

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, February 17, 2020, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

1. Call to Order at 6:30 p.m.

Present: Julie Caldwell, Jaime Weigel, Anne Hartwick, Brienne Diebolt-Brown, Richard Helmick,
Kathy Retzke, WUSD Library Media Specialist

Absent: Jim Winship

Staff: Stacey Lunsford, Diane Jaroch

Guests: none

2. Swearing in New School District Representative
Kathy Retzke, Library Media Specialist

3. Consent Agenda

- a) Approval of Minutes of the January 20, 2020 regular meeting*
- b) Acknowledgment of Receipt of Financial Reports*
- c) Approval of Payment of Invoices for January 2020*
- d) Acknowledgment of Receipt of Statistical Reports for January 2020*
- e) Acknowledgment of Receipt of Treasurer's Reports for January 2020*

MSC Anne Hartwick/Brienne Diebolt-Brown to remove the Treasurer's Report

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Brienne Diebolt-Brown, Richard Helmick,
Kathy Retzke

Nays: None

MSC Richard Helmick/Brienne Diebolt-Brown to approve consent agenda without the
Treasurer's Report

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Brienne Diebolt-Brown, Richard Helmick,
Kathy Retzke

Nays: None

MSC Julie Caldwell/Brienne Diebolt-Brown to approve the renewal of the CD that is coming due
on March 4th for one more year.

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Brienne Diebolt-Brown, Richard Helmick,
Kathy Retzke

Nays: None

4. Hearing of Citizen Comments

- a. 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. New Business

5.I. Approval of the 2019 State Annual Report

MSC Brienne Diebolt-Brown/Richard Helmick to approve the 2019 State Annual Report

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Richard Helmick, Brienne Diebolt-Brown, Kathy Retzke

Nays: None

5.II. Approval to Close the Library From 10:45 A.m. At 12:45 P.m. On Friday, February 28 For the Annual Staff Appreciation Luncheon

MSC Richard Helmick/Julie Caldwell to approve the Closing of the Library on Friday, February 28 for the Annual Staff Appreciation Luncheon

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Richard Helmick, Brienne Diebolt-Brown, Kathy Retzke

Nays: None

5.III. Review and Re-Approval of Public Records Request Policy

MSC Julie Caldwell/Richard Helmick to approve the Public Record Request Policy

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Richard Helmick, Brienne Diebolt-Brown, Kathy Retzke

Nays: None

5.III. Purchase of Chromebooks For Library Board Meetings

- With the new agenda center providing PDFs of the board packet, this seems like an appropriate time to have a discussion on whether or not to purchase Chromebooks for Library Trustees to use at Library Board meetings in place of printing out paper copies of the packet. The Common Council already uses Chromebooks for their meetings. A current quote for nine 15.6" units at approximately \$200 each (one for each board member and two alternates) is \$1,808. A current quote for nine 11.6" units at about \$150 each is \$1,351.

- The Board discussed the pros and cons of paper vs. electronic Board packets and if there would be a cost savings to switching to electronic copies.
 - Stacey Lunsford will conduct a cost-benefit analysis and report back to the Board.
6. Staff & Board Reports
- a) Director's Report ~ see attached
 - Interviews will be held on Thursday and Friday of this week for the Maker Space librarian.
 - The staff performance evaluation process has begun.
 - An all-staff meeting will be held on March 20th to discuss the roll-out of Hoopla and the upcoming Census, both of which will begin on April 1st.
 - Karol Kennedy will serve as the new Bridges System Director.
 - Stacey shared an update on the Inclusive Services Self-Assessment.
 - b) Adult Services Report ~ see attached
 - c) Youth Educational Services Report ~ see attached
7. Board Reports
- Richard Helmick asked about the use of VR technology. Stacey reported that until the new Makerspace Librarian is hired, this technology won't be available to the public.
8. Board member requests for future agenda items
- a) Use of Chromebooks for Library Board Meetings.
 - b) Update on the addition project and RFQs received.
9. Confirmation of the next meeting on March 16, 2020, 6:30 p.m.

Meeting ending 7:04 p.m.

Minutes respectfully submitted by Jaime Weigel on February 17, 2020

I. ADMINISTRATION

- a. 13 work orders were submitted in January
 - i. Two for old wooden carts to be removed from use
 - ii. Ice in the parking lot and on the sidewalks
 - iii. Book cart in need of spot welding
 - iv. Taking all the furniture and equipment out of the microreader room
 - v. Taking six boxes of microfilm to the basement.
 - vi. Printing problem with one of the public laptops
 - vii. Director's computer blew a hard drive after the power outage
 - viii. Three light bulbs were burned out in the director's office
 - ix. Removing an empty filing cabinet from the staff work room.
 - x. Arranging to have the library display cases painted in March
 - xi. Returning holiday decorations to the basement
 - xii. Issue with printing from patron devices

II. BUDGET

- a. None.

III. PERSONNEL

- a. The Makerspace and Programming Librarian position closed on February 2. We are in the process of setting up interviews with prospective candidates.

IV. LIBRARY COLLECTION

- a. Staff is in the process of consolidating the adult nonfiction to allow moving the adult Playaways and books on CD.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. I gave Kathy Retzke, the new school district representative to the board, an orientation on board by-laws, library policies, the budget and library funding and a tour of the facility.

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I will have attended the monthly Alliance of Public Libraries meeting on Friday, February 14. I will report on that at the library board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended a webinar on diverse books for children presented by WiLS while Deana was out of the office. I shared information and the recording of the webinar with her upon her return.

IX. STRATEGIC PLAN

- a. Diane, Deana, and I have completed the Inclusive Services self-assessment sections for Governance and Administration and submitted our questions to

Angela Meyers at Bridges. She has been giving us feedback for changes we can make to improve our inclusivity as we go through this process.

Adult Services Report for the Month of January 2020

There are currently 68 adults signed up for Winter Read.

I proctored one exam this month.

I trained two people in the Makerspace.

Meetings/Workshops Attended:

January 20: Library Board Meeting

Youth Educational Services Report February 2020

Signs

- Large wall signs for the young adult department and the children's movies have been purchased.
- Shelf signs for the young adult department are in place.

Youth Winter Read Registration

- 43 children.
- 12 teens.

Collection Management

- Completed weeding in the children's fiction section.

Training

- Attended a Library Aware demo with Diane and Stacey on February 5th.
- Attended a webinar on homelessness on February 6th.
- On February 12th I will be attending a summer library program workshop in Mukwonago.