



## Library Board of Trustees

Cravath Lakefront Conference Room  
312 W Whitewater St., Whitewater, WI, 53190

\*In Person and Virtual

**Monday, December 16, 2024 - 6:30 PM**

### MEETING MINUTES

**CALL TO ORDER** at 6:32 pm.

#### ROLL CALL

Present: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Brienne Diebolt-Brown, Doug Anderson, Sallie Berndt joined at 6:36 pm

Absent: None

Staff: Diane Jaroch, Rachel Clift

Guests:

#### 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.*

MSC Retzke/Anderson to approve the Agenda as amended.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Doug Anderson, Brienne Diebolt-Brown

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 the minutes of the November 18, 2024 meeting
2. Approval of Payment of Invoices for November 2024
3. Acknowledgement of Receipt of November 2024 Statistical report
4. Acknowledgement of Receipt of November 2024 Financial report
5. Acknowledgement of Receipt of November 2024 Treasurer's reports

MSC Harlan/Orlowski to approve the Consent Agenda.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Doug Anderson, Brienne Diebolt-Brown

Nays: none

## **OLD BUSINESS**

6. Library Building Project

a) General Update

## **NEW BUSINESS**

7. Discussion and approval of setting a limit on the expense of a mobile mill, kiln time, and woodworker project.

MSC Anderson/Retzke to approve the expense limit of \$2000 for the mobile mill and kiln time, including mileage and hours.

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

Nays: none

8. Review and approval of the revised Public Records Request policy.

Will return to this during January's meeting.

9. Review and approve the revised Inclement Weather Policy.

MSC Diebolt-Brown/Harlan to approve the revised Inclement Weather Policy as amended.

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

Nays: none

10. Approval of the 2024-2025 budget.

Will return to this during January's meeting.

11. Approval of the 2025 Jefferson County Library Contract.

MSC Diebolt-Brown/Retzke to approve the 2025 Jefferson County Library Contract.

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

Nays: none

12. Library Director Evaluation discussion.

## **CONSIDERATIONS / DISCUSSIONS / REPORTS**

13. Library Director's report
14. Assistant Director's report
15. Youth Educational Services report
16. Programming & Makerspace report
17. Bridges Library System Staff reports
18. Trustee Training workshop report by Jennifer Motszko.
19. Board reports.

## **FUTURE AGENDA ITEMS**

- a. Review and approval of the revised Public Records Request policy.
- b. Review and approval of the 2024-2025 budget.

**CONFIRMATION OF NEXT MEETING** Wednesday, January 22, 2025 at 6:30 pm in the Cravath Lakefront Conference Room.

**ADJOURNMENT** at 7:31 pm.

MSC Diebolt-Brown/Retzke to adjourn.

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

Nays: none

Minutes respectfully submitted by Alyssa Orlowski on Monday, December 16 2024.