



Board of Trustees Meeting Agenda  
Irvin L. Young Memorial Library

**ONLINE**

431 W. Center Street  
Whitewater, WI 53190  
Library Board Meeting  
Mon, Feb 15, 2021 6:00 PM - 8:00 PM (CST)

**Please join the meeting from your computer, tablet or smartphone.**

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*Our Mission: 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*

1. Friends Of The Library Board Meeting  
6:00 p.m.-6:30 p.m. The Friends of the Library Board meeting will be conducted during the half hour before the Library Board of Trustees meeting.

Documents:

[FOL AGENDA FEBRUARY 15, 2021.PDF](#)  
[MINUTES SEPTEMBER 21, 2020.PDF](#)  
[FOL FINANCIAL REPORT.PDF](#)

2. Call To Order And Roll Call

3. Consent Agenda

- 3.I. Approval Of Minutes

Documents:

[MINUTES JANUARY 20, 2021.PDF](#)

- 3.II. Acknowledgment Of Receipt Of Financial Reports

These are the preliminary December financial reports. If there are any changes, we will receive an updated report later.

Documents:

[REVENUES AND EXPENDITURES - DECEMBER 2020.PDF](#)  
[BUILDING EXPENDITURES - DECEMBER 2020.PDF](#)  
[BALANCE SHEET - DECEMBER 2020.PDF](#)  
[CASH RECEIVED - JANUARY 2021.PDF](#)

3.III. Approval Of Payment Of Invoices

Documents:

[INVOICES PAID - JANUARY 2021.PDF](#)

3.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS REPORT - JANUARY 2021.PDF](#)

4. Acknowledgment Of Receipt Of Treasurer's Reports

There is a CD that will mature in April. Request that the board vote to decide what action the treasurer should take at that time.

Documents:

[BOARD TREASURER REPORT - JANUARY 2021.PDF](#)

5. Hearing Of Citizen Comments

No formal Library 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 Library Board discusses that particular item.

6. Old Business

6.I. Library Building Project

Update from the team at StudioGC who will attend the meeting.

Documents:

[WHITEWATER CONCEPTUAL PLAN 2-9-21.PDF](#)

6.II. Approval Of Investment Strategy For Library Funds

The Library Expansion Committee met on January 28 to discuss possible investment strategies for library funds administered by the Board Treasurer. They have a recommendation on this for the full board to vote on.

The Finance Director sent letters on Friday, January 29, with a requested response by noon on Monday, February 15. He plans on summarizing responses in the afternoon to present at the meeting.

7. New Business

7.I. Review And Approval Of The 2020 State Annual Report

Documents:

[2020 STATE ANNUAL REPORT-CORRECTED.PDF](#)

- 7.II. Review And Approval Of Draft Revision Of The Teachers Packs Policy  
Request approval of suggested revisions.

Documents:

[POLICY TEACHER PACKS - DRAFT REVISION.PDF](#)

- 7.III. Review And Possible Action On Revising The Circulation Policy  
Board member Retzke requested a review of the library's policy on what is required to obtain a library card. Suggested revisions have been put into the draft.

Documents:

[POLICY CIRCULATION-FEBRUARY 2021 REVISION - DRAFT.PDF](#)

- 7.IV. Strategic Plan Activities For 2021

As a starting point for discussion, we have provided a list of the library's work over the last six years with teens and the schools as two groups identified by board members as ones for the library to target.

Documents:

[2021 STRATEGIC PLAN ACTIVITIES - DRAFT.PDF](#)  
[TEEN PROGRAMS AND OUTREACH VISITS 2015-2019.PDF](#)

8. Staff & Board Reports

- 8.I. Library Director's Report

The report includes: facility maintenance, budget updates, if any; staff updates, if any; collection maintenance updates; public and community relations activities; library board relations, if any; meetings/webinars/trainings attended; strategic plan activities updates, if any.

Documents:

[LIBRARY DIRECTOR REPORT - JANUARY 2021.PDF](#)

- 8.II. Adult Services Report

The report includes programs presented, attendance at said programs, and what meetings/trainings/webinars were attended.

Documents:

[ADULT SERVICES REPORT - JANUARY 2021.PDF](#)

- 8.III. Youth Educational Services Report

The report includes programs presented, attendance at said programs, and meetings/webinars/trainings attended

Documents:

[YOUTH EDUCATIONAL SERVICES LIBRARIAN REPORT - JANUARY 2021.PDF](#)

- 8.IV. Programming & Makerspace Librarian Report

The report includes programs presented, attendance at said programs, and meetings/webinars/trainings attended.

Documents:

[PROGRAMMING AND MAKERSPACE LIBRARIAN REPORT - JANUARY 2021.PDF](#)

8.V. Bridges Library System Staff Report

Documents:

[BRIDGES LIBRARY SYSTEM STAFF REPORT - FEBRUARY 2021.PDF](#)

9. Board Member Requests For Future Agenda Items

10. Confirmation Of Next Meeting

March 15, 2021, 6:30 p.m.

11. Adjournment

\*Items on the Consent Agenda will be approved on one motion unless any board member requests that it be removed for individual discussion. It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Anyone requiring special arrangements is asked to call the office of the

Library Director (473-0530) 72 hours prior to the meeting.