



## Library Board of Trustees Meeting

Library Community Room 431 West Center,  
Whitewater, WI, 53190 \*In Person and Virtual

### Wednesday, February 19, 2024 - 6:30 PM – Meeting Minutes

#### AGENDA

**CALL TO ORDER at 6:32 p.m.**

#### **ROLL CALL**

Present: Doug Anderson, Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: Brienne Diebolt-Brown, Alyssa Orlowski

Staff: Diane Jaroch, Deena Rolfsmeyer

Guests: none

#### **APPROVAL OF AGENDA**

*A committee member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the council to be implemented. the agenda shall be approved at each meeting even if no changes are being made at that meeting.*

MSC Retzke/Anderson to approve the Agenda.

Ayes: Doug Anderson, Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

#### **CONSENT AGENDA**

*Items on the Consent Agenda will be approved together unless any committee member requests that an item be removed for individual consideration.*

2. Approval of the minutes of the January 17, 2024 special meeting
3. Approval of Payment of Invoices
4. Acknowledgement of Receipt of Statistical report
5. Acknowledgement of Receipt of the Treasurer's report
6. Acknowledgement or Receipt of Financial reports

MSC Weigel/Anderson to approve the Consent Agenda without the Statistical and Financial reports.

Ayes: Doug Anderson, Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

- Diane walked the Board through the statistical report and end of year financials.
- It was clarified that the City is holding the money from the sale of the library's properties but the Board can spend it as it deems necessary.
- Jennifer explained the role and function of the Whitewater Community Foundation in collecting donations for the expansion project and Diane shared the report of assets with the Board.
- Jennifer pointed out that the library ended the year 107% of its budget and inquired about it.
- It was noted that the amount appropriated by the City increased for the next fiscal year; the Board speculated that it was in anticipation of the upcoming staff raises.

MSC Retzke/Anderson to approve the Statistical and Financial reports.

Ayes: Doug Anderson, Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

#### **HEARING OF CITIZEN COMMENTS**

*No formal Committee action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Committee discusses that particular item.*

#### **OLD BUSINESS**

##### **7. Review and possible action of the updated 2024 Strategic Plan Activities**

- The Board reviewed a report that showed the salary range differences between IYML staff and other librarians in the region and state. This will be a future agenda item.
- Jaime offered to reach out to Fairhaven about the possibility of bussing residents to the library on a regular basis.
- A follow-up discussion took place regarding the library's partnership with the school district.

MSC Weigel/Anderson approve the Strategic Plan Activities for 2024

Ayes: Doug Anderson, Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

##### **8. Library Building Project update**

- Jennifer updated the board about a recent meeting with Studio GC. They will present at the March board meeting with the final plans for approval.

#### **NEW BUSINESS**

9. Discussion and possible action regarding the Capital Campaign Funds held by the Whitewater Foundation

- Before retiring, Stacey Lunsford suggested that the money be transferred to the project building fund with the City so that the funds are available to pay bills as they arise.
  - Discussion took place about moving funds into a money market account so that interest can be made. Kathy pointed out that the funds held with ADM earn 5.3% interest and the CDs at First Citizens earn about 5%.
  - Two bills for surveyors have been paid already and the architects will need to be paid soon. Major bills will be coming due in July once construction begins.
- Diane will follow up with First Citizens and report back to the board next month.

10. Discussion and possible action of annual report

MSC Anderson/Berndt to submit the 2023 annual report to Bridges Library System and bring back for the board president's signature to then be submitted to DPI.

Ayes: Doug Anderson, Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

11. Review and possible action of the new Partnership Policy

- Discussion took place about having the partner organization sign a form indicating that they have read and agreed to the partnership policy.

MSC Anderson/Retzke to approve the Partnership Policy with signature lines added for a library representative and a representative from the partnership.

Ayes: Doug Anderson, Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

12. Review and approval of the Volunteers Policy

- This item will be revisited next month.

**CONSIDERATIONS / DISCUSSIONS / REPORTS**

14. Library Director's Report

- Diane provided the board with an update about Beanstalk. She also received her Director certification.
- Tony Evers visited the library last Thursday after meeting with the City Manager.
- Physical copies of several magazines have been reinstated.

15. Youth Services Report

- Old World Wisconsin presented twice at the library last week, both of which were well attended.
- The Giving Tree has been very popular and the library has received several donations.
- Winter reading program has also been popular.

16. Programming & Makerspace Report

17. Board Reports

## **FUTURE AGENDA ITEMS**

- Architects will present next month
- Staff pay scale
- Volunteer Policy

**Next meeting March 18th at 6:30pm**

**ADJOURNMENT at 8:10 PM**

No comments in the chat box.