



# Library Board of Trustees

Library Community Room 431 West Center,  
Whitewater, WI, 53190 \*In Person and Virtual

**Monday, March 18, 2024 - 6:30 PM**

## MINUTES

*Mission Statement:*

*We will have the space and the stuff to do the things that you want.*

*Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence*

## AGENDA

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

### ROLL CALL

Present: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Doug Anderson

Absent: Sallie Berndt, Jaime Weigel

Staff: Diane Jaroch, Deana Rolfsmeyer

Guests: Marisa Urbina

### 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 reach meeting even if no changes are being made at that meeting.*

MSC Diebolt-Brown/Orlowski to approve the Agenda.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, 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 February 19, 2024 regular meeting
2. Approval of Payment of Invoices
3. Acknowledgement of Receipt of Statistical report
4. Acknowledgement of Receipt of the Treasurer's report
5. Acknowledgement of Receipt of Financial reports

MSC Anderson/Retzke to approve the Consent Agenda.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, 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 update: Presentation by Studio GC

- a. Marisa Urbina from Studio GC joined us to present the design presentation for the library building project.
  - i. Floor plans, ceiling plans, carpet, site plan - indoor and outdoor
    1. We were able to see samples of materials that will be used.
  - ii. Construction begins mid-July.

7. Action regarding the Capital Campaign Funds held by the Whitewater Community Foundation

MSC Anderson/Diebolt-Brown move to transfer Whitewater Community Foundation funds (\$1,025,000) to the city to cover projected building costs.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Doug Anderson

Nays: none

8. Review of the 2023 Annual Report

9. Review and approval of the updated Volunteer Policy

- a. Made some updates to the policy. We will return to this policy at April 2024's meeting.

### NEW BUSINESS

10. Review and approval of the Refunds for Lost Materials Policy

MSC Retzke/Diebolt-Brown to remove the Refunds for Lost Materials policy due to redundancy.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke, Doug Anderson

Nays: none

### CONSIDERATIONS / DISCUSSIONS / REPORTS

11. Library Director's Report

- a. New assistant director will begin on April 23, 2024.
- b. Circulation position interviews

12. Youth Services Report

- a. 70 people participated in the scavenger hunt!

13. Programming & Makerspace Report

- a. Spring Break activities, game day, art day, STEM day
- b. Newsletter sign up!
- c. Successful winter reading challenge. More adults participated than children.

14. Board Reports

**FUTURE AGENDA ITEMS**

**ADJOURNMENT**

Meeting adjourned at 8:01 pm.

MSC Diebolt-Brown/Anderson to adjourn.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke, Doug Anderson

Nays: none

15. Next meeting is April 15, 2024 at 6:30 p.m.

Minutes respectfully submitted by Alyssa Orłowski on March 18, 2024.