PUBLIC LIBRARY BOARD OF TRUSTEES MEETING AGENDA
THURSDAY, OCTOBER 08, 2026 AT 5:30 PM
100 S. WATER ST., WATERTOWN, WI 53094 - 2ND FLOOR CONFERENCE ROOM

1. CALL TO ORDER / ROLL CALL
Meeting called to order at 5:30 p.m.

Charity Chandler	P	Chris Koppes	P	Beth Mueller	P
Rita Haase	P	Emily Lessner	A	Lois Oetken	P
Tom Kohls	P	Dave Morstad	P	Sarah Oudenhoven	P

2. REVIEW CORRESPONDENCE
A. Staff Compliments from Patron
Mary shared compliments for Regina and Noah.

3. CITIZENS TO BE HEARD
Each individual who would like to address the Committee will be permitted up to three minutes for their comments
John Katisch in attendance

4. NEW BUSINESS
A. Proposed Holiday and CE Closures for 2027
Discussion happened regarding changes due to July 4th and Christmas/New Years due to the days of week on which they fell. Followed city guidance.

Motion to approve 2027 calendar made by Morstad, seconded by Kohls. Motion approved by voice vote

B. Purchase additional Shelving For Children's Room
Board books are overflowing – put into capital expenses ($3,172) – supplies & installation. Tina shared more details regarding ability to save on installation. Missing toe-kicks and rubber mats. Two sections. Proposed to come from restricted Joan Heinz gift.

Motion to approve purchase of shelves to be funded in an amount not to exceed $3175.62. made by Morstad, seconded by Oetken. Motion approved by roll call vote

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

5. UNFINISHED BUSINESS
A. Discuss and take possible action: Offering faxing services through City system
Move to November Agenda
B. Discuss and take possible action: Ongoing Adjustments to Budget
Technology Budget for self-checkout machines which need to be replaced. It should be capital outlay. Adjusted budget to reflect the redistribution of funds. Items are at end of life and are no longer supported. Question: How long have

they been in use? New with the building. Doesn't impact the amount we're requesting from the city. Verified.

Motion to approve to endorse monthly budget 2027 Draft 3 and direct leadership team to take that version to city finance made by Koppes, seconded by Mueller. Motion approved by voice vote.

C. Convene into closed session per "Wis.Stat. S. 19.85(1)(c) closed session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility of staff member, TL"

Motion to move to close session. Motion by Mueller. Second by Oetken. Motion approved by voice vote.

Discussion commenced regarding potential next steps.

D. Reconvene into open session

Motion to move to into open session. Motion by Koppes. Second by Haase & Morstad. Motion approved by voice vote.

E. Discuss and take possible action on promotion of TL

Motion to have board/library leadership follow-up with McGrath to understand findings regarding alignment with comp city maintenance role after budget decision made by Mueller, seconded by Haase. Motion approved by voice vote.

6. DIRECTOR'S REPORT

A. Director's Report

Mary shared updates on her first month. Staff inservice day 10/14/2026. WLA conference at the end of the month in Middleton. Question regarding YOY increase in Libby checkouts.

7. REVIEW AND TAKE ACTION ON CONSENT AGENDA ITEMS

A. Finance Subcommittee minutes from September 8, 2026
B. Library Board minutes from September 10, 2026
C. Resolution #2026-12 Library Assistant, Jennifer Roberts
D. Resolution #2026-13 Library Assistant, Samantha Hernandez
E. October 2026 Bills as of September 29, 2026
F. Unplanned Expenses as of September 30, 2026

Motion to approve consent agenda made by Koppes, 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. ADJOURNMENT

Motion to adjourn made by Haase, seconded by Oudenhoven. Motion approved on voice vote. Meeting adjourned at 10.8.2026.