



Board of Trustees Meeting Agenda  
Irvin L. Young Memorial Library  
Community Room  
431 W. Center Street  
Whitewater, WI 53190  
March 16, 2020, 6:30 p.m.

*Our Mission: We will have the space and the staff to do the things that you want*  
*Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections;*  
*Service excellence*

1. Call To Order And Roll Call

2. Consent Agenda

2.I. Approval Of Minutes

Documents:

[MINUTES - FEBRUARY 17, 2020.PDF](#)

2.II. Acknowledgment Of Receipt Of Financial Reports

Documents:

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

2.III. Approval Of Payment Of Invoices

Documents:

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

2.IV. Acknowledgment Of Receipt Of Statistical Reports

Documents:

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

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

Documents:

## BOARD TREASURER REPORT - FEBRUARY 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. Purchase Of Chromebooks For Library Board Meetings

As per library board request, I calculated the approximate annual cost for printing and mailing board packets. The costs came to a little over \$1000 per year.

#### 4.II. Library Building Project

The Library Expansion Exploration Committee will be interviewing two architectural firms that responded to our Request for Qualifications: Engberg Anderson and StudioGC. The interviews will be held on Thursday, March 19 and Friday, March 20 from 1:00 p.m. to approximately 3:00 p.m.

#### 4.III. Infographic Of Statistics From The 2019 Annual Report

Documents:

[2019 ANNUAL REPORT INFOGRAPHIC.PNG](#)

### 5. New Business

#### 5.I. Review And Approval Of Home Delivery Service Policy With Revisions

I have pared down some of the extraneous verbiage as part of making our policies more accessible to our patrons.

Documents:

[HOME DELIVERY SERVICE POLICY - DRAFT REVISION.PDF](#)

#### 5.II. Approval Of A One-Year Trial Of CreativeBug

CreativeBug is sponsored by Jo-Ann Stores and is a database of video courses on crafting. The assistant director/adult services librarian tried out some of the courses and thought they were very well done. For a one-year subscription, the cost is \$1,000. They are waiving the \$750 installation fee as shown in the attached contract. They are a WiLS-approved vendor. The funds would come out of the library's fund balance for the first year. If we decided to continue offering the product, the cost would be part of our operating budget for 2021.

Documents:

[CREATIVEBUG 1-YEAR SUBSCRIPTION CONTRACT.PDF](#)

#### 5.III. Discussion Of Library Procedures Relating To Public Health Issues

The health of our staff and patrons is important. As we consider the common cold, the rather aggressive flu season, and reports of the coronavirus, we have implemented the following guidelines for staff using information from the CDC about maintaining health and preventing the spread of germs.

1. If you are sick and feel you are contagious, please stay home if at all possible. If you suspect you have the flu or have a fever, **definitely stay home**. You should stay home at

least 24 hours after your fever is gone without the aid of fever-reducing medicines. If you get a confirmed case of the flu, you should stay home at least 4-5 days after onset of symptoms. These parameters come from the CDC.

2. If you start to feel flu symptoms at work, you should go home right away.
3. Wash your hands with soap and water for at least 20 seconds (sing Happy Birthday twice) several times a day. Hand sanitizer is an okay substitute, but not as good as soap and water.
4. Avoid touching your eyes, nose, or mouth to avoid the spread of germs.
5. Disinfect high-touch surfaces (service desk keyboards, mice, service desk tops, etc.) frequently.

In the event of a disease outbreak in Whitewater, we will follow the City's Emergency Management protocols. If any of the nursing homes close their doors to visitors, we will suspend our Home Delivery service.

## 6. Staff & Board Reports

### 6.I. Library Director's Report

Documents:

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

### 6.II. Adult Services Report

Documents:

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

### 6.III. Youth Educational Services Report

Documents:

[YOUTH EDUCATIONAL SERVICES LIBRARIAN REPORT - FEBRUARY 2020.PDF](#)

## 7. Board Reports

## 8. Board Member Requests For Future Agenda Items

## 9. Confirmation Of Next Meeting

April 20, 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.