



Library Board of Trustees

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

Monday, March 17, 2025- 6:30 PM

Minutes

CALL TO ORDER at 6:32 pm

ROLL CALL:

Present: Jennifer Motszko, Camden Harlan, Brienne Diebolt-Brown, Doug Anderson

Not present: Alyssa Orlowski, Kathy Retzke, Sallie Berndt

Library staff present: Diane Jaroch (Director), Rachel Clift (Assistant Director), Sarah French (Programming & Makerspace Librarian)

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.

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

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 February 22, 2025 meeting
2. Approval of Payment of Invoices for February 2025
3. Acknowledgement of Receipt of February 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of February 2025 Treasurer's reports

- **Doug Anderson moved, Brienne Diebolt-Brown seconded the motion, motion passed**

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.

- **No citizen comments were voiced at this meeting.**

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 Project general update

- *Diane Jaroch (Director) shared that the project is currently running according to schedule. There was a minor leak during the heavy rain on the night of February 11th, this was found to be due to cuts in the roof wrap and was fixed morning of February 12th; no water damage was sustained. Masonry work on the outside of the new addition has been completed. Windows will be installed the week of March 17-March 21. A temporary wall between the addition and the current building is being removed, there is a second temporary wall that is staying and will separate the two areas. On March 12 Miron, Studio GC, and library leadership met with a contractor to do an assessment for a hearing loop. On March 12 Studio GC, library leadership, and Library Board president Jennifer Motszko met with the selected furniture contractor. Work on clearing areas of the library that will next be affected by construction has started, janitor closet is first on the list.*

NEW BUSINESS

7. Discussion about revitalizing the Friends Group

- *Sarah French (Programming & Makerspace Librarian) presented on ideas to restart the Friends Group. She has made a brochure and has been talking to regular patrons to check for interest. Thus far she has 5 people who would want to be a member and run for a spot on the Friends Group Board. Sarah F. has volunteered to work with the Friends group as they restart and assist with marketing and logistics. Per the bylaws of the Friends Group one member of the Library Board has to be an 'at large' member, Doug Anderson volunteered. The first meeting of the Friends Group will be to establish a slate of candidates for the Friends Group board, this slate of officers will have to be approved by the Library Board.*

8. Discussion and possible action concerning the money market account at First Citizens

- *The money market account at First Citizens Bank has to have \$2,500 in it, money was transferred there to meet that standard as we had fallen below it due to a misunderstanding of the minimum.*

9. Approval to close on April 17th due to construction activities with proposed compensation plan

- *Miron has asked that the library be closed on April 17th to do work that requires the water to be off and all staff and members of the public out of the building. The Library will already be closed on April 18th and this would cause the least disruption to the public's library access. The Board moved to allow staff to work from home, take vacation time, take sick time, or if both vac and sick time are not available staff can take unpaid time with Director approval. Brienne Diebolt-Brown moved, Camden Harlan seconded the motion, motion passed.*

10. Discuss and approve volunteers to serve on the Board Development Committee

- *Two members of the Library Board will be rotating off. This means that the Board Development Committee needs to be formed. Jennifer Motszko will be on the Board Development Committee. Brienne Diebolt-Brown and Camden Harlan volunteered to be part of the Board Development Committee.*

11 Approval of the 2024 Annual Report

- *Annual Report has been completed and submitted to the State. Our numbers were still good even though the Library had to be closed to the public for part of the year. One error was found and corrected: in an area asking if we did an annual computer usage review, we checked both 'yes' and 'no'. Only 'no' should have been checked as we were closed during the time the annual computer usage review is conducted. Doug Anderson moved to accept the report, Brienne Diebolt-Brown seconded the motion, and the motion passed.*

12. Discussion and approval of the 2025 Strategic Plan Activities

- *New activities are in blue, activities that are done are marked, on-going tasks are marked. Camden Harlan moved to approve the plan, Brienne Diebolt-Brown seconded the motion, and the motion passed.*

13. Discussion and possible action concerning the card catalog cabinets

- *Card catalogs in the basement will be sold and the money used to help with the remodel. Rachel Clift (Assistant Library Director) will look into online bidding after having the price of the catalogs accessed. A plan will be created and will be presented to the Library Board for approval at the April 21st Library Board meeting.*

CONSIDERATIONS / DISCUSSIONS / REPORTS

14. Library Director's report
15. Assistant Director's report
16. Youth Educational Services report
17. Programming & Makerspace report
18. Bridges Library System Staff reports
19. Board reports

FUTURE AGENDA ITEMS

- *Money Market Account*
- *Card Catalogue sale plan*
- *Friends slate of officers*
- *Officer roles as board members rotate off*

CONFIRMATION OF NEXT MEETING: April 21st at 6:30 pm, Cravath Lakefront Conference Room

20. Adjournment into Closed Session at 7:34 pm

Roll call for closed session:

Present: Jennifer Motszko, Camden Harlan, Brienne Diebolt-Brown, Doug Anderson

Not present: Alyssa Orlowski, Kathy Retzke, Sallie Berndt

Library staff present: Diane Jaroch (Director)

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."

Item to be discussed:

a) Performance evaluation for the Library Director

ADJOURNMENT

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