



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Community Room
431 W. Center Street
Whitewater, WI 53190
Monday, December 16, 6:30 p.m.

1. Call To Order And Roll Call

2. Consent Agenda

2.I. Approval Of Minutes

Documents:

[MINUTES NOVEMBER 18, 2019.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET - NOVEMBER 2019.PDF](#)
[BUILDING INCOME AND EXPENDITURES - NOVEMBER 2019.PDF](#)
[CASH RECEIPTS - NOVEMBER 2019.PDF](#)
[OPERATING INCOME AND EXPENDITURES - NOVEMBER 2019.PDF](#)

2.III. Approval Of Payment Of Invoices

Documents:

[INVOICES - NOVEMBER 2019.PDF](#)

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS REPORT - NOVEMBER 2019.PDF](#)

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

Documents:

[BOARD TREASURER REPORT - NOVEMBER 2019.PDF](#)

3. 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.

4. Old Business

4.I. Library Building Project

A copy of the original Request for Qualifications that was sent out to architectural firms in 2003 is included in the packet for review and revision suggestions by the library board.

Documents:

[RFQ FOR ARCHITECTS.PDF](#)

4.II. 2019 Strategic Plan Activities Final Report

The report for strategic plan activities that have or have not been completed in 2019 is included in the packet. We will have a discussion on activities that will be carried over to 2020 and new activities that will be undertaken in 2020. A final discussion on 2020 strategic plan activities will be on the January 20, 2020 agenda.

Documents:

[2019 STRATEGIC PLAN ACTIVITIES - FINAL REPORT.PDF](#)
[STRATEGIC PLAN GOALS.PDF](#)

4.III. Discussion And Possible Action On Acquiring A Listening Station

We will hear a report from Winship with further information on the Listening Stations from his meetings in December.

4.IV. Library Remodeling Projects

As discussed at the November board of trustees meeting, the director met with the city's building supervisor and the city finance director to discuss available funding to replace the vault lights and the carpeting in 2020. We determined that there is adequate funding available to move forward. The building supervisor will be getting quotes and ideas/samples from companies for both projects.

5. New Business

5.I. Revision And Approval Of Staff Loan Privileges Policy

The policy still reads "Staff members are to follow all the same **SHARE** rules for circulation..." We have not been a member of the SHARE consortium for some time. I have revised it to read "**consortium**" so that it applies to any consortium the library may be a part of in the future.

Documents:

[POLICY STAFF LOAN PRIVILEGES-DRAFT REVISION.PDF](#)

5.II. Approval Of Closed Holidays In 2020

Documents:

[CLOSED HOLIDAYS AND SPECIAL CLOSINGS PAID AND UNPAID 2020.PDF](#)

5.III. Consideration Of Donation Of Stained Glass Art

Two sisters would like to honor their mother, a long-time Whitewater resident and volunteer at the library, with a stained glass artwork they have commissioned. A sketch will be available for review at the meeting.

The piece will be approximately 15-1/4" x 37-1/4". With the frame, it will be just under

18" x 40". It will weigh about 40 lbs max which includes the wooden frame. A consultation with maintenance confirmed that they will be able to safely hang it so that it sits within one of the windows in the periodicals section on the south side of the library.

6. Staff & Board Reports

6.I. Library Director's Report

Documents:

[LIBRARY DIRECTOR REPORT - NOVEMBER 2019.PDF](#)

6.II. Adult Services Report

Documents:

[ADULT SERVICES REPORT - NOVEMBER 2019.PDF](#)

6.III. Youth Educational Services Report

Documents:

[YOUTH EDUCATIONAL SERVICES REPORT - NOVEMBER 2019.PDF](#)

6.IV. Board Reports

7. Board Member Requests For Future Agenda Items

8. Confirmation Of Next Meeting
January 20, 2020, 6:30 p.m.

9. 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

*Items denoted with an asterisk will be approved on the Consent Agenda 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.