



PUBLIC LIBRARY PERSONNEL AND POLICY COMMITTEE MEETING AGENDA
THURSDAY, APRIL 24, 2025 AT 3:30 PM
100 S. WATER ST., WATERTOWN, 2ND FLOOR CONFERENCE ROOM

1. CALL TO ORDER/ROLL CALL

Tom Kohls called the P&P meeting to order at 3:33pm. Andi Merfeld and Erin O'Neill were in attendance along with Kerry Kneser and Peg Checkai

2. NEW BUSINESS

A. Review and take action: FT Library Assistant position and FT Sr. Library Assistant
Trustees discussed the position and reviewed the current job descriptions.

Merfeld made a motion to recommend to the Library Board to fill the open FT Sr. Library Assistant-Teen Services position as a FT Library Assistant, based on the current Library Assistant's job description

B Review and take action: Unattended Child Policy

Proposed changes are attached to the red-lined version. The clean version is also attached.

As part of the Unattended Child Policy, the Unacceptable Conduct Policy-Library Privileges was also reviewed by the P&P committee. Proposed changes are Attached to the red-lined version. The clean version is also attached.

Kohls made a motion to accept the proposed changes to the Unattended Child Policy and the Unacceptable Conduct Policy-Library Privileges policies and make a recommendation to the Library Board to accept the proposed changes.
Seconded by Merfeld.

C. Review and take possible action: MOU with Jig Jog

No action was taken

D. Review and take possible action: MOU with Police Dept regarding access to Library cameras.

Peg reviewed the current MOU and also provided an historical review based on library board minutes from 2022 and 2023. Kneser provided information about the electric box installed on the north side of the building by the Police Dept. Peg noted that the current MOU will be reviewed by Board's lawyer.

3. ADJOURNMENT

Merfeld made a motion to adjourn at 4:54 pm. O'Neill 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, May 8, 2025, at 5:30pm.

Respectfully submitted,
Peg Checkai, Library Director