

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, August 15, 2022, 6:30 pm

MINUTES

Mission Statement:

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

Our Values: Safe & welcoming; Trust; Diversity; Fun; Lifelong learning and creativity; Making connections; Service excellence

This is a hybrid in-person and virtual meeting.

1. Call to Order at 6:32 p.m.

Present: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Absent: Brienne Diebolt-Brown, Kathy Retzke

Staff: Stacey Lunsford, Sarah Hemm, Dianne Jaroch

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on July 18, 2022*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for July 2022*
- d. Acknowledgment of Receipt of Statistical Reports for July 2022*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Doug Anderson/Jaime Weigel to approve the Consent Agenda without the July meeting Minutes.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Nays: none

- Regarding the July 2022 Minutes:

- Correction: The August Board meeting and the Minutes submission were dated as 2021 instead of 2022.
- Clarification: Under the Photography, Filming, and Videography Policy discussion, "Staff and I" refers to Stacey and library staff. In the note where Kathy inquired

about signage, the “they” refers to library staff.

MSC Doug Anderson/Alyssa Orlowski to approve the July Minutes as amended.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

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

- Library Building Project Report from the July 27, 2022 meeting of the Library Expansion and Renovation Steering Committee meeting:
 - At this meeting, Jody Sweeney from the Sweeney Group shared participant’s feedback from the recent survey. Stacey noted that the participants’ feedback was very positive overall.
 - Staff was rated highly by everyone she talked to, which has been shared with the staff.
 - Participants would like to see the use of our children’s area compared to other libraries in the area. Stacey will be pulling data regarding this topic, including the number of full-time children’s librarians at each. It was noted that other libraries in our area have more than one full-time person working in the children’s area whereas we only have one, which limits the amount of children’s programming that can be offered.
 - Participants shared that they would also like to see more life-like renderings of the project. Stacey has already asked the architects about this and they should be done by the end of the week.
 - Cost was another area that was brought up; what is the estimated cost with increases due to inflation, etc.?
 - The committee is meeting with the architects tomorrow (August 16th) with the purpose of forming a Campaign Planning Committee. Stacey noted that this committee will include members of the public and will be working on upcoming action items. They will report on this at the September Board meeting.
 - Doug shared that Jody didn’t think the two upcoming referendums (school and EMS/Fire) would impact the library project.

4.1.i. Discussion and Possible Action on Funding Upcoming Expansion Project Costs

- Stacey reported that upcoming bills are coming due for the Sweeney Group and the architect's renderings; more money is needed to pay these.
- Discussion about withdrawing money from the Money Market accounts took place. It was noted that only a certain number of withdraws are allowed with this type of account.
- Discussion also ensued about the amount of money needed. Stacey shared that it is difficult to determine exact costs. The Sweeney Group has billed us twice so far this year, approximately \$12,000 each time. Doug suggested that we move \$50,000 to the Money Market Account, the Board agreed that this should be enough to cover upcoming bills.
- The Board would like Kathy to investigate how often we can move money from one account to the other to cover future costs and report back at the next meeting.

MSC Doug Anderson/Jennifer Motszko to direct Kathy to transfer \$50,000 from the American Deposit Management Company Account to the Money Market Account at First Citizens Bank.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Nays: none

5. New Business

5.I. Review and Approval of Revision to Trustee By-Laws

- This removes the language about the Common Council appointing alternates to the Library Board that was already addressed in the City ordinance.

MSC Jaime Weigel/Doug Anderson to approve the updated Trustee by-laws.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Nays: none

5.II. Review and Approval of Revision of The Marketing Committee Charter

- This includes the change in name from Marking Committee Charter to Library Expansion and Renovation Steering Committee.
- It was suggested to change the wording "no fewer than" to "no more than" three members. Three is the maximum number of Board members that can attend Committee meetings, otherwise it will be a quorum.

MSC Alyssa Orlowski/Jennifer Motszko to approve the revised Marketing Committee Charter as amended.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Nays: none

5.III. Review of the 2nd Draft of The Photography, Filming and Videography Policy

- Last month's requested changes have been incorporated.

MSC Sallie Berndt/Doug Anderson to approve of the Photography, Filming and Videography Policy.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Jaime Weigel

Nays: none

5.IV. Review of The Accessibility Study Report ~see attached

- Bridges Library System paid for us to get an accessibility report from Independence First, a Milwaukee-based organization committed to full inclusion for people with disabilities. The document has been shared with the team from StudioGC as some of the issues would be addressed in the expansion and renovation project.
- Stacey was happy to share that nothing was reported under Priority #4 (Additional Access).
- Some of the items noted in the report have been addressed already, work orders have been placed for others, and the remaining items will be updated with the renovation project.
- Jennifer inquired if some items, like the parking space or automatic door, should be updated sooner than the renovation. Since many of the changes require costs, Stacey felt that it didn't make sense to pay for a project to be done twice.
- Alyssa asked how often the accessibility evaluations take place. Stacey said that they never happen because it's so expensive, Bridges paid for the evaluation this time.
- Stacey has already shared the report with StudioGC. She will continue working on items that can be addressed sooner and will update the Board when updates are made.
- Discussion about Braille signage took place. Jennifer suggested using UW-W's Braille machine to temporarily fix the signage for the bathrooms, etc. She will inquire about the feasibility of this and report back to the Board.

