



Library Board of Trustees

Cravath Lakefront Conference Room
312 W Whitewater St., Whitewater, WI, 53190
*In Person and Virtual

Monday, August 18, 2025- 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:

Join Zoom Meeting:

<https://us02web.zoom.us/j/85016145635?pwd=e1H1ClISFBLN0HzyFUyq3D3ll3aiy1.1>

Meeting ID: 850 1614 5635

Passcode: KPCNXH4d

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 6:30pm

ROLL CALL

Present: Jennifer Motszko, Tara McKenzie-Peotter, Doug Anderson, Elizabeth Miller, Camden Harlan, Steven Sahyun

Not Present: Kathy Retzke

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

APPROVAL OF AGENDA

A committee 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 council to be implemented. the agenda shall be approved at each meeting even if no changes are being made at that meeting.

- **Doug Anderson moved, Camden Harlan seconded the motion, the motion passed unanimously.**

CONSENT AGENDA

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

1. Approval of the minutes of the July 21, 2025 meeting
2. Approval of Payment of Invoices for July 2025
3. Acknowledgement of Receipt of July 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
*Some received, but none received from City
5. Acknowledgement of Receipt of July 2025 Treasurer's reports

- **Doug Anderson moved, Camden Harlan seconded the motion, unanimous yes**

HEARING OF CITIZEN COMMENTS

No formal Committee 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 Committee 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.

- No citizen comments were voiced at this meeting.

OLD BUSINESS

6. Library Building Project general update

(Diane Jaroch, Director)

Landscaping is happening! Pavers started, laying sod. Waiting until landscaping is done to put in asphalt. Temporary exit was mostly removed today. Pickup has been moved to the south side of the building. Ceramic tile has been placed in public restrooms. Fireproofing needs to happen above the ceilings in the renovation part. Ongoing discussions with architect and City.

NEW BUSINESS

7. Discussion and action concerning the \$97,000 bequeathed to the library and applying it towards the contingency fund part of the building project

8. Discussion about the logo and rebranding of the library

Sarah meets with graphic designer on Friday. Survey sent to board members and full-time library staff about logo is due tomorrow 8/19/2025.

9. Review and approval of the Claims Returned Policy

No changes proposed to the policy. "...owned by other libraries, its status will be changed to lost on the patron's record."

- **Camden Harlan moved to approve as amended, Doug Anderson seconded, motion passed unanimously.**

CONSIDERATIONS / DISCUSSIONS / REPORTS

10. Library Director's report

(Diane Jaroch, Director)

New hire Hunter will start September 2nd! Diane and Sarah finished introductory Spanish classes offered through the City of Whitewater. Today Diane got key fobs for staff so they can get in the new entrance.

11. Assistant Director's report

(Sarah French, Assistant Director)

Plugging away with curbside pickup. Whole City got a new phone system, so troubleshooting setup of that. Collaborating with UW-Whitewater on community-based learning classes. Currently working through 6 – month reviews with staff.

12. Youth Educational Services report

13. Bridges Library System Staff reports

14. Board reports

Library Board of Trustees training week is this week. Jennifer attended the Library Law session today.

FUTURE AGENDA ITEMS

Social Media Policy examples

CONFIRMATION OF NEXT MEETING Monday, September 15th at 6:30 pm

ADJOURNMENT at 7:06pm

Moved by Camden Harlan, seconded by Doug Anderson

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