



## Library Board of Trustees

Whitewater Public Library, Meeting Room 2  
431 West Center St., Whitewater, WI, 53190  
\*In Person and Virtual

**Monday, May 18, 2026- 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:

<https://us02web.zoom.us/j/81027814762?pwd=ynpXw0yVVG5Yw5RQoLaxXPq06xNe5M.1>

**Meeting ID:** 810 2781 4762

**Passcode:** tiVFuq8Z

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

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 6:30

**Present:** Kelly Davis, Elizabeth Miller, Steven Sahyun, Kathy Retzke, Camden Harlan, Tara McKenzie-Peotter

**Not Present:** Doug Anderson

**Library Staff Present:** Diane Jaroch (Director)

### ROLL CALL

### APPROVAL OF AGENDA

*A Board 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 Board to be implemented. The agenda shall be approved at each meeting even if no changes are being made at that meeting.*

**Steven Sahyun motioned to approve, Camden Harlan seconded the motion, the motion passed unanimously.**

### CONSENT AGENDA

*Items on the Consent Agenda will be approved together unless any Board member requests that an item be removed for individual consideration.*

1. Approval of the minutes of the April 20, 2026 meeting

2. Approval of Payment of Invoices for April 2026
3. Acknowledgement of Receipt of April 2026 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of April 2026 Treasurer's reports

**Camden Harlan motioned to approve, Steven Sahyun seconded the motion, the motion passed unanimously.**

### **HEARING OF CITIZEN COMMENTS**

*No formal Board 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 Board 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.***

### **OLD BUSINESS**

6. Library Building general update
7. Matter of report concerning the transfer of funds from American Deposit Management to the City of Whitewater
8. Matter of report concerning the kiln dried wooden planks

Diane reported information from Kathy. The high school can't store the wood because of the construction, so the library will store. Woods teacher would like to see the wood before the end of the school year so they can plan to start working on the project right away at the start of next school year.

### **NEW BUSINESS**

9. Presentation by McMahon Associates, Inc.

Ray Maurer, public management division of McMahon Associates. Organizational studies, executive recruitments for city manager roles. Public Safety division. Four members of the board were able to meet with Ray for a verbal survey. Four of seven Library Board Members responded to the survey.

The City of Whitewater brought McMahon in because last year they did a similar study with the Parks Department.

Data collection was completed by March 1, 2026. Four board members selected Staffing as an area of concern. The board wants the library to prioritize expanding relationships with WUSD and the UW-W library, and enhanced programming for community members for whom English is not their primary language. Operational strengths are the staff, programming and events, especially the Makerspace. Need to get more kids into the library throughout the day. Need a more diverse board, less educators.

Recommendations from McMahon.

Improve Security at Front Entry: Diane said the City promises that later this year, all library cameras will be operational, including the one for the front entrance.

Door counter data helps inform decisions about when to open and close. Schedule programming staff to provide supervision outside the typically 8am-5pm workday times.

Consider installation of a self-checkout station. Diane said the machine is ordered (grant funded and rest made up by the City)!

Consider developing a full-time marketing/graphics position in collaboration with other departments.

Consider developing a part-time Building Supervisor position to be on-site for community room rentals outside of regular library hours. Cost to be offset by additional room rental revenue.

Explore additional partnerships with other community entities.

CVMIC will come to the library and do intergenerational training, customer service training, performance evaluation and goal-setting training for free.

Expand collaborations with the Parks and Recreation Department for programming.

**Kathy Retzke motioned to accept the report as presented, Elizabeth Miller seconded the motion.**

10. Approval of closing the library from 9 a.m. until 1:00 p.m. on Thursday, August 27 for Active Threat Training for all city staff by the Whitewater Police Department.

Steven Sahyun motioned to approve, and Camden Harlan seconded. Passed unanimously.

## **CONSIDERATIONS / DISCUSSIONS / REPORTS**

11. Staff reports

Still no financials from the City, the contact at the City promised them in June.

Up 617 visitors, 374 more checkouts from last month.

National Library Week in April, Board needs to be more involved in April 2027 (April 11 – 17).

Proclamation for NLW should be submitted to City Manager in February for April.

Starting in June, at each board meeting, we will watch DPI's series of short Board Member Education videos.

Steven asked what season is busiest for the library. Diane said usually June and July are because of the Summer Reading program, especially the Children's Summer Reading Program.

12. Board reports: Friends of the Library

Doug's report on April 17 Friends of the Library Meeting. Friends donated \$2,400 to the library to establish the Explore Passes program.

Summer Reading Program will run June 8 – July 31<sup>st</sup>.

**CONFIRMATION OF NEXT MEETING**

**Monday, June 15, 2026 at 6:30pm**

**ADJOURNMENT**

**Camden Harlan motioned to adjourn the meeting at 7:29 pm, and Elizabeth Miller seconded the motion. The motion passed unanimously.**

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