5.V. Review and Discussion of Updated Expenditures to the 2023 Portion of The Biennial Budget ~see attached

- These numbers have been submitted to the Finance Department. Stacey has added some additional context for discussion purposes.
- Discussion took place about if it's worth continuing to subscribe for the NY Times considering its relative cost. The Board would like to continue offering the NY Times but understand it's quite expensive. Stacey will look into different subscription options and will report back to the Board.
- It was noted that the budget for Adult books is decreasing in next year's budget because less money is coming in.
- Stacey explained that the numbers in the budget aren't locked in place so if one category is underspent then that money can be used for expenses that fall under a different category.

6. Staff & Board Reports

6.I. Director's Report ~ see attached

- Stacey updated the Board about the CDA meeting that took place on July 18th, not the 28th as was noted. Cameron Clapper was supposed to follow up with Stacey about the City buying the library's rental properties but has left his position and failed to pass the information along to the interim City Managers so Stacey's not sure where the City stands on this issue. She is seeking direction from the Board.
- Stacey updated the Board on the condition of the properties: two of the houses are in good condition, one is in OK condition but with possible mold, and one is in very poor condition.
- Jennifer suggested giving the CDA until January to make a decision about purchasing the properties. If they don't make a decision by then, the houses should be put on the market at that time. The Board agreed that this timeline was reasonable.

6.II. Adult Services Report ~ see attached

- Dianne noted that the Webb's First Light program will be held on August 20, 1:00 pm with cake from the Sweet Spot.

6.III Youth Educational Services Report ~ see attached

- 55 people attended the end-of-summer pizza party that also included a scavenger hunt. Jaime shared that she appreciated the simplicity of this year's summer reading program.

6.IV. Programming & Makerspace Librarian Report ~ see attached

- Doug asked about craft supply donations. Sarah shared that the Library still has adequate supplies but they can always use more craft paper.

6.V. Bridges Library System Staff Report ~ see attached

- Trustee Training Week Sessions

- Will be held virtually at 12:00 pm daily the week of August 22nd, registration is open at www.wistrusteetraining.com.
 - Monday: Materials Challenges and Your Library from the Trustee Table (Jaime, Alyssa, Kathy?)
 - Tuesday: Here to Stay: Recruiting & Retaining Dedicated Library Workers (Jaime, Bri?)
 - Wednesday: Effective & Efficient Meetings: Parliamentary Procedure (Jennifer)
 - Thursday: Making Sense & Cents of a Library Building Project: The Library Trustee Role (Doug, Alyssa)
 - Friday: From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding (Jennifer)

- Bridges Trustee Appreciation Event
 - This year's event will be held in-person on October 4th at Waukesha Public Library from 6:00 – 8:00 pm. The guest speaker will be Jim Bokern, President of the Manitowish Waters Historical Society. Invitations should be mailed out soon.

6.V.I Board Report

- No items were discussed.

7. Board Request for Future Agenda Items

- If the board has any questions they want to put to the community through the City's Polco online survey system, they will be collected at this time. Polco is a civic engagement, survey and polling platform.

Confirmation of the next meeting on September 19, 2022 at 6:30 p.m. Adjourned at 7:54 p.m.

Comments in the Chat Box:

- The link for the Trustee Training week was shared. Alyssa commented that she will attend the Monday and Thursday sessions.

Minutes respectfully submitted by Jaime Weigel on August 15, 2022

DIRECTOR'S REPORT
August 15, 2022

I. ADMINISTRATION

- a. Twelve work orders were submitted in July.
 - i. A cabinet was moved from the staff break room to the basement.
 - ii. A bookshelf was moved from the adult nonfiction area to storage.
 - iii. The staff entry door needed to be repaired twice.
 - iv. One patron laptop wouldn't stay on.
 - v. A lightbulb in the staff restroom needed to be replaced.
 - vi. One patron laptop wouldn't charge.
 - vii. The light fixture near the Youth Educational Services Librarian's office was buzzing.
 - viii. GoToMeeting software needed to be updated on my computer.
 - ix. An inventory of the library furniture in storage was requested. This has not been done yet.
 - x. Requested two items on the accessibility study be fixed: fixing the door pressure on the Community Room doors and getting the rugs replaced in the lobby. These have not been done yet.

II. BUDGET

- a. None.

III. PERSONNEL

- a. I started back full-time on Thursday, July 14.

IV. LIBRARY COLLECTION

- a. Weeding and some changes were discussed for the children's and YA areas.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Deana and Sarah have been attending Concerts in the Park. I am back on the board of Whitewater Leads for two years.

VI. LIBRARY BOARD RELATIONS

- a. I provided a tour and orientation to new board member Sallie Berndt.

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

- a. I attended the Community Development Authority board meeting on July 28 in which the City acquiring the four properties on Center Street and Forest Avenue from the Library for future development were discussed. I will be at the CDA meeting on August 25 when the item is brought back to them for review and possible action.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

Adult Services Report August 2022

Upcoming Programs:

NASA @ You Library: Webb's First Light, August 20, 1:00 p.m.

