



## Library Board of Trustees

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

**Monday, May 19, 2025- 6:30 PM**

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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/89087483919?pwd=fETZjbliOS36jfGjg2ddiKeRemJqul.1>**

**Meeting ID:** 890 8748 3919

**Passcode:** A23rhghs

**Telephone:** +1 (312) 626-6799 US (Chicago) (Houston)

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.

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## MINUTES

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

**ROLL CALL**

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

***Not Present:***

***Library Staff Present:*** Diane Jaroch (Director), Sarah French (Programming and 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.*

- **Doug Anderson moved, Kathy Retzke seconded the motion, the motion passed.**

**WELCOME TO NEW MEMBERS**

### 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 April 21, 2025 meeting
2. Approval of Payment of Invoices for April 2025
3. Acknowledgement of Receipt of April 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of April 2025 Treasurer's reports

***Kathy Retzke asked to pull Treasurer's Report from Consent Agenda. There is no minimum, non-interest bearing, staying with ADM. ADM was a great investment the city made. Leave the money where it is currently so it can accrue interest. Approve the transfer of funds from the interest-bearing account to a noninterest bearing account and we will not transfer any funds from the ADM/money market. Having transferred the funds from an interest bearing to a noninterest bearing account that was previously approved.***

- Kathy moved, Doug seconded the motion, roll call vote, unanimous yes
- Doug Anderson moved to accept the report as presented, Camden Harlan seconded the motion, the 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.*

***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) We have a moving company! The company has experience moving libraries in Iowa. They will be at our library on June 9, 13, 14, and the week of June 16-20. The first week of June, staff will be packing boxes to move. May 31st is the last day the library will be open before it closes for the first few weeks of June while the moving is happening. Starting June 23rd, curbside pickup is available.
  - (Sarah French, Programming and Makerspace Librarian) Summer Reading Program is still happening through the construction. The library will offer "Fun Fridays," geared towards school-age kids. The tentative opening of the new library is at the end of October or the first week of November! Staff may still need to place furniture after that time.
  - Follett (main book provider) as well as Baker and Taylor (other book provider) are backed up, both say they are slowed down by publishers. According to Diane and Sarah, this seems to be a shared experience across area libraries.

7. Review and approval of revised Internet Use Policy

- **Steven Sahyun moved, Doug Anderson seconded, the motion passed.**

**NEW BUSINESS**

8. Demonstration of the library's new website

- *(Sarah French, Programming and Makerspace Librarian) New site setup through Bridges. Sarah gave us a tour of the website, which is currently under construction. There are icons for quick access to the most popular items such as Room Reservations and Printing, Library News ticker on homepage, Carousel that updates automatically with new adult fiction (completely customizable), city media filmed professional video tutorial for obtaining a library card, Friends of the Library page, Land Acknowledgement page, "Happening this Month" page. Motivation for changing the website is that it is hard to edit, can't see statistics like traffic, not accessible, and the design is not engaging. There is an accessibility feature checker option, the man who previously set up the website is retiring in October, lowest quote for website redesign was \$10,000.*
- *Go Daddy has the domain name since Stacey Lunsford retired, Diane is having to jump through lots of hoops to transfer the name over from Stacey's to hers.*
- *Official online catalog change-over will be in November, better interfacing with new website.*

9. Discussion and possible action concerning the library's social media accounts and continuing to allow public comments

- *(Diane Jaroch, Director) The city has decided to stop allowing comments on social media accounts. The Police Department and Library have their own policies. The library would like to continue to allow comments, because it allows them to interact with patrons. All managers get notified when the account receives a comment. If the Library separates from the City's policy, the board will need to write our own Social Media Policy. Are you able to selectively delete posts? Sarah suggested we look at what other libraries do.*

10. Review and approval of the Teacher Packs Policy

- *(Diane Jaroch, Director) The Board gave recommendations for a few tweaks to language and grammar and will review at next month's meeting.*

**CONSIDERATIONS / DISCUSSIONS / REPORTS**

11. Library Director's report

- *(Diane Jaroch, Director) Bridges Board of Directors meets on 21 May, they will be deciding on whether Whitewater will receive an additional grant for the Hearing Loop.*

12. Assistant Director's report

13. Youth Educational Services report

14. Programming & Makerspace report

- *(Sarah French, Programming and Makerspace Librarian) Loom and embroidery machine donated, will be setup in Makerspace*

15. Bridges Library System Staff reports
  - *Approved for grant money from the state, waiting to see if the money is still there.*
16. Board reports
  - a) Kathy Retzke will provide an update on the Opt-In Library Cards Project
    - *(Kathy Retzke, WUSD Librarian) 4K and Kindergarten registration has been open since April. 452 people have opted-in to get a library card. 237 have declined, but we don't have data on what the reasoning is; for some, it could be that they already have a card. Population of 1800 students, so still a way to go, but happy with numbers so far!*

#### **FUTURE AGENDA ITEMS**

- **Revisit policy on teacher packs**
- **Look at cohort Social Media Policies**
- **Start discussion about updating library Mission Statement**
- **Report on communication with Whitewater Register**

#### **CONFIRMATION OF NEXT MEETING**

**The next meeting is on Monday, June 16, 6:30pm at City Municipal Building, 2nd Floor**

#### **ADJOURNMENT at 7:58 pm**

- **Doug Anderson moved, Kathy Retzke seconded, motion passed**
- **Anyone requiring special arrangements is asked to call the Library (262-473-0530) at least 72 hours prior.**