



Library Board of Trustees

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

Monday, June 15, 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://teams.microsoft.com/meet/290335185127831?p=j5mSsFbXPC6FnwOTUk>

Meeting ID: 290 335 185 127 831

Passcode: gY6kH9VR

Telephone: +1 (929) 229-5663

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

McKenzie-Peotter calls to order 6:30 p.m.

ROLL CALL

Present: Camden Harlan, Steven Sahyun, Tara McKenzie-Peotter, Kathy Retzke, Doug Anderson

Not present: Elizabeth Davis, Kelly Davis

Library staff present: Diane Jaroch, Sarah French

City of Whitewater staff present: Rachelle Blitch

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.

Sahyun moves to approve, Anderson seconds, motion passes

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 May 18, 2026 meeting
2. Approval of Payment of Invoices for May 2026
3. Acknowledgement of Receipt of May 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of May 2026 Treasurer's reports

Harlan motions to approve, Anderson seconds, motion passes

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.

OLD BUSINESS

6. Library Building general update

Jaroach provided an update. Still working on small fixes. Port in meeting room 2 has been fixed. Front door is not latching correctly and needs to be fixed. There are still issues with the lights, the subcontractor Empower will be coming out to fix it. The roof issue – Nations roofing will be replacing the roof in July because they did not follow the architect's plan. All the new furniture is now installed.

7. Matter of report concerning the kiln dried wooden planks

Jaroach reported that the planks came back and are in the building by the Innovation Center. They will be fine there. Retzke has been in contact with the shop teacher and they will come up with a plan in the fall.

NEW BUSINESS

8. Budget Presentation by Rachelle Blitch, Head of Finance, City of Whitewater

Blitch provided the board with a budget presentation and answered questions. Implementing a fund balance policy was discussed and will be a future agenda item.

9. Approval of closing the library from 11 a.m. until 1:00 p.m. on Wednesday, June 24 for the city staff picnic

Anderson motions to approve, Sahyun seconds, motion passes

10. Matter of report concerning the renaming of the First Citizens bank account

Retzke reported that the library's name has been changed on the First Citizens account. Jaroch mailed the EIN to the IRS. The ADM account will be closed.

11. Matter of report concerning assignment of board members to committees

Jaroch and McKenzie-Peotter reported on the forming of board committees.

12. Matter of report concerning amended Treasurer's Report for December 2025

Retzke reported that she missed a direct deposit of royalties deposited in December 2025 and that this has now been corrected.

13. Matter of report concerning the Summer Reading Program

French presented the board with an overview of the library's Summer Reading Program.

14. Board education trustee training video: The Trustee Job Description

Due to technical difficulties, the video was not shown. Board members will watch the video on their own.

CONSIDERATIONS / DISCUSSIONS / REPORTS

15. Staff reports

16. Board reports

Anderson presented a Friends of the Library report.

CONFIRMATION OF NEXT MEETING

Monday, July 20 at 6:30 p.m.

ADJOURNMENT

Sahyun motions to approve, Retzke seconds, motion passes

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