



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, August 16, 6:30 p.m.

This meeting will be both in-person and virtual

*Our Mission: We will have the space and the stuff to do the things that you want
Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections;
Service excellence*

Join Zoom Meeting

<https://us02web.zoom.us/j/84018798489?pwd=UjBGZ1F6a2tTZ0JUR3Z6cjdQd0dYUT09>

Meeting ID: 840 1879 8489

Passcode: qzeE2ziF

One tap mobile

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Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 840 1879 8489

Passcode: 23006191

Find your local number: <https://us02web.zoom.us/j/kc2Hqp1Z6l>

1. Call To Order And Roll Call

2. Consent Agenda

2.I. Approval Of Minutes

Documents:

[MINUTES JULY 19, 2021.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET - JULY 2021.PDF](#)
[BUILDING EXPENSES - JULY 2021.PDF](#)
[CASH RECEIVED - JULY 2021.PDF](#)
[OPERATING INCOME AND EXPENSES - JULY 2021.PDF](#)

2.III. Approval Of Payment Of Invoices

Documents:

[PAID INVOICES - JULY 2021.PDF](#)

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS REPORT - JULY 2021.PDF](#)

2.V. Acknowledgment Of Receipt Of Treasurer's Reports

Documents:

[BOARD TREASURER REPORT - JULY 2021.PDF](#)
[AMERICAN DEPOSIT MANAGEMENT - JUNE 30, 2021.PDF](#)

3. Hearing Of Citizen Comments

No formal Library Board 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 Library Board discusses that particular item.

4. Old Business

4.I. Library Building Project

Jim Winship will report on the most recent Library Expansion Committee meeting, held on Wednesday, August 11.

5. New Business

- 5.I. Develop Three To Five Major Departmental Goals For The 2022 Budget Narrative
The final portion of the budget that needs to be completed is the narrative, which includes three to five major goals for the department. I am seeking guidance on what major goals should be included in the narrative before I turn in this portion of the budget to Finance.
- 5.II. Approval For City Staff To Dispose Of Discarded Library Furniture
There are many items of old furniture from the library that are in storage in various City buildings and have been for many years. We have only requested that an item be retrieved once. These include old chairs, shelving that we no longer use and miscellaneous storage, such as for vinyl record albums. Request approval to dispose of these items in whatever way is most appropriate to that item (donation, trash, scrap metal, etc.)
- 5.III. Review And Approval Of Draft Revision Of The Records Retention Policy
Many documents are handled differently than they were in the past due to streamlining procedures between the library and the city and keeping electronic records rather than paper ones. The items that I have indicated can be removed represent documents that are held at City Hall rather than at the Library (all paper invoices at Finance) or are kept electronically on the City network which has three backup redundancies. Request approval to revise the policy to reflect current business practices.

Documents:

[POLICY RECORDS RETENTION - DRAFT REVISION.PDF](#)

6. Staff & Board Reports

6.I. Library Director's Report

The report includes: facility maintenance, budget updates, if any; staff updates, if any; collection maintenance updates; public and community relations activities; library board relations, if any; meetings/webinars/trainings attended; strategic plan activities updates, if any.

Documents:

[LIBRARY DIRECTOR REPORT - AUGUST 2021.PDF](#)

6.II. Adult Services Report

The report includes upcoming programs, programs already presented, attendance at said programs, and what meetings/trainings/webinars were attended.

Documents:

[ADULT SERVICES REPORT AUGUST 2021.PDF](#)

6.III. Youth Educational Services Report

The report includes programs presented, attendance at said programs, and meetings/webinars/trainings attended

Documents:

[YOUTH EDUCATIONAL SERVICES REPORT AUGUST 2021.PDF](#)

6.IV. Programming & Makerspace Librarian Report

The report includes upcoming programs, programs already presented, attendance at said programs, and meetings/webinars/trainings attended.

Documents:

[PROGRAMMING AND MAKERSPACE REPORT AUGUST 2021.PDF](#)

6.V. Bridges Library System Staff Report

Documents:

[BRIDGES LIBRARY SYSTEM STAFF REPORT - AUGUST 2021.PDF](#)

7. Board Member Requests For Future Agenda Items

If the board has any questions they want to put to the community through the City's Polco online survey system, they will be collected at this time.

Polco is a civic engagement, survey and polling platform.

8. Confirmation Of Next Meeting

September 20, 2021, 6:30 p.m.

9. Adjournment

*Items on the Consent Agenda will be approved on a single vote unless any board member requests that it be removed for individual discussion. It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be

taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Anyone requiring special arrangements is asked to call the office of the

Library Director (473-0530) 72 hours prior to the meeting.