



Library Board of Trustees

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

Monday, October 20, 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/87195021449?pwd=Qsc6P46bSnEtF2sk9PxW2hGDtBIUmU.1>

Meeting ID: 871 9502 1449

Passcode: z6ZZaDE9

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 6:31pm

ROLL CALL

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

Not Present:

Library Staff Present: Diane Jaroch (Director)

Others Present: Lily from the Royal Purple

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 September 15, 2025 meeting
2. Approval of the minutes of the October 6, 2025 special meeting
3. Approval of Payment of Invoices for September 2025
4. Acknowledgement of Receipt of September 2025 Statistical report
5. Acknowledgement of Receipt of Financial reports
6. Acknowledgement of Receipt of September 2025 Treasurer's reports

Motion to approve items 2-6 on the consent agenda.

Camden Harlan moved, Doug Anderson seconded the motion, unanimous yes.

Jennifer pulled item 1 the “approval of the minutes of the September 15, 2025 meeting.”

The board clarified that at the September meeting, we did not vote on how to allocate the \$97,000 donation from a patron.

Steven Sahyun motioned to approve Item 1. Elizabeth Miller seconded the motion. 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

7. Library Building Project general update

Diane Jaroch (Library Director): Public restrooms are done, the carpeting is in, the circulation desk is done! They are in the process of putting up interior signage. The asphalt is going to be put in the parking lot this week. The movers come next week! Furniture arrives the week of Thanksgiving. Projected open date is December 8th.

8. Discussion and action concerning the library's new logo design

The graphic design firm shared a presentation with narrated video explanation of their revisions based on the board's feedback.

Doug Anderson moved to adopt the 1a color, 2b design, and incorporate Steven Sahyun's suggestion to configure the books in a "W" shape. Elizabeth Miller seconded the motion.

After discussion, **Doug Anderson amended his motion to adopt the 2b design and color and incorporate Steven Sahyun's suggestion to configure the books in a "W" shape. Camden Harlan seconded the motion. The motion passed with 6 "yes" votes and 1 "no."**

9. Review and approval of the Social Media Policy

During discussion, the board recommended following correct roman numeral format.

Elizabeth Miller moved to edit the policy to reflect correct roman numerals (i.e. "iv" instead of "iiii." Doug Anderson seconded, and the motion passed unanimously.

NEW BUSINESS

10. Discussion and possible action of the Meeting and Study Room Policy

The board suggested edits and revisions.

11. Discussion and possible action concerning a new Strategic Plan

Contacted the Wisconsin Integrated Library System (WILS). The cost to work with a consultant on a strategic plan is minimum \$13,000. We could look at starting this process Spring/Summer 2026. Other libraries in our region have paid up to \$20,000 in recent years. Once the process begins, it can take from 6-8 months. Diane is still waiting to hear back from her message to the UW-Extension. Camden suggested attending the upcoming Community Based Learning Breakfast, which is happening this Thursday, to make some connections.

12. Review and approval of the 2026 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements, signed by the Bridges Library System Board

This is the annual agreement we have with the Bridges Library System.

Doug Anderson motioned to approve signing of the addendum as proposed, Tara McKenzie-Peotter seconded the motion.

CONSIDERATIONS / DISCUSSIONS / REPORTS

12. Library Director's report

Staff is working on issuing library cards to WUSD students whose parents and guardians opted in per the program that was rolled out this school year. Cards should be issued by the end of the calendar year, if not even earlier (shooting for prior to December 8th grand opening).

The City is looking at a new compensation structure to be more competitive.

13. Assistant Director's report
14. Youth Educational Services report
Storytimes are still well-attended.
15. Programming & Makerspace report
Programs are planned out through March.
16. Bridges Library System Staff reports
17. Board reports

FUTURE AGENDA ITEMS

Allocation of \$97,000 donation, look at revised Meeting and Study Room Policy

CONFIRMATION OF NEXT MEETING on November 17, 2025**ADJOURNMENT at 6:30pm**

Kathy Retzke motioned to adjourn the meeting, and Camden Harlan seconded the motion.

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