

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, August 21, 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 6:39 p.m.

Present: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Brienne-Diebolt-Brown (arrived at 7:10)

Absent: Doug Anderson, Alyssa Orlowski

Staff: Stacey Lunsford, Diane Jaroch

2. Consent Agenda

- a. Approval of the minutes of the regular meeting on July 17, 2023*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for July 2023*
- d. Acknowledgment of Receipt of Statistical Reports for July 2023*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Weigel/Berndt to approve the Consent Agenda.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

3. Hearing of Citizen Comments

- a. None

4. Old Business

4.I Library Building Project

1. Update on the capital campaign

Update on fundraising:

- Stacey reported that \$2,122,065 has been raised to date, now down to only \$127,935 left to raise.
- The Capital Campaign Committee will meet on Thursday, Aug. 24 at 7:00 PM.
- Wall tiles are for sale now. Over 3,000 brochures went out in the August 16th Union Extra Shopper. Stacey shared that some have already sold.

4.II. Review and Approval of The Revised Meeting Room Policy

New scheduling system will launch September 5th, any staff member will be able to reserve the community room and other spaces. Patrons will be able to self-reserve the meeting room in the library but will need to submit an application for the community room.

MSC Retzke/Berndt to approve the revised meeting room policy.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5. New Business

5.I. Review and Approval of Draft Revision of Circulation Policy

Revisions update language referring to digital library cards as well as standardizing the term used for library users throughout the document.

- Jennifer suggested clarifying the wording on the first page that applicants must prove identification and proof of residence. She suggested using the wording on page 30 under the minor applications.
- It was also suggested to combine the two sections that refer to minors (pages 25 and 30) into one section.
- A few suggestions were made regarding comma usage.
- Stacey will bring back the revised policy to the next meeting for review and approval.

5. II. Consideration of Closing the Library on Saturday, December 23

The city and the library will observe the Christmas Eve closure on Friday, December 22. The library will also be closed on Monday, December 25. Request the board consider closing the library on Saturday, December 23.

MSC Weigel/Berndt to approve closing the library on Saturday, December 23.

Ayes: Sallie Berndt, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.III. Discussion of Possible Change to Library Board Meeting Start Time

In an effort to accommodate board members' schedules, a discussion of possibly changing the time that board meetings are held was requested.

- It was decided to table this topic until next month to allow for more input.

5. IV. 2024-2025 Preliminary Budget Draft

- Stacey updated the board on the upcoming budget.
- Stacey shared that donations to the library continue to go up, in addition to the funds raised for the expansion project.
- Stacey reported that the budget will be tight. For example, the amount allocated to the library for personnel and benefits has been flat despite increasing costs in these areas. There is approximately \$500,000 in the library's fund balance and the budget can be balanced using some of the money from the fund balance but she feels this practice isn't sustainable. The board is in agreement that the fund balance shouldn't be used for operating costs.
- Stacey explained the line items for the Special Budget (page 33).

6. Staff & Board Reports

6. I. Director's Report

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6. II. Adult Services Report

- Diane started training staff this morning on RecDesk.

6. III. Youth Services Report

- The numbers show that the Summer Reading Program went really well this year.

6. IV. Programming & Makerspace Librarian Report

- It was noted by the board that the DogMan Program was very well attended!

6.V. Board Reports

- Trustee Appreciation Dinner will be September 28th.

7. Board Request for Future Agenda Items

- Trustee Training Week is happening this week. Board members will begin reporting out next month. Stacey will add this to the next agenda, board members will decide in the meantime who will present on which dates.

Comments in the Chat Box:

- None

8. Confirmation of the next meeting on September 18, 2023, at 6:30 p.m.
9. Adjournment-Adjourned at 7:29 p.m.

Minutes respectfully submitted by Jaime Weigel on August 21, 2023.

DRAFT