



Board of Trustees Meeting Agenda
Irvin L. Young Memorial Library
Virtual
431 W. Center Street
Whitewater, WI 53190
AMENDED 5/12/2020, 3:25 P.M.

Addition of 5.II Discussion of Adding WI-FI Hot Spots to the Library Collection

*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*

Library Board of Trustees Meeting
Mon, May 18, 2020 6:30 PM - 8:00 PM (CDT)

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

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1. Call To Order And Roll Call
2. Consent Agenda
 - 2.I. Approval Of Minutes

Documents:

[MINUTES - APRIL 20, 2020.PDF](#)

- 2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

[BALANCE SHEET - APRIL 2020.PDF](#)
[BUILDING EXPENSES - APRIL 2020.PDF](#)
[CASH RECEIVED - APRIL 2020.PDF](#)
[OPERATING INCOME AND EXPENSES - APRIL 2020.PDF](#)

- 2.III. Approval Of Payment Of Invoices

Documents:

[INVOICES PAID - APRIL 2020.PDF](#)

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

[STATISTICS REPORT - APRIL 2020.PDF](#)

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

Documents:

[BOARD TREASURER REPORT - APRIL 2020.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. Discussion And Possible Action On A Fine-Free Policy

Changes have been drafted to the library's circulation policy and we have put together a list of FAQs to help answer questions that the public might have that would be posted on our website. It is the recommendation of the director that the loss in revenue from fines for 2020 and 2021 be offset from the library's fund balance.

The revisions to the circulation policy appear on pages 5-7.

Documents:

[CIRCULATION POLICY - DRAFT REVISION.PDF](#)
[FINE FREE-DRAFT DOCUMENT.PDF](#)

5. New Business

5.I. Discussion Of Library Procedures Relating To Public Health Issues

Based on discussions with the other members of our library system and a presentation from DPI on their Guidelines for Reopening which are a work in progress, we have started the planning for Phase One Library Service Level Three. Attached are a draft document for patrons, a copy of the equipment and services requested from the city for the facility, a copy of the draft staff schedule, and a copy of the DPI Guidelines. All of this is subject to change.

We have already ordered plexiglas shields for the service desk which will be installed by city maintenance when they arrive.

Documents:

[PHASE ONE PLANNING DOCUMENT-DRAFT.PDF](#)
[REQUEST FOR FACILITY CHANGES FOR PHASE ONE DISTANCING REQUIREMENTS.PDF](#)
[C-19 MASTER SCHEDULE.PDF](#)
[GUIDELINES FOR REOPENING WI PUBLIC LIBRARIES_ TIMELINE - SHEET1.PDF](#)

5.II. Discussion Of Adding WI-FI Hot Spots To The Library Collection

6. Staff & Board Reports

6.I. Library Director's Report

Documents:

[LIBRARY DIRECTOR REPORT - APRIL 2020.PDF](#)

6.II. Adult Services Report

Documents:

[ADULT SERVICES REPORT - APRIL 2020.PDF](#)

6.III. Youth Educational Services Report

Documents:

[YOUTH SERVICES REPORT - APRIL 2020.PDF](#)

6.IV. Programming & Makerspace Librarian Report

Documents:

[PROGRAMMING AND MAKERSPACE REPORT - APRIL 2020.PDF](#)

7. Board Reports

8. Board Member Requests For Future Agenda Items

9. Confirmation Of Next Meeting

June 15, 2020, 6:30 p.m.

10. Adjournment

*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.