



## Library Board of Trustees

Cravath Lakefront Conference Room  
312 W Whitewater St., Whitewater, WI, 53190

\*In Person and Virtual

**Wednesday, January 22, 2025- 6:30 PM**

### MEETING MINUTES

**CALL TO ORDER** at 6:31 pm.

#### ROLL CALL

Present: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Doug Anderson, Sallie Berndt

Absent: Brienne Diebolt-Brown

Staff: Diane Jaroch, Rachel Clift

Guests: None

#### 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.*

MSC Anderson/Berndt to approve the Agenda.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Doug Anderson

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 the minutes of the December 16, 2024 meeting
2. Approval of Payment of Invoices for December 2024
3. Acknowledgement of Receipt of December 2024 Statistical report
4. Acknowledgement of Receipt of December 2024 Financial report
5. Acknowledgement of Receipt of December 2024 Treasurer's reports

MSC Harlan/Retzke to approve the Consent Agenda.

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Doug Anderson

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**

6. Library Building Project

a) General Update

7. Review and approval of the revised Public Records Request Policy.

MSC Anderson/Harlan to approve the revised Public Records Request Policy as amended.

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Doug Anderson

Nays: none

8. Approval of the 2024-2025 budget.

MSC Harlan/Berndt to approve the 2024-2025 budget.

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Doug Anderson

Nays: none

## **NEW BUSINESS**

9. Approval of the 2025 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements

MSC Anderson/Retzke to approve the 2025 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements.

Ayes: Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Camden Harlan, Doug Anderson

Nays: none

10. Review and approval of the Home Delivery Service Policy.

Discussion about policy. Will return to this on the February Library Board Meeting.

## **DISCUSSIONS / REPORTS**

11. Library Director's report
12. Assistant Director's report
13. Youth Educational Services report
14. Programming & Makerspace report
15. Bridges Library System Staff reports
16. Board reports

## **FUTURE AGENDA ITEMS**

- a. Architects will be coming to discuss furniture in February or March.
- b. Review and approval of the Home Delivery Service Policy.

**CONFIRMATION OF NEXT MEETING** Monday, February 17, 2025 at 6:30 pm in the Cravath Lakefront Conference Room.

17. Adjournment into Closed Session at 7:23 pm.

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."

MSC Berndt/Anderson to adjourn into Closed Session.

Ayes: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Doug Anderson, Sallie Berndt

Nays: none

## **ROLL CALL**

Present: Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Camden Harlan, Doug Anderson, Sallie Berndt

Absent: Brienne Diebolt-Brown

Staff: None

Guests: None

Item to be discussed:

a) Performance evaluation for the Library Director

Minutes respectfully submitted by Alyssa Orłowski on Wednesday, January 22, 2025.