



## Library Board of Trustees

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

**Monday, November 17, 2025- 6:30 PM**

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/82194573151?pwd=kzh0dwYfkwisZYqNaGGbb1XX5QQ8KK.1>

**Meeting ID:** 821 9457 3151

**Passcode:** stUx6tyY

**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.

## MINUTES

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

**ROLL CALL**

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

***Not Present:*** Tara McKenzie-Peotter

***Library Staff Present:*** Diane Jaroch (Director), Sarah French (Assistant Director)

***Others Present:***

**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.*

- **Doug Anderson moved, 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 October 20, 2025 meeting
2. Approval of Payment of Invoices for October 2025
3. Approval of updated Job Descriptions for 2025
4. Acknowledgement of Receipt of October 2025 Statistical report
5. Acknowledgement of Receipt of Financial reports
6. Acknowledgement of Receipt of October 2025 Treasurer's reports

**Motion to approve items on the consent agenda, minus #3.**

**Doug Anderson moved, Kathy Retzke seconded the motion, unanimous yes.**

Diane and Sarah shared the process for updating Job Descriptions to align with those across the state with like responsibilities. The City of Whitewater has hired consultants, as is their common procedure, to do a work study with the library to determine if the city should increase FTE of library staff.

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

**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**

7. Library Building Project general update

Contractors are finishing up last items on "punch list," making small fixes and finishes. We are close to reopening!

8. Update, discussion and possible action concerning a new Strategic Plan

Jennifer was advised to wait to dive into a new Strategic Plan until the library has been open for a year. WILS estimates a cost of \$13,000 - \$20,000 to consult through a new Strategic Plan. They are the organization that consults frequently for libraries across the state. Next August, the Library Board will return to this topic in earnest. Then we can apply the Strategic Plan to the 2027 budget.

9. Review and approval of the second draft revision of the Meeting and Study Room Policy

**Steven Sahyun motioned to approve the second draft revision of the policy; Camden Harlan seconded the motion. The motion to approve the revised policy passed unanimously.**

## **NEW BUSINESS**

10. Approval of the 2026-2027 Library Budget

**Steven Sahyun motioned to approve the budget, Doug Anderson seconded the motion, and the motion passed unanimously.**

11. Approval of closing on Friday, March 13, 2026 for Staff Development Day

Several trainings planned: Safe Zone, Tornado and Fire Drills in new space, damaged materials training. Thursday and Friday tend to be the slowest days. Other neighboring libraries have staff development days on Fridays.

**Doug Anderson motioned to approve, Camden Harlan seconded the motion, and the motion passed unanimously.**

12. Review and possible approval of the Makerspace Policy

## **CONSIDERATIONS / DISCUSSIONS / REPORTS**

13. Library Director's report (Diane Jaroch)

Jefferson County Library Services Board Meeting was a recap of their plan for 2026.

Diane did a webinar provided by Ingram Books.

Library cards to kids – batches being sent out every day. Estimated to have around 75% of cards mailed.

14. Assistant Director's report (Sarah French)

We were selected by Recollection Wisconsin to host a graduate student intern for 150 hours in Spring of 2026 from the I School at UW-Madison to work on digitizing Whitewater's collections, specifically starting with a collections of old local post cards and old city directories!

15. Youth Educational Services report

16. Programming & Makerspace report

Will provide a quarterly events guide for patrons. Our Makerspace will host SE Wisconsin Makerspace Librarians for a regional event!

The Library Food Pantry is well-stocked, and it will be even more as city departments compete in a food drive!

17. Bridges Library System Staff reports

18. Board reports

**FUTURE AGENDA ITEMS**

Tour of the new library

Makerspace Policy

**CONFIRMATION OF NEXT MEETING on December 15, 2025, at 6:30 at the Whitewater Public Library, Meeting Room 2!**

**ADJOURNMENT at 7:26 pm**

**Kathy Retzke motioned to adjourn the meeting; Doug Anderson seconded the motion.**

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