

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, December 18, 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 6:32 pm.

### 2. **ROLL CALL**

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

Absent: Doug Anderson

Staff: Diane Jaroch

Guests: Karol Kennedy, Tom Ganser, Jim McCullough

### **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/Weigel to approve the Agenda.

Ayes: Sallie Berndt, 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 November 20, 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/Retzke to approve the Consent Agenda.

Ayes: Sallie Berndt, 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**

7. Diane met with architect. Vision boards for the committee. Architect has a timeline. Will attend March board meeting. In May, permits and bids. Will also attend June board meeting. Ground breaking in July -- 15 months of construction. Committee will meet in January.

#### **NEW BUSINESS**

7. Determine and approve the date of the January 2024 meeting
  - a. Wednesday, January 17, 2023 at 6:30 PM in lieu of Dr. MLK Jr. Day.
8. Appointment of a new secretary for the Library Board of Trustees.
  - a. Alyssa Orlowski will be filling the position of secretary until May 2024.
    - i. MSC Diebolt-Brown/Retzke to approve new secretary.
      1. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
      2. Nays: none
9. Approval of the 2024 Jefferson County Library Contract.

- a. MSC Weigel/Retzke to approve.
- b. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
- c. Nays: none

10. Discussion and possible action regarding the Achen photos and allowing the Whitewater Unified School District to make copies of photos for their upcoming play "Our Town"

- a. Tom Ganser and Jim McCullough joined us. They would like to use photos of the history of Whitewater that they'd be able to use as a part of the production, "Our Town." Large poster size prints are requested. Pre-show before the play -- slideshow of many photos of Whitewater's history.

i. Proceeds of sale of photos will be further discussed in the future.

Commented [1]: Can you help me word this better?

- ii. MSC Diebolt-Brown/Weigel approve to waive the fee for printing and using the images for the Whitewater High School "Our Town" production.
  - 1. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
  - 2. Nays: none

11. Review of the 2023 Strategic Plan Activities

- a. Update: land acknowledgement still in the works.

12. Review and approval of the Staff Development Policy

- a. MSC Diebolt-Brown/Berndt to approve Staff Development Policy.
  - i. Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Jaime Weigel
  - ii. Nays: none

**CONSIDERATIONS / DISCUSSIONS / REPORTS**

13. Library Director's Report

- a. Digital resources discussed among directors.

14. Youth Services Report

15. Programming & Makerspace Report

- a. Dashboard, collection analysis tool, text notifications - lots of reliable, positive changes this year.

16. Bridges Library System Reports

17. Board Reports

**EXECUTIVE SESSION**

18. Adjournment into Closed Session 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.” Items to be discussed:

1. Library Director Search.

**3. ROLL CALL**

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

Absent: Doug Anderson

Staff: None

Guests: Karol Kennedy

Went into closed Executive Session at 7:14 pm.

RECONVENE INTO OPEN SESSION

MSC Diebolt-Brown/Orlowski to re-open session.

**ROLL CALL**

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

Absent: Doug Anderson

Staff: none

Guests: Karol Kennedy

19. Discussion and possible action regarding Library Director search

Reconvened to open session at 7:30 pm.

**FUTURE AGENDA ITEMS**

A quorum of the Common Council may be present. This notice is given to inform the public that no formal action will be taken at this meeting.

- a. Discussion to reconsider time of meetings.

**ADJOURNMENT**

MSC Motszko/Diebolt-Brown to adjourn.

Confirmation of the next meeting January 17th at 6:30pm.

Meeting adjourned at 7:33 pm.

Minutes respectfully submitted by Alyssa Orlowski on December 19, 2023.