



## Library Board of Trustees

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

**Monday, March 30, 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/85960263284?pwd=s9WCaxz4f92bcuGW4qbcQ9ijFc7iUD.1>

**Meeting ID:** 859 6026 3284

**Passcode:** Mk9rwvHw

**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 at 6:31pm**

**ROLL CALL**

**Present:** Jennifer Motszko, Elizabeth Miller, Steven Sahyun, Kelly Davis, Doug Anderson

**Not Present:** Camden Harlan, Tara McKenzie-Peotter, Kathy Retzke

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

**Others Present:**

### 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 motioned to approved, Elizabeth Miller 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 February 16, 2026 meeting
  2. Approval of Payment of Invoices for February 2026
  3. Acknowledgement of Receipt of February 2026 Statistical report
  4. Acknowledgement of Receipt of Financial reports
  5. Acknowledgement of Receipt of February 2026 Treasurer's reports
- **Jennifer Motszko motioned to approve the Consent Agenda without Item 5 and to discuss Item 5 separately, Doug Anderson seconded the motion, the motion passed unanimously.**
  - **Doug Anderson motioned to approve the Treasurer's Report, Elizabeth Miller seconded, and 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.***

**No citizens were present.**

**OLD BUSINESS**

6. Library Building general update

Per Diane,

- The HVAC system in the lobby is making a reverberating noise.
- There are plumbing issues in the Family Bathroom (faucet won't stop running).
- There is low water pressure on one of the faucets in the women's public restroom.
- Laminate is cracked on the counter by the book covering machine.
- The divider between Meeting Room 1 and 2 is sticking.
- Signs are being created for Staff areas to be designated and signs to denote Director and Assistant Director offices.
- They are getting a quote for additional donor names to be added to the tiles.
- They have received all the items ordered for the children's area.

7. Review and approval of the revised 2026 Strategic Plan Activities

Added 5% items to Spanish-language collection, especially graphic novels.

**Elizabeth Miller motioned to approve the revised 2026 Strategic Plan Activity, and Kelly Davis seconded the motion. The motion passed unanimously.**

## **NEW BUSINESS**

7. Discussion and election of officers for 2026

**Doug Anderson motioned to approve Kelly Davis as Interim President and Elizabeth Miller as Secretary for 2026-2027 with the caveat that the board will discuss the President, Vice President, and Treasurer positions at the April meeting. Steven Sahyun seconded the motion and the motion passed unanimously.**

8. Discussion and approval of the 2025 annual report

The Library Director needs 2025 Financials from the City in order to submit the annual report, and this year those came quite late in February. We are putting a note in for January 2027 to discuss a later date for the February 2027 Board Meeting so the annual report can be approved and submitted to the state on time and in compliance with the statute.

**Steven Sahyun moved to approve the 2025 annual report, Doug Anderson seconded the motion, and the motion passed unanimously.**

9. Review and approval of updated Fees list and Circulation Policy

**Kelly Davis motioned to approve, Doug Anderson seconded, and the motion passed unanimously.**

## **CONSIDERATIONS / DISCUSSIONS / REPORTS**

10. Library Director's report

Reminder that the agenda and board packets can always be found on the City of Whitewater website. Diane visited three different libraries in Central Illinois over the weekend. She also visited ten libraries outside of the Bridges Library System. Oregon's library was notable as they had many similarities to our library, having constructed a new building in 2024. One thing they have that appealed to the Board was putting in a self-checkout. Assistant Director Sarah French said she thinks it is currently the library's biggest need because they are busier and they don't currently have the ability to hire more staff. A self-checkout was something the Board wanted in the renovation, but it didn't fit in with the budget. There is space reserved for it. Kelly Davis made the point that it is important for patron privacy.

Diane also reported on her visits to the Stoughton Library and the Rosemary Garfoot Public Library in Cross Plains, which is the first LEED-certified library in Wisconsin (Leadership in Energy and Environmental Design).

The other libraries Diane visited in 2025 were the Eager Free Library in Evansville, Hedberg Public Library in Janesville, the Milton Public Library, the Cambridge Public Library, the Deerfield Public Library, the Fitchburg Public Library, and the Marshall Public Library.

11. Assistant Director's report

February 2026 Room Reservations doubled from January's numbers. The Explore passes are up and running and being checked out a lot. When she checked this morning, the passes for the Milwaukee County Zoo and the Mitchell Park Domes were checked out. There was enthusiastic feedback on the Itty Bitty Art Show. Elizabeth Miller shared she enjoyed the traveling John Muir exhibit that is currently up in the library's lobby.

12. Youth Educational Services report

13. Programming & Makerspace report

Vinyl Club is growing – four attendees at the last event!

D&D Club is popular!

Hunter represented the library at the WUSD 4K Discovery Day.

14. Bridges Library System Staff reports

15. Board reports

#### **FUTURE AGENDA ITEMS**

There will be Board discussion at the next meeting to vote on the next slate of officers.

#### **CONFIRMATION OF NEXT MEETING**

**The next Library Board meeting will be on Monday, April 20 at 6:30 pm at the Whitewater Public Library.**

16. Adjournment into Closed Session

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."

Item to be discussed:

a) Performance evaluation for the Library Director

Steven Sahyun motioned to adjourn into closed session. Doug Anderson seconded the motion.

**Roll Call Vote:** Doug Anderson - Yes, Elizabeth Miller - Yes, Kelly Davis - Yes, Jennifer Motszko – Yes, Steven Sahyun - Yes

#### **ADJOURNMENT**

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