



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, September 20, 2021, 6:30 p.m.

This meeting will be both in-person and virtual.

*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*

Join Zoom Meeting

<https://us02web.zoom.us/j/85706046034?pwd=dDM5MnVXazVpbklqZzZwK3creThVUT09>

Meeting ID: 857 0604 6034

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1. Call To Order And Roll Call

2. Friends Of The Library Board Meeting

The Friends of the Library Board meeting will be from 6:30-7:00 p.m. before the regular Library Board of Trustees meeting. Doug Anderson will present information on other Friends of the Library groups that he investigated on behalf of the Friends Board of Directors.

2.I. Approval Of Minutes Of The Friends Of The Library Board Of Directors

Documents:

[MINUTES FRIENDS OF THE LIBRARY BOARD OF DIRECTORS
02.15.2021.PDF](#)

2.II. Acceptance Of The Financial Report Of The Friends Of The Library Treasurer

Documents:

[FRIENDS OF THE LIBRARY FINANCIAL REPORT - SEPTEMBER 2021.PDF](#)

2.III. Report On Other Friends Of The Library Groups

Doug Anderson will present the information he gathered on revitalizing Friends of the Library groups from other Wisconsin libraries.

Documents:

[DWIGHT FOSTER LIBRARY OF FORT FRIENDS GROUP.PDF](#)
[LANCASTER LIBRARY FRIENDS GROUP.PDF](#)
[WATERTOWN LIBRARY FRIENDS GROUP.PDF](#)

3. Consent Agenda

3.I. Approval Of Minutes

Documents:

[MINUTES AUGUST 16, 2021.PDF](#)

3.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET - AUGUST 2021.PDF](#)
[BUILDING EXPENDITURES - AUGUST 2021.PDF](#)
[CASH RECEIVED - AUGUST 2021.PDF](#)
[OPERATING REVENUE AND EXPENDITURES - AUGUST 2021.PDF](#)

3.III. Approval Of Payment Of Invoices

Documents:

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

3.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

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

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

Documents:

[AMERICAN DEPOSIT MANAGEMENT - JULY 2021.PDF](#)
[BOARD TREASURER REPORT - AUGUST 2021.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.I. Library Building Project

5.I.i. Review Of Library Assets

Documents:

[LIBRARY RENTAL INCOME.PDF](#)
[LIBRARY CASH ASSETS.PDF](#)

5.I.ii. Discussion Of Ways To Highlight The Library's Activities And Programs (Winship Request)

6. New Business

6.I. Approval Of The 2022 Budget

We were not able to add the new position to the library budget for 2022. This is a status quo budget.

Documents:

[2022 BUDGET REVENUES.PDF](#)
[2022 BUDGET EXPENSES.PDF](#)

6.II. Review And Approval Of Draft Revision Of The Records Retention Policy

I missed one section of the policy for last month's meeting. Several organizations have changed or been disbanded so the records retention policy pertaining to them is no longer relevant.

Documents:

[POLICY RECORDS RETENTION - DRAFT REVISION .PDF](#)

6.III. Review And Approval Of Draft Revision Of The Teachers Packs Policy

We are now offering delivery of teacher packs so the policy has been revised to

remove reference to teachers picking them up being required.

Documents:

[POLICY TEACHER PACKS - SEPTEMBER 2021 DRAFT REVISION.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 - SEPTEMBER 2021.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 - SEPTEMBER 2021.PDF](#)

7.III. Youth Educational Services Report

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

Documents:

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

7.IV. 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 LIBRARIAN REPORT - SEPTEMBER 2021.PDF](#)

7.V. Board Reports

Report on Trustee Training Week:

Self-awareness for Social Justice Ally-ship - Brienne Brown

7.VI. Bridges Library System Staff Report

Documents:

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

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

October 18, 2021, 6:30 p.m.

10. Adjournment

*Items on the Consent Agenda will be approved on one 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.