Report:

I helped a patron with a detailed reference question and emailed her the information. She sent this sweet email back letting me know how much she appreciated my assistance.

Monday, July 18

Dear Diane,

You are a wonderful person who does an outstanding job!! I will go through the list and knock on every door.

Thank you so much!

Collection Development:

The three wooden book carts we ordered for displaying the new nonfiction collection arrived. They are very attractive and fit nicely at the end of the nonfiction shelving units.

I continue to do monthly weeding in the various adult collections.

I created four book displays for the month of July.

I added two juvenile Binge Boxes to the collection.

Virtual Meetings/Webinars/Training Sessions Attended:

July 14: Staff meeting with Stacey and Sarah

July 20: Infosec training: Just the Facts: Multi-Factor Authentication

July 21: Staff meeting with Stacey and Sarah

July 22: Proctor exams

July 23: Proctor exams

July 27: Library Expansion and Renovation Committee Meeting

July 27: Staff meeting with Stacey, Deana, and Sarah

August 02: Information Gathering Meeting for City Manager Recruitment

Youth Educational Services Report August 2022

Upcoming Programs

August 9th: Movies in Spanish-Moana

August 12th: End of Summer Reading Pizza Party

August 17th: Storytime begins

August 19th: Homeschool Hangout

Summer Reading Program Final Registration and Completion Numbers

	Registration	Completion
Little Explorers (0-3)	29	10
Children (4-11)	150	80
Teen (12-18)	13	4
Total	192	94

Weekly Attendance

This is determined by the number of Brag Tags & Buttons we hand out. We do not count Week 1 because it is incorporated into the registration count.

	Brag Tags (4-11)	Buttons (12-18)
Week 2	67	6
Week 3	71	3
Week 4	74	6
Week 5	75	6
Week 6	55	6
Week 7	51	0

School Visit

On August 17th, Sarah and I will each be taking a shift at Lincoln Elementary to promote the library.

Meetings & Trainings

July 27th: Staff Meeting with Stacey, Diane, and Sarah.

August 1st: Meeting with Kellie Carper at the Chamber of Commerce to discuss the Story Walk for this year's Storytelling Festival.

Programming & Makerspace Librarian Report August 2022

Programs:

- 7/13: For Teens: Bristlebots (10)
- 7/14: Maker Club (15)
- 7/15: Crafternoon (6)
- 7/18: NASA Grab & Go Kit (36)
- 7/21: Maker Club (7)
- 7/22: Craft Supply Swap (4)
- Self-directed Turtle Craft (35)
- 8/11: Solar System Take & Make kits (36)

Upcoming Programs:

- Concerts in the Park outreach each Thursday through September 8
- 8/12: Crafternoon: Constellation Canvas
- 8/23: For Teens: Safety Pin Jewelry
- 8/29: Maker Club: Galaxy Slime
- 9/13: Family Game Night
- 9/14: How to Use the Libby App for Ebooks @ the Senior Center

Makerspace Use:

- 7/8: Craft supplies
- 7/9: Craft supplies
- 7/11: Craft supplies
- 7/11: Craft supplies
- 7/14: Stamps
- 7/14: Craft supplies
- 7/18: Cricut
- 7/18: Craft supplies
- 7/19: Cricut
- 7/21: Scanner
- 7/21: Cricut
- 7/21: Sewing Machine
- 7/21: Craft supplies
- 7/21: Craft supplies
- 7/25: Craft supplies
- 7/26: Turtle craft
- 7/29: Craft supplies
- 7/30: Craft supplies
- 7/30: Craft supplies
- 8/4: Craft supplies
- 8/5: Cricut
- 8/5: Beading kit
- 8/8: Craft supplies
- 8/10: Craft supplies
- 8/11: Craft supplies

Makerspace Training Appointments: 1.5 hours

Equipment & Technology: no changes

Donations:

- Vintage buttons from Romaine L. (patron)
- Leftover items from Craft Supply Swap

Other Updates:

- Assisted Deana with Hoop Dance Class
- A new teen volunteer, Rae, assisted me for 3 hours
- Filled in for Deana for movie night, storytime
- Summer Storytellers videos continues with a new video each week through August

Meetings:

- 7/12: Amelia P.
- 7/13: Megan Matthews, Whitewater Arts Alliance
- 7/14: Stacey and Diane
- 7/21: Stacey and Diane
- 7/25: WLA Intellectual Freedom SIG
- 7/26: ALSC Programs & Services Recognition Committee
- 7/27: Stacey, Diane and Deana

Professional Development:

- *Makers in the Library* webinar series (via Infopeople)
 - *Listen and Discover: Connecting with Community*
 - *Brainstorm & Prototype: Out of the Box Thinking & Testing Ideas*
 - *Implementation: The Nitty Gritty of Planning & Preparing Creative Maker Experiences*
 - *Reflect & Refine: Using Evaluation to Strengthen Programs*
 - *Amplify & Grow: Marketing, Fundraising and Professional Growth*