



Board of Trustees Meeting Agenda  
Irvin L. Young Memorial Library  
Community Room and Virtual  
431 W. Center Street  
Whitewater, WI 53190  
Monday, July 19, 2021 06:30 PM

*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/89752582839?pwd=NCtqMDZKYTdESUJXR2xHWWFIMVpqUT09>

Meeting ID: 897 5258 2839

Passcode: t65ZpUaC

One tap mobile

+13126266799,,89752582839#,,,,\*76045674# US (Chicago)

Meeting ID: 897 5258 2839

Passcode: 76045674

Find your local number: <https://us02web.zoom.us/u/kclDq7tDR>

1. Call To Order And Roll Call
2. Election Of Officers  
Proposed slate of officers for 2021-2022

President: Anne Hartwick

Vice-President: Jaime Weigel

Secretary: Jennifer Motszko

Treasurer: Kathy Retzke

### 3. Old Business

#### 3.I. Library Building Project

Attached is the final conceptual design plan and the updated costs for the project.  
Request approval.

Documents:

[STUDIOGC PROPOSED DESIGN.PDF](#)

### 4. Consent Agenda

#### 4.I. Approval Of Minutes

Approval of the minutes of the regular meeting of June 2, 2021.

Documents:

[MINUTES JUNE 21, 2021.PDF](#)

#### 4.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET - JUNE 2021.PDF](#)  
[BULIDING EXPENDITURES - JUNE 2021.PDF](#)  
[CASH RECEIVED - JUNE 2021.PDF](#)  
[OPERATING INCOME AND EXPENDITURES - JUNE 2021.PDF](#)

#### 4.III. Approval Of Payment Of Invoices

Documents:

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

#### 4.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

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

#### 4.V. Acknowledgment Of Receipt Of Treasurer's Reports

Documents:

[BOARD TREASURER REPORT - JUNE 2021.PDF](#)  
[AMERICAN DEPOSIT MANAGEMENT COMPANY - MAY 31 2021.PDF](#)

### 5. 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.

### 6. New Business

#### 6.I. Approval Of Revision To Maker Space Policy

Two small changes have been made to reflect sign-in requirements and fees.

Documents:

[POLICY MAKERSPACE AREA 431- JULY 2021 REVISION.PDF](#)

6.II. Review And Re-Approval Of The Regarding Public Concerns About Library Resources Policy

Request re-approval without revision.

Documents:

[POLICY REGARDING PUBLIC CONCERNS ABOUT LIBRARY RESOURCES.PDF](#)

6.III. 2022 Budget - Discussion

I have included documents from the recommended budget for Bridges Library System for 2022 that shows expected payments and costs to the member libraries. I have only included pages relevant to our library from the 32-page document.

I am interested in adding a Community Outreach Librarian to our staff. I have briefly discussed this with Cameron at our monthly meetings and I will be putting it into our Operating Initiatives document for the 2022 City Budget document. I have included a description of what an Outreach Librarian does from the American Library Association website for context and a draft position description. This position would be instrumental in meeting these strategic plan goals:

**Center for Learning and Connecting, Inside the Building and Out**

We are committed to excellent and inclusive services for all members of our community. We will provide collections, services, and spaces that appeal to all members of the Whitewater community and meet their learning needs.

- *Increase inclusivity and access to services and resources that the library provides.*
- *Provide programming and collections that appeal across multiple segments of the Whitewater community.*

**Engaging and Effective Communication**

We will expand awareness of the library and our role in Whitewater as a community through effective communication efforts.

- *Increase awareness of all the library does and offers.*

Documents:

[BRIDGES PROGRAM PLAN AND BUDGET 2022 PRELIMINARY-SELECTED PAGES.PDF](#)  
[OUTREACH LIBRARIAN.PDF](#)

[COMMUNITY OUTREACH LIBRARIAN - DRAFT.PDF](#)

6.IV. Polco Library Survey Results ~ Discussion

We submitted four questions for the City's Polco surveys. This is the report on the survey's results.

Documents:

[POLCO LIBRARY SERVICES 07-14-21.PDF](#)

7. Staff & Board Reports

7.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 - JUNE 2021.PDF](#)

7.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 - JULY 2021 MEETING.PDF](#)

7.III. Youth Educational Services Report

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

Documents:

[YOUTH EDUCATION SERVICES REPORT - JULY 2021 MEETING.PDF](#)

7.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 JULY 2021.PDF](#)

7.V. Bridges Library System Staff Report

Documents:

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

8. 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.

9. Confirmation Of Next Meeting

August 16, 2021, 6:30 p.m.

10. 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.