remaining near book drop.

3. NEW BUSINESS

- A. Review and take action: Request to fill Library Assistant (Circulation) position

Form will be completed after Jamie's return to office.

Motion to approve request made by Koppes, seconded by Oudenhoven. Motion Approved on roll call vote.

Chandler	Y	Koppes	Y	Mueller	Y
Haase	Y	Lessner		Oetken	Y
Kohls	Y	Morstad	Y	Oudenhoven	Y

- B. Discuss and take possible action: Mayor's request for potential location change of future board meeting

Mayor Stocks provided explanation as to why a request for a change of venue for the board meeting highlighting featuring different city locations for the library board (equivalent of a department chair). Request for the Police Station Tour first.

Board supportive of visiting other sites outside of meeting times

4. UNFINISHED BUSINESS

- A. Review and take action: Election of Library Board Officers and Committees

Motion to move agenda item B as first item to respect Mark Stevens' time made by Oudenhoven, seconded by Mueller. Motion Approved on voice vote.

President: Oudenhoven nominated by Kohls, Chandler nominated by Mueller.

Oudenhoven refused nomination to support Chandler nomination.

Vice-President: Kohls nominated by Koppes, Mueller self-nominated.

Treasurer: Oudenhoven self-nominated

Secretary: Oudenhoven nominated Lessner

Committees:

- Buildings and Grounds | Lessner, Haase, Kohls
- Personnel & Policy | Mueller, Morstad, Oetken
- Finance | Oudenhoven, Koppes, Chandler

Vote was held for VP contested position. Mueller won 5 – 3.

Motion to accept Officers and Committees as determined made by Koppes, seconded by Kohls. Motion Approved on voice vote.

B. Discuss and take action: Convergent Bill

Mark Stevens provided overview of the difference between POTS (analog) lines and PDX (digital lines). Board member Mueller challenged the second trip charge and 1.75 hours of labor based on emails provided prior to the meeting. Mark Stevens will liaise with Convergent regarding the \$280 charge. September agenda item: discussion regarding fax line installation.

Motion to approve payment of \$914 to Convergent made by Mueller, seconded by Oetken. Motion approved on roll call vote.

Chandler	Y	Koppes	Y	Mueller	Y
Haase	Y	Lessner		Oetken	Y
Kohls	Y	Morstad	Y	Oudenhoven	Y

C. Discuss and take possible action: Plaque for Peg

Board member Chandler provided an overview and cost estimate for a brass plaque honoring Peg Checkai at the library. Funding sources were discussed.

Motion to approve payment from Carnegie Fund not to exceed \$400 made by Oetken, seconded by Kohls. Motion Approved on roll call vote.

Chandler	Y	Koppes	Y	Mueller	Y
Haase	Y	Lessner		Oetken	Y
Kohls	Y	Morstad	Y	Oudenhoven	Y

D. Update on hiring of Library Director

Board member Chandler provided an update on status of the new director, starting September 2, as well as onboarding with the city. A brief discussion was held regarding Board onboarding with a determination to add a closed session high level onboarding to the September Board of Trustees meeting. Board member Koppes will schedule a finance committee meeting to discuss upcoming budget discussions. P&P may host a small group onboarding with the new Director, if necessary, after the September meeting. The board will also plan to welcome the new Director on September 3rd or 4th (Chandler to check first day at library with city HR).

5. DIRECTOR'S REPORT

A. Review: Monthly highlights, budget figures and statistics

Tina detailed additional item regarding replacement of filtered computers in the Children's area with Quest machines, loaded with multilingual programs (paid for with Greater Watertown Community Health Foundation Grant and Donations).

Board member Haase asked questions regarding budget. Chandler will follow up with library team for clarification and will share with the Board.

6. PRESIDENT'S REPORT

- A. Review conversations and contacts in official capacity
No report

7. PERSONNEL & POLICY

- A. Resolution 2026-10: Heidi Zipfel

Motion to approve Heidi Zipfel as FT Cataloger made by Mueller, seconded by Morstad. Motion Approved on roll call vote.

Chandler	Y	Koppes	Y	Mueller	Y
Haase	Y	Lessner		Oetken	Y
Kohls	Y	Morstad	Y	Oudenhoven	Y

- B. Resolution 2026-11: Mary Lopez-Childers

Motion to approve Mary Lopez-Childers as Library Director made by Kohls, seconded by Morstad. Motion Approved on roll call vote.

Chandler	Y	Koppes	Y	Mueller	Y
Haase	Y	Lessner		Oetken	Y
Kohls	Y	Morstad	Y	Oudenhoven	Y

8. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

- A. Minutes from July 9, 2026
B. Minutes from July 29, 2026
C. August 2026 Bills
D. Unplanned expenses as of August 4, 2026

Chandler recommending modifying spelling of John Katsch's name in July 9, 2026 Minutes.

Motion to approve consent agenda as modified made by Mueller, seconded by Morstad. Motion approved on roll call vote.

Chandler	Y	Koppes	Y	Mueller	Y
Haase	Y	Lessner		Oetken	Y
Kohls	Y	Morstad	Y	Oudenhoven	Y

9. ADJOURNMENT

Motion made by Koppes to adjourn at 7:28 p.m. Haase seconded. Approved by voice vote.

These meeting minutes are uncorrected and stand as such until approved at the next Board of Trustees Meeting to be held on Thursday, September 10, 5:30pm.

Respectfully submitted,
Charity Chandler