



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, October 21, 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 6:31 p.m.

Present: Julie Caldwell, Richard Helmick, Jaime Weigel, Brienne Diebolt-Brown, 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 September 16, 2019 regular meeting*
- b) Acknowledgment of Receipt of Financial Reports for September 2019*
- c) Approval of Payment of Invoices for September 2019*
- d) Acknowledgment of Receipt of Statistical Reports for September 2019*
- e) Acknowledgment of Receipt of Treasurer's Reports for September 2019*

MSC Richard Helmick/Brienne Diebolt-Brown to remove page 15 from Consent Agenda

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

Nays: None

- Richard Helmick highlighted that we have averaged about 220 patrons per day for the last 6 years.

MSC Richard Helmick/Brienne Diebolt-Brown to approve Consent Agenda

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

Nays: None

MSC Richard Helmick/Brienne Diebolt-Brown to approve page 15 from Consent Agenda
Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Cory Peppler, Anne Hartwick, Jim Winship,
Brienne Diebolt-Brown
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

- The Library Expansion Exploration Committee members will report on their discussion at the most recent meeting on October 14 and share their recommendations with the Library Board.
 - History of the Library Expansion Exploration Committee was shared by Jim Winship.
 - Jim added that after a recent meeting with Bear Development, the Library Expansion Exploration Committee, City Manager Cameron Clapper, and Finance Director Steve Hatton it was decided that this public-private partnership is not feasible.
 - Stacey Lunsford reported that maintenance projects needing to be done on the current building will move forward, rather than waiting for a new building.
 - A project to add on to the current building which would expand the Children's Area and Maker Space will be explored, as well as potential revenue streams to finance it.

5. New Business

5 i. Review and Approval Of FY 2020 Library Budget ~ see attached

- An updated budget was shared by Stacey Lunsford to replace pages 21-22 in the packet
- Brienne Diebolt-Brown asked what budgetary needs the library currently has that could be advocated for at Common Council
- Discussion ensued about what needed to be done so that the library can continue to attract and retain talented and knowledgeable staff
- Stacey confirmed that library hours will remain the same for next year

MSC Jim Winship/Julie Caldwell to approve FY 2020 Library Budget
Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Cory Peppler, Anne Hartwick, Jim Winship,
Brienne Diebolt-Brown

Nays: None

5 ii. Review and Approval of Materials Replacement Policy
Request re-approval with no changes.

MSC Richard Helmick/Cory Pepler to approve Materials Replacement Policy

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

Nays: None

5 ii. Approval of Quote From Advantage Preservation

The library's collection of Aqualbas and Minneiskas has been partially digitized as part of our preservation efforts. The yearbooks that are from 1963 and before are in the public domain and may be added to our website for easy access outside the library building itself. The quoted cost of \$4,592.40 would be taken from the library's Technology Fund, which is administered by the library board treasurer, and is designated for "the acquisition of technological assets and services."

MSC Richard Helmick/Cory Pepler to approve Quote from Advantage Preservation

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
- b) Adult Services Report ~ see attached
 - 1. Author Jim Stokes will be at the library on Thursday, October 24th at 3PM to talk about his book on POW Camps in WI
- c) Youth Educational Services Report ~ see attached
- d) Programming & Makerspace Librarian Report ~ see attached
 - 1. Claire Tidwell will be hosting a Trick or Trivia program on Facebook Live at 4 PM on Friday, October 25th
- e) Friends of the Library Report ~ see attached
- f) Board reports
 - 1. Report on Trustee Training Week Webinars
 - i. Jim Winship reported on the webinar he attended, *Free is Key: Ensuring Your Library is Meeting its Mission*
 - 2. Perfecting the Library's Message

7. Board member requests for future agenda items

- a) Brienne Diebolt-Brown will report on the webinar about Library Advocacy, specifically encouraging Trustees to attend the upcoming Library Legislative Day in February

b) Listening Station - Jim Winship

8. Confirmation of next meeting on November 18, 2019, 6:30 p.m.

9. Adjournment at 7:53 p.m.

Minutes respectfully submitted by Jaime Weigel on October 21, 2019

LIBRARY DIRECTOR REPORT

I. ADMINISTRATION

- a. 15 work orders were submitted in September.
 - i. Two public laptops were having problems.
 - ii. One additional work order was sent regarding the lobby door counters. We may have to replace them with new ones.
 - iii. The women's restroom sign fell off the door.
 - iv. There was a grape juice spill in the children's area.
 - v. Light bulbs were out in the YA area and in the staff work room.
 - vi. There was a dead animal in the outside basement stairwell.
 - vii. We requested that the new signage holders for the children's area be installed.
 - viii. We requested a check of the filters in the HVAC system as patrons had been complaining about a musty smell in the building.
 - ix. We requested tables be brought in for the Friends books sale.

