

**Library Board of Trustees
Minutes: March 12, 2026**

1. Call to Order/Roll Call.

| | | | | | | | | |
|------------|------------------|------------------|-----------|--------------|--------------|--------------|--------------|--------------|
| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O’Neill | Andi Merfeld |
| Present | Present | Present | Present | Present | Present | Absent | Absent | Absent |

2. Citizens to Be Heard.

Danielle speaks, asking for staff input in director transition process.

3. New Business.

A. Hold Elections for Vice President of Library Board.

General discussion.

Tom Kohls nominates himself.

Sarah Oudenhoven notes that Erin O’Neil expressed previous interest.

MOTION (Koppes/Oudenhoven) to vote on Tom Kohls as Vice-President for the term through July 1.

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| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O’Neill | Andi Merfeld |
| Yes | Yes | Yes | Yes | Yes | Yes | Absent | Absent | Absent |

Approved

B. Make appointment to library committees with vacancies.

MOTION (Oudenhoven/Kohls) to appoint Chris Koppes to finance committee.

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| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O’Neill | Andi Merfeld |
| Yes | Yes | Yes | Yes | Yes | Yes | Absent | Absent | Absent |

Approved

C. Review and take action: HVAC Service Contract.

MOTION (Wetzel/Mueller) to approve Richter service contract.

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| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O'Neill | Andi Merfeld |
| Yes | Yes | Yes | Yes | Yes | Yes | Absent | Absent | Absent |

Approved

D. Review and take action: Check approval schedule.

Discussion on process. Board asks Director to connect with City Finance to explore the possibility of delegating 'not to exceed' authority to Director for routine bills below a certain threshold. No action at this time.

E. Convene into closed session per §19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (discussion on Library leadership succession planning).

MOTION (Oudenhoven/Wetzel) to move into closed.

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| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O'Neill | Andi Merfeld |
| Yes | Yes | Yes | Yes | Yes | Yes | Absent | Absent | Absent |

Approved

MOTION (Koppes/Oudenhoven) to return to open session.

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| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O'Neill | Andi Merfeld |
| Yes | Yes | Yes | Yes | Yes | Yes | Absent | Absent | Absent |

Approved

4. Unfinished Business

A. Review and take possible action: meeting room policy

Discussion on policy, changes from previous policy.

MOTION (Koppes/Oudenhoven) to approve subject to City Attorney review and approval

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| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O'Neill | Andi Merfeld |
| Yes | Yes | Yes | Yes | Yes | Yes | Absent | Absent | Absent |

Approved

5. Director’s Report

A. Director’s Report

B. Review monthly highlights, budget figures and statistics

6. Trustee’s Report

Discussion of placing strategic plan on next monthly meeting agenda

7. President’s Report

8. Personnel and Policy

A. Resolution #2026-3 Library Assistant

MOTION (Mueller/Wetzel) to approve.

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| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O’Neill | Andi Merfeld |
| Yes | Yes | Yes | Yes | Yes | Yes | Absent | Absent | Absent |

Approved

9. Review and take action on consent agenda items

A. Public Library minutes from February 12, 2026

B. March 2026 bills

MOTION (Chandler/Mueller) to approve consent agenda.

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| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O’Neill | Andi Merfeld |
| Yes | Yes | Yes | Yes | Yes | Yes | Absent | Absent | Absent |

Approved

10 Adjournment

A. Net meeting date: Thursday April 9, 2026

MOTION (Kohls/Mueller) to adjourn

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| Bob Wetzel | Sarah Oudenhoven | Charity Chandler | Tom Kohls | Chris Koppes | Beth Mueller | Jarred Burke | Erin O'Neill | Andi Merfeld |
| P | P | P | P | P | P | A | A | A |

Approved