

PUBLIC LIBRARY BOARD OF TRUSTEES MEETING MINUTES

Thursday, September 10, 2026

1. CALL TO ORDER / ROLL CALL

Charity Chandler	Yes	Rita Haase	No
Tom Kohls	Yes	Chris Koppes	Yes
Emily Lessner	Yes	Dave Morstad	Yes
Beth Mueller	Yes	Lois Oetken	Yes
Sarah Oudenhoven	No		

Also present:

Watertown Public Library Staff: Mary Lopez, Jaime Hernandez, Cari Gunderson

2. CITIZENS TO BE HEARD

3. NEW BUSINESS

A. Discuss and take action: Recognition of Andi Merfeld's service to the Library Board
Motion made by Chris Koppes to approve Resolution #2026-12 Acknowledgement of Andi Merfeld's service to the Library Board of Trustees
Seconded by Tom Kohls. Approved.

B. Discuss and take possible action: Offering faxing services through City system

- Jamie summarized conversations and ongoing work with the city, also included in board packet. Next steps would be to have sales rep from Rhyme come in to explain the process and support needed from library staff in order to facilitate faxing through this process.
- Jamie shared that the library staff believes it is a service that they would appreciate being able to provide this service. Board discussed fax services supporting community members.
- Beth raised a question related to a line that is potentially set up through Spectrum, based on previous bill and memo. Board wondered whether there is a line currently paid for, which needs to be turned on, or whether we could discontinue the line and proceed with this option.

Motion made by Chris Koppes to have the library staff evaluate a fax solution and come back to the board with a cost proposal. Seconded by Dave Morstad. Approved.

4. UNFINISHED BUSINESS

A. Discuss and take possible action: 2027 Budget

- Jamie shared two budget drafts prepared by the team. Second draft included slight difference in salaries due to potential step and grade reconsideration.
- Funds added to the technology line item due to self check-out machines nearing end of life. Budget would include funds to purchase new machines.
- Board asked clarifying questions related to line items - continuing education, cafe charges, purchase from donations; Board also discussed fund balance and usage in order to maintain services following budget reduction. Anticipated fund balance will be near 25%, which has been recommended.
- Jamie shared overview of staffing changes (hours) which was taken into account when preparing Salaries & Benefits section.
- Discussion related to rationale for adjusting step and grade for specific maintenance position, which was taken into account when preparing budget. Mary shared that if we were to be met with resistance, a job study could be requested. The board also discussed years of service as another supporting factor of salary adjustment.
- Discussion related to Maintenance - Building & Equipment. Clarification requested on what this allotment would potentially be utilized for. Staff explained potential expenditures.

Motion made by Lois Oetken to approve that Draft 2 be sent to the city for consideration.

Seconded by Beth Mueller. Approved.

5. DIRECTOR'S REPORT

A. Review: Monthly highlights, budget figures and statistics

1. Mary Lopez shared reflections on her first week. The breakfast was appreciated, she attended Bridges today, and she has gained a lot of information.
2. Jamie provided the Board with an interim director update. She shared an update on window wraps, which have not garnered significant local pushback, rather positive feedback. Update provided on John and Tod installing window shades in the break room, which staff have appreciated due to privacy and climate control in the break room. This month is library card sign-up month. Anna is starting a nonfiction book club, with the first one starting soon. The staff is hoping to draw new attendees with this offering. Jamie also provided an update on interviewing, hiring and staffing.

6. PRESIDENT'S REPORT

A. Report correspondences in official capacity

1. Charity shared kudos to Beth for being prepared for last meeting, resulting in our savings of \$280. Beth also expressed gratitude to Lynn.
2. Charity shared that the city has been communicating with her about the process for the new director's 3 month, 6 month, and 1 year review process.
3. Clarification asked about the upcoming tour of another city building - City Hall, Police Department and former Fire Department. Date and time was publicly noticed. The board expressed enthusiasm for the tour.

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Minutes from August 13, 2026

B. Unplanned expenses as of August 31, 2026

C. Bills as of September 2, 2026

Motion made by Dave Morstad to approve the consent agenda. Seconded by Tom Kohls.

Roll Call Vote: Charity Chandler Y Tom Kohls Y Chris Koppes Y Emily Lessner Y

Dave Morstad Y Beth Mueller Y Lois Oetken Y

Absent: Rita Haase, Sarah Oudenhoven

Approved.

8. ADJOURNMENT

Motion made by Beth Mueller to adjourn at 6:14 PM. Tom Kohls 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, October 8, 2026, 5:30pm.

Respectfully submitted,
Emily Lessner, Secretary