II. BUDGET

- a. The Finance Committee meeting where the library budget will be presented was scheduled for Thursday, October 17. I will report on it at the library board meeting.

III. PERSONNEL

- a. We are in the process of hiring a new customer service specialist to work at the front desk for 20 hours per week. We will be adding four hours to two existing customer service specialists' schedules as well. The change will allow us to relieve the administrative staff, the technical services staff and the outreach coordinator from front desk duties so they can focus on their own work.

IV. LIBRARY COLLECTION

- a. We are working on weeding in the 300s and 600s sections of the adult nonfiction.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. None.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended four sessions at the Wisconsin Library Association Annual Conference on Thursday, October 10.

- i. Connecting with Your Mission and Creating Patron-Centered Spaces on a Dime
- ii. Community Surveys: How To and How NOT To
- iii. Friends, Foundations and Fundraisers
- iv. The Library as a Cause: How to Build Support Through Your Marketing

Adult Services Report for the Month of September 2019

There were two attendees at the monthly “What Are You Reading?” book discussion on September 10th.

Thirty-two people participated in the Narcan training on September 19th. This free event was hosted by the Jefferson County Health Department.

I proctored 3 exams.

Meetings/Workshops Attended:

September 11: Dementia Friendly Training

September 16: Library Board Meeting

September 30: SEWI Adult Services

Meeting

Youth Educational Services Report October 2019

Storytimes

Storytime attendance has been good this session with an average of 5-10 children participating. I have noted a number of new families this fall.

Homeschool Meeting

The homeschool group learned about local geology and botany while hiking an Ice Age Trail segment. We are grateful to the Ice Age Trail Alliance for providing the program for us. We even got to meet one of the infamous “Thousand-Milers”.

Signage

Our sign holders were delivered! We are awaiting the Spanish translations, which are being completed by a UW student.

Scavenger Hunt

54 people participated in the September Holidays scavenger hunt.

Collection

Management

Weeding was completed in children's non-fiction.

Makerspace & Programming Librarian

Board Report

Grown Up Story Time

September 27, 2019

- **5 Attended**
- We read some children's books including *We Don't Eat Our Classmates*, *Franny's Father is a Feminist and I'm Sad*.
- I read from *Where the Crawdads Sing* and *Montaigne in Farm Boots*
- The Book Teller wants me back for more.

WLA

Oct 9-11th, 2019

- We had a wonderful Keynote speaker, Ijeoma Oluo, who was the author of *So You Wanna Talk About Race*. She really encouraged us to advocate every day, not just in our work. She brought to light the fact that cultural appropriation is just a celebration of oppression, that we need to investigate our assumptions and relook at what we do and choose to ignore and what this says to our patrons.
- *Building STEM into Programs:*
 - The Spring Green library was granted the Aerospace Outreach- WI Space Grant. With this grant they incorporated a STEM element in all of their programming for a full year mainly based around space.
- Room of Requirement
 - Lead by Lydia Sigwarth who was featured on NPR for her role in addressing children's librarianship and Homelessness.
 - She told her own story and then gave us tips on how to help our young patrons who might be dealing with homelessness.
- Expanding your Library Collection to the Community
 - This is a panel on how to create a library of things (Thingery)
 - They based their kits and services off of "literacy": Informational, Financial, Civic, Health and Fun
- Unstructured Teen Programs
 - Mequon has a similar issue with keeping teens at the library (Overscheduled)
 - They move to drop in and passive programming

- Innovative Fundraising

- **See**

<https://docs.google.com/spreadsheets/d/1b5VL25ViR0JdnD9YyGhyvtUWDtlhnbq7VZZlwmpS60/edit?usp=sharing>

Franken-Toys

October 14, 2019

- **5 Attended, 3 Child, 2 Adult**
- A few toys were donated, bought some from the dollar store just to have something