



Irvin L. Young  
Memorial Library

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, September 16, 2019, 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 6:32 p.m.

Present: Julie Caldwell, Richard Helmick, Jaime Weigel, Brienne Diebolt-Brown (arrived at 6:42),  
Anne Hartwick, Cory Peppler, Jim Winship

Absent: none

Staff: Stacey Lunsford, Diane Jaroch, Claire Tidwell

Guests: Alyssa Orlowski

### 2. Consent Agenda

- a) Approval of Minutes of the August 19, 2019 regular meeting\*
- b) Acknowledgment of Receipt of Financial Reports for August 2019\*
- c) Approval of Payment of Invoices for August 2019\*
- d) Acknowledgment of Receipt of Statistical Reports for August 2019\*
- e) Acknowledgment of Receipt of Treasurer's Reports for August 2019\*

MSC Jim Winship/Julie Caldwell to remove page 17 from Consent Agenda

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Cory Peppler, Anne Hartwick, Jim Winship

Nays: None

MSC Richard Helmick/Jim Winship to approve Consent Agenda

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Cory Peppler, Anne Hartwick, Jim Winship

Nays: None

### 3. 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.

4. Old Business

4 i. Library Building Project Report on Conference Call with Bear Development

- Report from Stacey Lunsford on the project's status; she will keep the Board updated when she hears more

4 ii. Team Email Security ~ Discussion

- A short cyber-training is available for Board members through the Bridges Library System. If taken, trustees are eligible to get a Bridges email address to use for library business.

5. New Business

5 i. Review And Re-Approval Of Dress Code And Personal Appearance Policy ~ Action

MSC Julie Caldwell/Jim Winship to approve Dress Code and Personal Appearance Policy

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Cory Pepler, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

6. Staff & Board Reports

a) Director's Report ~ see attached

1. Information and ideas were shared from Tech Day, which was attended by Stacey Lunsford and Claire Tidwell, that could be implemented here

b) Adult Services Report ~ see attached

c) Youth Educational Services Report ~ see attached

d) Programming & Makerspace Librarian Report ~ see attached

e) Friends of the Library Report

1. The Friends of the Library Board met at 6:00 tonight
2. Friends of the Library Board has reconstituted as a Type II Charitable Organization as defined by the Internal Revenue Service for supporting organizations

*A Type II supporting organization must be supervised or controlled in connection with its supported organization(s), typically by having a majority of the directors or trustees of the supported organization(s) serve as a majority of the trustees or directors of the supporting organization. The relationship between the supported organization(s) and the supporting organization is sometimes described as similar to the brother-sister relationship.*

3. Next meeting will be held in January before the Library Board of Trustees regular meeting

f) Board reports

1. Report on Trustee Training Week Webinars

- i. Richard Helmick & Jaime Weigel reported on *What Does Inclusivity Look Like At Your Library?*
  - ii. Julie Caldwell reported on *Recruitment & Retention of Staff and Directors*
  - iii. Anne Hartwick reported on *Governing Libraries that Inspire Investment*
2. Jim Winship gave a brief update on Whitewater Leads and the Imagination Library
  
7. Board member requests for future agenda items
  
8. Confirmation of next meeting on October 21, 2019, 6:30 p.m.
  
9. Adjournment at 7:28 p.m.

Minutes respectfully submitted by Jaime Weigel on September 16, 2019

## **LIBRARY DIRECTOR REPORT**

September 16, 2019

### **I. ADMINISTRATION**

- a. 6 work orders were submitted in August.
  - i. Five public laptops were having problems.
  - ii. The soap dispenser in the staff restroom needed refilling.
  - iii. I broke a projector screen.
  - iv. The staff door lock needed repair.
  - v. The lobby door counters are no longer keeping an accurate count. New batteries have been installed but it hasn't solved the problem so a second work order was sent.

### **II. BUDGET**

- a. I am awaiting an appointment with Cameron and Steve to go over the library's expenditure budget. I had hoped to have a draft budget to look at during the September meeting but the municipal health insurance numbers have still not been released by the state so our budget discussion meeting hasn't been scheduled.

### **III. PERSONNEL**

- a. Eight staff members, including myself, will have been given training in being a dementia-friendly organization by Deb Weberpal, director of Seniors in the Park on Wednesday, September 11. To get a Purple Angel designation, at least half of the staff need to receive training.

### **IV. LIBRARY COLLECTION**

- a. We have completed a weeding of the adult large print, adult fiction paperbacks, adult DVDs, adult CDs, and adult graphic novels. I have sent over 175 boxes of discards and donations to Better World Books.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. None.

### **VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I will have attended the September Alliance of Public Libraries meeting on Friday, September 13. I will give a brief report at the board meeting.

### **VIII. PROFESSIONAL DEVELOPMENT**

- a. I will have attended Tech Day in Monona on Thursday, September 12. I will give a brief report at the board meeting.

## **Adult Services Report for the Month of August 2019**

Author Richard Ratay spoke about his book and the history of the family road trip on August 7<sup>th</sup>. There were eleven people in attendance. The author presentation was very entertaining and informative.

I hosted the Memory Café on August 12<sup>th</sup>. Mariann Scott attended the workshop and spoke about the local food pantry. There were six participants in attendance and two volunteers. There were four attendees at the monthly "What Are You Reading?" book discussion on August 13<sup>th</sup>.

Sixteen people participated in the August 19th Maker Monday workshop. This month the project was jewelry making with beads and wire. We have a very creative community here in Whitewater.

I proctored 10 exams.

### **Meetings/Workshops Attended:**

August 19: Library Board Meeting

August 28: Bridges Circulation Services Meeting

## **Youth Educational Services Report September 2019**

### **August Craft-a-Thon**

Claire and I ran a series of craft programs on Thursday afternoons. These were predominately attended by the Parks & Rec Innovation Camp. I hosted the glass lanterns and the bird house painting.

### **Outreach**

- On Wednesday, August 21<sup>st</sup> Claire and I gave a library tour and presentation to several teachers for their Teacher Academy. Topics included the Maker Space, STEM Kits, and Teacher Packs.
- On Thursday, August 29<sup>th</sup> I attended the open house at the UWW Children's Center to promote library services and programs.

### **Passive Programming**

142 people participated in our Pokémon Bingo program during August.

### **Monarchs**

We are winding down our monarch rearing program. To date we have released 31 butterflies.

## **September Board Report**

### **Makerspace and Programming Librarian**

#### **Craft a Thon**

*August 1*

- **10 Attended, 2 Adults, 8 Children** • The Innovation camp attended
- We made galaxy jars.
- Kids were guided step by step so it went quicker than expected.

*August 15*

- **18 Attended, 4 Adults, 14 Children**
- The Innovation camp attended as well as a few other patrons
- We decorated extra blank stamp blocks with washi tape to make photo holders.
- The kids had a blast making other things as well including a really cool Rocket Ship.

#### **UWW Community Based Learning**

- I met with the Whitewater CBL group to discuss partnership opportunities. I am working with 2 teachers from Spanish 300 and Technical Instruction to have students come in this semester for several projects. The projects include:
  - Having our Makerspace and CAM brochures translated to Spanish.
  - Having certain instructions translated
  - Having the children's area signs translated.
  - Creating easy to follow guides for all the Makerspace equipment that may be translated into Spanish.

#### **Grown Up Story Time**

- I will be hosting an adult story time at the Book Teller on Sept 27<sup>th</sup>. I am in the works with making one with the Community Space and Sweet Spot as well. I will be reading selections from popular adult books.