

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, November 20, 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

1. **CALL TO ORDER** at 6:59 pm

2. **ROLL CALL**

Present: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

Absent: Sallie Berndt

Staff: Diane Jaroch

Guests:

APPROVAL OF AGENDA

A councilmember 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.

MSC Diebolt-Brown/Retzke to approve the Agenda.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

Nays: none

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 Minutes of October 16, 2023

2. Acknowledgement of Receipt of Financial Reports
3. Approval of Payment of Invoices
4. Acknowledgment of Receipt of Statistical Report
5. Acknowledgement of Receipt of Treasurer's Report

MSC Diebolt-Brown/Anderson to approve the Consent Agenda.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

Nays: none

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 during 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. Discussion and possible action regarding formation of a Library Expansion Building Committee.

- a. Architects are looking to have a building committee made of board, staff, and community members. This committee would decide on furnishings and the building.

7. Library Building Project update.

- a. There has been a room by room synopsis. The architects would like feedback from the committee about flooring, windows, etc.
- b. ML Structural, local engineers - engineers from Illinois and Wisconsin.

NEW BUSINESS

8. Review and approve Staff Vacation Policy.

MSC Diebolt-Brown/Anderson to approve the Staff Vacation Policy.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
Nays: none

9. Review and approval of Closed Holidays.

MSC Diebolt-Brown/Weigel to approve the Closed Holidays.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

Nays: none

10. Approval of the CAFE Addendum.

This is the addendum we sign each year to update our member agreement with the CAFE consortium.

MSC Anderson/Retzke to approve the CAFE Addendum.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel

Nays: none

STAFF REPORTS

11. Director Report.

- a. Final vote for budget 11/21.
- b. Stacey's farewell event was a big success!

12. Assistant Director.

- a. Attended WLA, got to see the keynote speaker.
- b. Effigy Mounds program was highly attended.

13. Youth Educational Services.

- a. Cookbook contest was greatly appreciated by community members. Awesome way to connect with generations.

14. Programming & Makerspace Librarian.

15. Library Bridges Staff Reports.

FUTURE AGENDA ITEMS

- a. Opportunities for schools to get library cards.
- b. Short update on process of interviewing Library Directors.
- c. Trustee Training Week
- d. Vote on new Secretary at December's meeting.

ADJOURNMENT

MSC Diebolt-Brown/Weigel to adjourn.

Confirmation of the next meeting December 18th at 6:30pm.

Meeting adjourned at 7:35 pm.

Minutes respectfully submitted by Alyssa Orlowski on November 20, 2023.