



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, October 17, 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/virtual meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/84560215667?pwd=SXNuUjJsUkxMUmxRd2tWZkFINlpzZz09>

Meeting ID: 845 6021 5667

Passcode: YauGAfJ6

One tap mobile

+16469313860,,84560215667#,,,,*81801018# US

+19292056099,,84560215667#,,,,*81801018# US (New York)

Dial by your location

+1 646 931 3860 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 719 359 4580 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 386 347 5053 US

Meeting ID: 845 6021 5667

Passcode: 81801018

Find your local number: <https://us02web.zoom.us/j/km7hqN4FN>

1. Call To Order And Roll Call

2. Consent Agenda

2.I. Approval Of Minutes

Documents:

[MINUTES SEPTEMBER 19, 2022 - DRAFT.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET - SEPTEMBER 2022.PDF](#)
[BUILDING EXPENSES - SEPTEMBER 2022.PDF](#)
[CASH RECEIVED - SEPTEMBER 2022.PDF](#)
[OPERATING REVENUE AND EXPENSES - SEPTEMBER 2022.PDF](#)

2.III. Approval Of Payment Of Invoices

Documents:

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

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

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

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

Documents:

[AMERICAN DEPOSIT MANAGEMENT - AUGUST 2022.PDF](#)
[BOARD TREASURER REPORT - SEPTEMBER 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. Report From The September 29, 2022 Meeting Of The Library Expansion And Renovation Steering Committee Meeting

The committee discussed revisions to marketing materials drafts. We now have final versions of the Elevator Pitch, the FAQs, the Pledge Form, the Recognition Opportunities, and the Booklet. The booklet has been sent to Opportunities for printing. We will be reproducing the other documents in-house.

The committee also reported on recruitment efforts for the Campaign Planning Committee and the 100 Extraordinary Women Committee.

4.II. Response From The Community Development Authority Re: Library Properties On Center St And Forest Ave

The CDA discussed the acquisition of the library properties at 407 and 409 West Center Street and 414A & B and 424 Forest Avenue at their meeting on September 15. They declined to move forward with the purchase.

Request approval to retain the services of Tincher Realty to act as the Library Board's agent in offering the properties up for sale.

4.III. Review And Approval Of Draft Revision Of The Inappropriate Behavior Policy

Draft revision with the changes requested by trustees at the September meeting.

Documents:

[POLICY INAPPROPRIATE BEHAVIOR- DRAFT REVISION.PDF](#)

4.IV. Review And Approval Of The Second Draft Of The Library Programming Policy

Draft revisions from trustee feedback at the September meeting.

Documents:

[LIBRARY PROGRAMMING POLICY - DRAFT .PDF](#)

5. New Business

5.I. Review Of Updated 2023 Library Budget

Documents:

[2023 LIBRARY BUDGET UPDATE.PDF](#)

5.II. Relinquishing Safe Deposit Box

The Library has a safe deposit box at First Citizens State Bank. It contains the handwritten draft of Stephen Ambrose's manuscript for the first volume of his book, *Nixon*. Jim Winship contacted a dealer familiar with valuing this type of author

memorabilia. There is no financial value for this item. Request approval to relinquish the safe deposit box and bring the manuscript to the Library for archival storage and possibly display purposes.

5.III. Revision Of The Position Descriptions For The Assistant Director And The Youth Educational Services Librarian

Both of these positions currently have a requirement that they qualify for a State of Wisconsin Public Librarian Grade 1 Certificate. This was not always a requirement for these positions at our library and it is not a requirement by the state for any position other than a Library Director. There is a cost of \$50 to get the certification for each position. The main objective is for the two positions to maintain a high level of continuing education which will remain in the position description. This change would only affect the certification process and the additional costs, neither of which truly benefit the library. Request the requirement for Grade 1 certification be removed from these position descriptions.

Documents:

[POSITION DESCRIPTION - ASSISTANT LIBRARY DIRECTOR - DRAFT REVISION.DOCX](#)
[POSITION DESCRIPTION - YOUTH SERVICES LIBRARIAN JOB DESCRIPTION - DRAFT REVISION.DOCX](#)

5.IV. Review And Approval Of The Whitewater Community Foundation Fiscal Sponsorship Conduit Agreement

The Whitewater Community Foundation has agreed to act as the Library's fiscal sponsor and conduit for the expansion and renovation project. Request approval of the agreement.

Documents:

[WHITEWATER COMMUNITY FOUNDATION FISCAL SPONSORSHIP CONDUIT AGREEMENT.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 - OCTOBER 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 - SEPTEMBER 2022.PDF](#)
[ADULT SERVICES REPORT - OCTOBER 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 LIBRARIAN REPORT - OCTOBER 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 LIBRARIAN REPORT - OCTOBER 2022.PDF](#)

6.V. Bridges Library System Staff Report

Documents:

[BRIDGES LIBRARY SYSTEM STAFF REPORT - OCTOBER 2022.PDF](#)

7. Board Reports

1. Update on land acknowledgement statement - Jaime Weigel

2. Trustee Training Week webinars

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

November 21, 2022, 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.