



Library Board of Trustees

Whitewater Public Library, Meeting Room 2
431 West Center St., Whitewater, WI, 53190
*In Person and Virtual

Monday, February 16, 2026- 6:30 PM

Citizens are welcome (and encouraged) to join our webinar via computer, smart phone, or telephone.
Citizen participation is welcome during topic discussion periods.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88007004489?pwd=icu51WXigR8fuXblk9q0WUGU8eoLq5.1>

Meeting ID: 880 0700 4489

Passcode: vC89AN8y

Telephone: +1 (312) 626-6799 US (Chicago)

Please note that although every effort will be made to provide for virtual participation, unforeseen technical difficulties may prevent this, in which case the meeting may still proceed as long as there is a quorum.

MINUTES

CALL TO ORDER at 6:32pm

ROLL CALL

Present: Jennifer Motszko, Elizabeth Miller, Steven Sahyun, Kathy Retzke, Camden Harlan, Tara McKenzie-Peotter

Not Present: Doug Anderson

Library Staff Present: Diane Jaroch (Director), Sarah French (Assistant Director)

Others Present:

APPROVAL OF AGENDA

A Board member can choose to remove an item from the agenda or rearrange its order; however, introducing new items to the agenda is not allowed. Any proposed changes require a motion, a second, and approval from the Board to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.

- **Camden Harlan motioned to approved, Tara McKenzie-Peotter seconded the motion, the motion passed unanimously.**

CONSENT AGENDA

Items on the Consent Agenda will be approved together unless any Board member requests that an item be removed for individual consideration.

1. Approval of the minutes of the January 21, 2026 meeting
 2. Approval of Payment of Invoices for January 2026
 3. Acknowledgement of Receipt of January 2026 Statistical report
 4. Acknowledgement of Receipt of Financial reports
 5. Acknowledgement of Receipt of January 2026 Treasurer's reports
- **Elizabeth Miller motioned to approve the consent agenda, Camden Harlan seconded the motion, the motion passed unanimously.**

HEARING OF CITIZEN COMMENTS

No formal 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 Board discusses that particular item.

To make a comment during this period, or any agenda item: On a computer or handheld device, locate the controls on your computer to raise your hand. You may need to move your mouse to see these controls. On a traditional telephone, dial *6 to unmute your phone and dial *9 to raise your hand.

Lily from *The Royal Purple* was present to cover the meeting. Another citizen was present but made no comment.

OLD BUSINESS

6. Library Building general update

Whiteboards in Makerspace replaced because they had pockmarks. Ordering signs for offices and staff areas so those are marked.

We have received 1.274 million dollars in pledge donations. Donors had the options to spread their donations out over five years, so a lot of those pledge dollars are forthcoming.

Two Hundred and Twenty people attended the Grand Opening on February 6, including State Senator Mark Spreitzer and State Congresswoman Brienne Brown and folks from the architectural firm.

NEW BUSINESS

7. Review and approval of the 2026 Strategic Plan Activities

The consultant from McMahon Associates has finished Phase One, and he will come to either the March or April meeting to present to the board.

Tara McKenzie-Peotter asked if, considering the "Strategic One: Building Toward the Future," if there are future plans to expand Spanish-language options, especially for young adult readers. Sarah French said the adult Spanish-language circulation is pretty low, so they've had to weed it.

Tara also asked how the library is engaging and communicating effectively with multilingual patrons. Diane said Spanish-speakers come to the library every day, and the most common service adults request is to print from their cell phones.

Kathy Retzke suggested creating a goal for increasing the Spanish-language collection by at least 5%.

8. Review and approval of the Display Case Policy

Tara McKenzie-Peotter motioned to approve revisions to the Display Case Policy. Elizabeth Miller seconded the motion. The motion passed unanimously.

9. Review and approval of the Explore Pass Policy

Whitewater Public Library is one of the last libraries in the Bridges System to offer the Explore Passes, so we can learn from the challenges other libraries have had to problem-solve. Other libraries have recommended a higher fine for these passes because they are in high-demand and hard to replace. They will start with the Milwaukee County Zoo and Mitchell Park Domes passes because those had the most circulation at neighboring libraries, but they hope to continue to add more. Other libraries also suggested providing passes to local events/facilities (Aquatic Center, High School plays).

Camden Harlan motioned to approve revisions to the Explore Pass Policy. Tara McKenzie-Peotter seconded the motion. The motion passed unanimously.

10. Review and approval of the updated Circulation Policy

Tara McKenzie-Peotter motioned to approve revisions to the Circulation Policy with the addition of language on the puzzle and kit piece. Elizabeth Miller seconded the motion. The motion passed unanimously.

11. Final review and approval of the Meeting and Study Room Policy

Elizabeth Miller motioned to approve revisions to the Meeting and Study Room Policy. Camden Harlan seconded the motion. The motion passed unanimously.

12. Discuss board development and leadership transition

Jennifer Motszko has decided to step down from her position on the Library Board. She has served on the board fundraising committee and can continue to contribute to reports on the financials. Need to find out from Doug Anderson, the current Vice President, if he is interested in returning. His term ends in March.

Every year in the beginning of April, the Library Board votes on officer positions. Jennifer wonders if we could consider having two co-presidents instead of a President and VP. The main duties of the president are to run the meetings (know Robert's Rules of Order), need to be on the Board Development Committee (setting slate of officers, recruiting and developing new board members) and the Director Review Committee.

Steven Sahyun recommended looking to the Friends of the Library group as a pool to draw from for future Library Board members.

CONSIDERATIONS / DISCUSSIONS / REPORTS

13. Library Director's report

14. Assistant Director's report

In January, the Whitewater Public Library had 3140 visitors, 60 new card holders, 53 room reservations, 30 events held, 382 patrons attended events, and 5510 items checked out. Sarah gave three library tours so far this month and has more scheduled.

15. Youth Educational Services report
16. Programming & Makerspace report
17. Bridges Library System Staff reports
18. Board reports

FUTURE AGENDA ITEMS

CONFIRMATION OF NEXT MEETING

March 16, 2026 at 6:30 pm at the Whitewater Public Library in Meeting Room 2.

19. 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."

Camden Harlan motioned to adjourn into closed session. Tara McKenzie-Peotter seconded the motion.

Roll Call Vote: Camden Harlan - Yes, Elizabeth Miller - Yes, Tara McKenzie-Peotter - Yes, Jennifer Motszko – Yes, Steven Sahyun - Yes

Item to be discussed:

- a) Performance evaluation for the Library Director

ADJOURNMENT at 8:11pm

Anyone requiring special arrangements is asked to call the Library (262-473-0530) at least 72 hours prior.