



Board of Trustees Meeting Agenda  
Irvin L. Young Memorial Library  
Community Room  
431 W. Center Street  
Whitewater, WI 53190  
Monday, July 18, 2022, 6:30 p.m.

*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*

**This will be a hybrid in-person and virtual meeting.**

Join Zoom Meeting

<https://us02web.zoom.us/j/81703328943?pwd=SU5VbTc0SkxRTXk3VUNOdU5Pc3dadz09>

Meeting ID: 817 0332 8943

Passcode: Srj3kyDP

One tap mobile

+13126266799,,81703328943#,,,,\*88552007# US (Chicago)

+16469313860,,81703328943#,,,,\*88552007# US

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

1. Call To Order And Roll Call
2. Consent Agenda
  - 2.I. Approval Of Minutes

Documents:

[MINUTES JUNE 20, 2022 -DRAFT.PDF](#)

- 2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET - JUNE 2022.PDF](#)  
[BUILDING EXPENDITURES - JUNE 2022.PDF](#)  
[CASH RECEIPTS - JUNE 2022.PDF](#)

[OPERATING INCOME AND EXPENDITURES - JUNE 2022.PDF](#)

2.III. Approval Of Payment Of Invoices

Documents:

[PAID INVOICES - JUNE 2022.PDF](#)

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS REPORT - JUNE 2022.PDF](#)

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

Documents:

[BOARD TREASURER REPORT - JULY 2022.PDF](#)  
[AMERICAN DEPOSIT MANAGEMENT - MAY 2022.PDF](#)  
[FRIENDS OF THE LIBRARY BANK STATEMENT - JUNE 2022.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

4.I.i. Potential Grant Application

Several people have asked that we explore grants for the library expansion and renovation project. Here is one possibility.

Documents:

[COMMUNITY DEVELOPMENT INVESTMENT GRANT OVERVIEW.PDF](#)  
[COMMUNITY DEVELOPMENT INVESTMENT GRANT DETAILS.PDF](#)

5. New Business

5.I. Review Of Library Board Standing Committees And Appointment Of Committee Members

Documents:

[BOARD DEVELOPMENT COMMITTEE CHARTER.PDF](#)  
[EVALUATION COMMITTEE CHARTER.PDF](#)  
[MARKETING COMMITTEE CHARTER.PDF](#)

5.II. Approval Of Second Draft Revision To The Donations And Discards Policy

A staff member noted that the Donations and Discards Policy does not mention items of historical or local interest. We do have that language in our Collection Development

Policy but the Donations and Discards Policy would be the one that would be offered to community members interested in making a donation. Request approval.

Documents:

[POLICY DONATIONS AND DISCARDS POLICY - DRAFT REVISION PART 2.PDF](#)

5.III. Approval Of A Photography, Filming, And Videography Policy

*A loosely organized social media campaign to “audit” government spaces and agencies for alleged First Amendment violations has begun to target public libraries. The individuals and groups undertaking these self-described “First Amendment audits” claim a right to film in any space accessible to the public, arguing that they’re entitled to do so as taxpayers and citizen journalists. Based on their output, their goal is to create videos of their encounters with police, security officers, and public officials that document a claimed violation of the camera person’s First Amendment rights. The video is then posted to YouTube or other social media, and used as evidence for a legal claim against the targeted agency or its officers and officials.*

*The law distinguishes between a traditional public forum, or public square, and facilities opened to the public for a particular use or purpose, like a library or a courthouse. Facilities like libraries and courthouses are considered to be limited public forums or non-public forums<sup>1</sup> for purposes of the First Amendment. In limited or non-public forums, the government agency administering the space is only obligated to allow those First Amendment activities that are consistent with the nature of the forum, even if the facility is open to the public.*

This is excerpted from the American Library Association Intellectual Freedom Blog, "Auditing the First Amendment at Your Public Library," [HTTPS://WWW.OIF.ALA.ORG/OIF/AUDITING-THE-FIRST-AMENDMENT-AT-YOUR-PUBLIC-LIBRARY/](https://www.oif.ala.org/oif/auditing-the-first-amendment-at-your-public-library/)

Milwaukee Public Library has experienced this and Bridges Library System Director Karol Kennedy encouraged all Bridges libraries to consider adding a photography and filming policy that explicitly states what is and is not allowed in our library. Staff and I worked together to review other libraries' existing policies and create a first draft for your consideration.

Documents:

[POLICY PHOTOGRAPHY, FILMING AND VIDEOGRAPHY - DRAFT.PDF](#)

5.IV. FY 2023 Budget

Attached are documents covering the budget request for Jefferson County libraries and preliminary Bridges Library System fees for fiscal year 2023 .

Documents:

[COLLECTION DISTRIBUTION FORMULA FOR JEFFERSON COUNTY LIBRARY BUDGET 2023 V.2.PDF](#)  
[JEFFERSON COUNTY LIBRARY PAYMENT SCHEDULE FOR 2023.PDF](#)  
[PRELIMINARY BUDGET NUMBERS FOR CONSORTIUM FEES FOR 2023.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 - JULY 2022.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 - JULY 2022.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 - JULY 2022.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 - JULY 2022.PDF](#)

### 6.V. Bridges Library System Staff Report

Documents:

[BRIDGES LIBRARY SYSTEM STAFF REPORT - JULY 2022.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

August 15, 2022, 6:30 p.m.

9. Adjournment

\*Items on the Consent Agenda will be approved on one 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.