



Library Board of Trustees

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

Monday, September 15, 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/81666861728?pwd=dZYqXcUkiFaLckPIYENMLRutSknO2t.1>

Meeting ID: 816 6686 1728

Passcode: p8EmnR3W

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, Tara McKenzie-Peotter, Doug Anderson, Elizabeth Miller, Steven Sahyun, Kathy Retzke

Not Present: Camden Harlan

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

Others Present: Jared Olk and Mera Schaller from Miron Construction, Marisa Urbina from Studio GC

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.

- **Jennifer Motszko moved, Steven Sahyun seconded the motion, the motion passed unanimously.**

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 August 18, 2025 meeting
2. Approval of Payment of Invoices for August 2025
3. Acknowledgement of Receipt of August 2025 Statistical report
4. Acknowledgement of Receipt of Financial reports
5. Acknowledgement of Receipt of August 2025 Treasurer's reports

Doug Anderson moved, Elizabeth Miller seconded the motion, unanimous yes

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 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 citizen comments were voiced at this meeting.

OLD BUSINESS

6. Library Building Project general update

(Diane Jaroch, Director) Painting is mostly done, cabinets going in, some toilets went in to the public restrooms today!

(Sarah French, Assistant Director)

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

(Diane Jaroch, Director)

(Sarah French, Assistant Director)

NEW BUSINESS

8. Update Oaths of Office
9. Discussion and possible action in the allocation of recent donation

(Sarah French, Assistant Director)

Edward Jones called, a patron passed away and left a \$97,000 donation to the library, the deceased patron did not want a public announcement made about the donation.

Steven Sahyun brought up that we could consider making it into an endowment, where it could be used in perpetuity, it becomes a continual gift. It's large enough that it could be split half and half: half to endowment, half to building project. We could look into what type of return the endowment could get. Diane asked if we still have our original endowment fund. Jennifer said we do not. Sarah said endowments are typically run through a foundation, and there used to be a foundation, but it no longer exists. We don't believe the "Friends of the Library" could run the foundation.

Doug Anderson motioned to take the gift and place it into the money market account with American Deposit Management and explore opportunities to put some of the gift into an endowment. Elizabeth Miller seconded, and the motion passed unanimously.

10. Discussion and possible action to modify the AIA construction project contract

Marisa Urbina shared the construction project cost document. In 2023, project cost of \$6 million was the target. In July 2025, Studio GC presented a document, DSPS, installation of additional sprinklers and combustible protection systems. Drywall work, removing random plywood and 2x4's, amounted to delay in construction (additional work to be done within sequencing).

Steven Sahyun moved to allow modifications via change order to the AIA A101 contract between owner and contractor to extend the construction completion date to Friday, November 21, 2025. The motion was seconded by Doug Anderson and unanimously carried.

Doug Anderson motioned to allow modifications via change order to the AIA A101 contract between owner and contractor to extend the contract sum to an additional amount not-to-exceed \$175,000. Steven Sahyun seconded the motion, the motion passed unanimously.

11. Review and approval of the Social Media Policy

Diane and Sarah will send the policy to the City of Whitewater's attorney for review, and we will vote on approval at an upcoming meeting.

CONSIDERATIONS / DISCUSSIONS / REPORTS

12. Library Director's report (*Diane Jaroch, Director*)

New Trustees signed Oaths of Office

Diane will be attending the Jefferson County Budget meeting this coming Wednesday.

Opt-in library card project with WUSD had 1,119 opt-ins! Library cards will start going out soon!

13. Assistant Director's report (*Sarah French, Assistant Director*)

Sarah is writing procedures, has given staff opportunity to discuss and collaborate on the procedures.

Bridges will not offer their grant for strategic planning next year. We will discuss more about strategic planning at October meeting, consider whether we need a consultant to guide the process.

Library Gardening Club, gardening programs have been popular in the past, some openings left in the landscaping allow room to garden

14. Youth Educational Services report

Reps from the Whitewater Public Library attended orientation/registration events at UW-Whitewater Children's Center and the WUSD Whippet Welcome.

15. Bridges Library System Staff reports
16. Board reports

FUTURE AGENDA ITEMS: Social Media Policy, Logo designs, Discussing Strategic Planning

CONFIRMATION OF NEXT MEETING Monday, October 20th at 6:30 pm

ADJOURNMENT at 8:03 pm

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