



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, December 19, 2022, 6:30 p.m.

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

This will be an in-person/virtual hybrid meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85040365333?pwd=Z1JieVMvN1lnUIIYU2plaGpDVnNCUT09>

Meeting ID: 850 4036 5333

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+1 253 215 8782 US (Tacoma)

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+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

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Meeting ID: 850 4036 5333

Passcode: 76285245

Find your local number: <https://us02web.zoom.us/j/85040365333>

1. Call To Order And Roll Call

2. Consent Agenda

2.I. Approval Of Minutes

Documents:

[MINUTES NOVEMBER 21, 2022 - DRAFT.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET - NOVEMBER 2022.PDF](#)
[BUILDING EXPENSES - NOVEMBER 2022.PDF](#)
[CASH RECEIVED - NOVEMBER 2022.PDF](#)
[OPERATING REVENUES AND EXPENSES - NOVEMBER 2022.PDF](#)

2.III. Approval Of Payment Of Invoices

Documents:

[PAID INVOICES - NOVEMBER 2022.PDF](#)

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS REPORT - NOVEMBER 2022.PDF](#)

2.V. Acknowledgment Of Receipt Of Treasurer's Reports

Documents:

[BOARD TREASURER REPORT - NOVEMBER 2022.PDF](#)
[FRIENDS OF THE LIBRARY FINANCIAL REPORT.PDF](#)

3. Correspondence

We received a letter of appreciation.

Documents:

[WILLMANN LETTER OF APPRECIATION.PDF](#)

4. 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.

5. Old Business

5.1. Library Building Project

1. Library board members participation in fundraising campaign
2. Update on sale of properties

5.1.i. Executive Session

Adjourn to closed session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" Negotiation of sale of properties at 413 West Center Street, 414A/B Forest Avenue, 424 Forest Avenue, Whitewater.

5.1.ii. Approval Of Sales Of Library Property

Following the executive session, the Library Board will vote on whether to accept any of the submitted proposals or none.

6. New Business

6.1. Review Of The 2022 Strategic Plan Activities

We will review the completed activities for 2022. One of the goals for 2023, which will come under our first strategic plan goal -- **Building Toward the Future: We will undertake a process of assessment to make sure our spaces, collections, and services align with the present and future needs of the community** -- will be the following. This was included in our major goals in the 2023 budget document.

Complete a 360° review of the changing needs of the library (print vs digital expenditures, staffing, workflow) and update the library's budget.

Discussion of other 2023 activities will be on the January agenda.

Documents:

[2022 STRATEGIC PLAN ACTIVITIES - END OF YEAR REVIEW.PDF](#)
[360 REVIEW-BUDGET.PDF](#)

6.II. Approval Of Bloomerang Donor Software Proposal

We will need a donor software database to track donations and pledges over the next five years. Two products were reviewed: Bloomerang, used by the Watertown Public Library for their project and Network for Good, used by the Whitewater Community Foundation. The two products were similar in features; Bloomerang was the less expensive choice. Request approval of the Bloomerang proposal.

Documents:

[BLOOMERANG DONOR SOFTWARE PROPOSAL.PDF](#)

6.III. Public Concerns About Library Resources

Last month, a request was made to look at the City's Public Comment Ordinance. I have attached it along with the library's policy for review and discussion.

Documents:

[CITY PUBLIC COMMENT ORDINANCE.PDF](#)
[POLICY PUBLIC CONCERNS ABOUT LIBRARY RESOURCES- NOVEMBER 22 REVISION.PDF](#)

6.IV. Review And Approval Of The Draft Revision Of The Collection Development Policy

I have added language used by the American Library Association addressing misinformation and disinformation, as requested at the last board meeting.

Documents:

[POLICY COLLECTION DEVELOPMENT - DRAFT REVISION.PDF](#)

6.V. Discussion And Possible Action On Certificates Of Deposit Due To Mature In March 2023

A decision needs to be made about cashing them out or reinvesting them.

6.VI. Approval Of The 2023 Jefferson County Library Contract

This is the annual contract which secures our county funding for the next fiscal year.

Documents:

[JEFFERSON COUNTY LIBRARY CONTRACT 2023.PDF](#)

6.VII. Review And Approval Of The Closed Holidays And Special Closings Schedule For 2023

This is the annual review of the days that the library is closed or closes early and which of those are paid holidays for staff. Request approval.

Documents:

[CLOSED HOLIDAYS AND SPECIAL CLOSINGS PAID AND UNPAID 2023 - DRAFT.PDF](#)

7. Staff & Board Reports

7.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 - DECEMBER 2022.PDF](#)

7.II. Adult Services Report

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

Documents:

[ADULT SERVICES REPORT - DECEMBER 2022.PDF](#)

7.III. Programming & Makerspace Librarian Report

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

Documents:

[PROGRAMMING AND MAKERSPACE LIBRARY REPORT - DECEMBER 2022.PDF](#)

7.IV. Bridges Library System Staff Report

Documents:

[BRIDGES LIBRARY SYSTEM STAFF REPORT - DECEMBER 2022.PDF](#)

7.V. Board Reports

Trustee Training Week 2022 webinar reports

1. From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding
2. Effective & Efficient Meetings: Parliamentary Procedure

8. Board Member Requests For Future Agenda Items

If the board has any questions they want to put to the community through the City's Polco online survey system, they will be collected at this time.

Polco is a civic engagement, survey and polling platform.

9. Confirmation Of Next Meeting
January 23, 2023, 6:30 p.m.

(changed due to Martin Luther King, Jr. Day closure)

10. Adjournment

Items on the Consent Agenda will be approved on a single vote 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.