



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, June 17, 2019, 6:30 pm

MINUTES

1. Call to Order at 6:31 p.m.

Present: Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Jaime Weigel

Absent: Julie Caldwell, Jim Winship, Cory Pepler

Staff: Stacey Lunsford, Diane Jaroch, Claire Tidwell

Guests: none

2. Review and Approval of The Charters for The Evaluation Committee and The Board Development Committee

MSC Helmick/Diebolt-Brown to approve the Charters for Evaluation Committee

Ayes: Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Jaime Weigel

Nays: None

MSC Helmick/Diebolt-Brown to approve the Charters for Board Development Committee

Ayes: Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Jaime Weigel

Nays: None

3. Trustee Appointments to Standing Committees (Board Development, Evaluation, Marketing)
 - a) Weigel will chair Board Development Committee, Hartwick is appointing Pepler as an additional committee member
 - b) Diebolt-Brown, Helmick, and Hartwick will be on the Evaluation Committee
 - c) Winship, Diebolt-Brown, and Hartwick will continue to serve on the Marketing Committee

4. Consent Agenda

- a) Approval of minutes of the April 9, 2019 special meeting*
- b) Approval of minutes of the May 20, 2019 regular meeting*
- c) Acknowledgment of receipt of financial reports for May 2019*
- d) Approval of payment of invoices for May 2019*
- e) Acknowledgment of receipt of statistical reports for May 2019*
- f) Acknowledgment of receipt of treasurer's reports for May 2019*

MSC Helmick/Diebolt-Brown to approve consent agenda

Ayes: Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Jaime Weigel

Nays: None

5. 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.

6. Old Business

6 i. Strategic Goal 2, Objective 1

"Increase inclusivity and access to services and resources that the library provides" - Add or improve bilingual and ADA-compliant signage ~ Update

MSC Helmick/Diebolt-Brown to accept quote #2 in the amount of no more than \$5,000

Ayes: Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Jaime Weigel

Nays: None

6 ii. Strategic Goal 2, Objective 3

"Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces." - Purchase new comfortable seating ~ Update

MSC Helmick/Diebolt-Brown to approve the purchase of 18 new task chairs not to exceed \$10,000

Ayes: Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Jaime Weigel

Nays: None

7. New Business

7 i. Approval of Revisions to The Display Case Policy ~ Action

MSC Helmick/Diebolt-Brown to approve Display Case policy

Ayes: Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Jaime Weigel
Nays: None

7 ii. Approval of Policy for Makerspace Area 431 ~ Action

MSC Helmick/Diebolt-Brown to approve Policy for Makerspace Area 431

Ayes: Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Jaime Weigel
Nays: None

7 iii. Strategic Goal 1, Objective 1 "Undertake community research to understand what people would support and what they would not" ~ Discussion

- Summer Programming Survey (on Facebook, website, and at the circulation desk) is an activity that falls under this goal

8. Staff & Board Reports

- a) Director's Report ~ see attached
 - 1. Reported on the Alliance of Public Libraries meeting on June 14
 - 2. Reported on email training
 - 3. Food Truck Rally will be held on June 22, rain or shine
- b) Adult Services Report ~ see attached
- c) Youth Educational Services Report ~ see attached
- d) Programming & Makerspace Librarian Report ~ see attached
- e) Board reports
 - 1. Trustee Training Week: Hartwick will attend on Monday, Diebolt-Brown on Wednesday, Weigel & Helmick on Thursday

9. Board member requests for future agenda items

- a) Email security training
- b) Trustee Training week

10. Confirmation of next meeting on July 15, 2019, 6:30 pm

11. Adjournment at 7:30 p.m.

Minutes respectfully submitted by Jaime Weigel on June 17, 2019

DIRECTOR'S REPORT

I. ADMINISTRATION

- a. Eight work orders were submitted and completed in May.
 - i. Ball chairs needed air refills.
 - ii. Outlet under Claire's desk was dead after her computer popped off and died.
 - iii. Door counter fell off the wall again in the entryway.
 - iv. OPAC 3 was allowing Internet access which should have been blocked.
 - v. Extra tables were requested for the Friends book sale.
 - vi. Soap refills were needed in the restrooms.
 - vii. The lightbulbs in the entry vault light fixtures needed to be replaced.

II. BUDGET

- a. None.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. Weeding continues in the adult fiction and adult nonfiction collections.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We are in the final week before the Whitewater Heritage Day event on June 23rd. We will be having the food truck rally and I have been working with the rest of the planning committee for this event.

VI. LIBRARY BOARD RELATIONS

- a. Jaime was inadvertently re-appointed as an alternate rather than as a regular board member. She has since been appointed and received her letter from the city.

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

- a. I will have attended the Alliance of Public Libraries meeting in Pewaukee on Friday, June 14. I will report on that meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

ADULT SERVICES REPORT

There were three attendees at the monthly “What Are You Reading?” book discussion on May 14th.

We had twelve in attendance for the screening and discussion of Alice’s Ordinary People on May 16th. The filmmaker, Craig Dudnick, did a great job of presenting his movie and providing first-hand knowledge of Alice Tregay and the other activists involved in the Chicago Freedom Movement. The discussion after the movie was very engaging.

Twelve people participated in the Maker Monday workshop on May 20th. This month we created miniature beach bottles. Everyone had fun adding beach related items to a small bottle. I had many new faces which is always a treat.

Book Bingo, the adult passive program that ran April through May, ended on May 31st with 8 people completing and returning their finished Bingo cards. I will have another passive program in August, as the Adult Summer Reading Program is a passive program itself, and will run June through July.

Meetings/Workshops Attended:

May 02: WAPL Conference presentation (38 in attendance)

May 20: Library Board Meeting

YOUTH EDUCATIONAL SERVICES REPORT

High School Visit

A class from the high school toured the library on Thursday, May 23rd. Eighteen high school students learned about the YA collection, the Maker Space, how to navigate the catalog and how to use Libby.

Whitewater Leads

I attended my first Whitewater Leads meeting on Tuesday, May 28th. I am taking Diane's place as she has completed her two years.

May Flowers Scavenger Hunt

47 kids participated in our May scavenger hunt.

MAKERSPACE & PROGRAMMING REPORT

Book Expo

May 30-June 1

- I attended the New York Book Expo at the Javits Center in New York City
- I was able to bring home tons of upcoming titles for adults and children

Trash to Treasure: Upcycle plastic bags

June 3, 2019

- **1 adult attended**
- I showed them how to take old plastic bags and fuse them together with an iron
- I demoed how to make a hair flower, coin purse/ business card holder and bag.
- They were very excited to have a new project with their grandkids.