

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, January 18, 2023, 6:30 pm

## MINUTES

*Mission Statement:*

*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 is a hybrid in-person and virtual meeting.*

1. Call to Order at 6:32 p.m.

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

Absent: Brienne Diebolt-Brown

Staff: Stacey Lunsford, Diane Jaroch

Guests: John Marshall, Tincher Realty

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on December 19, 2022\*
- b. Acknowledgment of Receipt of Financial Reports\*
- c. Acknowledgment of Payment of Invoices for December 2022\*
- d. Acknowledgment of Receipt of Statistical Reports for December 2022\*
- e. Acknowledgment of Receipt of Treasurer's Reports\*

MSC Anderson/Orlowski to approve the Consent Agenda without the December Board Meeting Minutes.

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

Nays: None

- In December's Minutes under New Business, it was noted that the RFID tagging *may be* required by the State in the near future; this hasn't been officially mandated yet. The Minutes were updated to reflect this.

MSC Anderson/Berndt to approve the December Board Meeting Minutes as corrected.

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

Nays: None

### 3. Hearing of Citizen Comments

- a. 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

#### 4.1 Old Business

RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT 424 FOREST AVENUE, WHITEWATER, WISCONSIN

- Since the resolution is only for the property at 424 Forest Ave., John Marshall will follow up with the City attorney regarding the resolution for the second property sold at 414 and 414A Forest Ave.

MSC Retzke /Andersen to approve the resolution for the sale of real estate located at 424 Forest Avenue, Whitewater WI

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

Nays: none

### 5. New Business

#### 5.1. Executive Session

- Adjourn to closed session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"

- Negotiation of sale of properties at 407/409 West Center Street and 413 West Center Street, Whitewater.

MSC Weigel/Retzke to move discussion of the properties for sale to closed session.

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

Nays: none

MSC Orlowski/Retzke to move out of closed session.

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

Nays: none

5. II. Review and Possible Action on Sales of Library Properties Following the executive session, the Library Board will vote on whether to accept any of the submitted proposals or none.

MSC Andersen/Retzke to accept the two highest offers as given for the Library Property 407/409 West Center Street and 413 West Center Street, Whitewater but will counter with a closing date of Feb. 21, 2023.

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

Nays: none

5. III. Review and Possible Approval of Strategic Plan Activities For 2023 ~ see Attached

- Under Strategic Goal 2, the board suggested adding a bullet point that connects with the Land Acknowledgement Statement's Action Plan.
- A suggestion was made for the library to collaborate with local schools to provide opportunities for students to visit the library and explore its resources.
- Alyssa shared that she can provide resources and contacts to local LGBTQ+ organizations.
- Stacey will bring a revised Strategic Plan to next month's meeting for approval.

5. IV. Review of And Possible Action on Letter and Action Plan Regarding Land Acknowledgment Statement, Requested by Weigel ~ see attached

- Jaime updated the board on the year-long process of creating the Land Acknowledgement Statement with staff librarian, Sarah French.

- They are seeking feedback on the documents and guidance from the board about how the letter should be signed.
- It was agreed that all board members will sign the letter individually. Jaime will bring copies of the letter to next month's meeting to sign. She will stop by the middle school to obtain signatures from members who attend meetings virtually.

5. V. Review and Approval of The Draft Revision of The Photo Collection Policy

- The Achen photo collection policy does not specify that one may pay with cash. I have made that revision. Request approval.

MSC Weigel/Orlowski to approve the revised photo collection policy.

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

Nays: None

6. Staff & Board Reports

7. I. Director's Report ~ see attached

- Apple Meeting - state annual report will be opened for input on the 24th
- Stacey asked the treasurer of the Friends group for 80% of the balance which is \$4,625.
- Jodi Sweeney is requesting that the entire board donate to the campaign, *any* amount is acceptable. Members can send a check to the Whitewater Community Foundation.
- Information is available on the library's website for the 100 extraordinary women campaign.

7. II. Adult Services Report ~attached

7. III. Programming & Makerspace Librarian Report ~ see attached

7. IV. Bridges Library System Staff Report ~ see attached

7.V. Board Reports

Trustee Training Week reports

1. From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding - Jennifer (will report next month)
2. Here to Stay: Recruiting & Retaining Dedicated Library Workers - Jaime
  - Main emphasis of the training was to place value on the staff that the library already has and to make the library a desirable place to work. The webinar also discussed ways to recruit widely and eliminate barriers to the application process.

7. Board Request 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.

Confirmation of the next meeting on February 15, 2023, at 6:30 p.m.

9. Adjournment into Closed Session I. Adjournment into Closed Session NOT TO RECONVENE per Wisconsin State Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." Item to be discussed: a) Performance evaluation for the Library Director

MSC Andersen/Berndt to approve moving into closed session not to reconvene.

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

Nays: None

Comments in the Chat Box:

- None

Minutes respectfully submitted by Jaime Weigel on February 4, 2023