

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, December 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 6:34 p.m.

Present: Julie Caldwell, Richard Helmick, Jaime Weigel, Anne Hartwick, Jim Winship

Absent: Brienne Diebolt-Brown, no school district representative in attendance

Staff: Stacey Lunsford, Diane Jaroch

Guests: none

2. Consent Agenda

- a) Approval of Minutes of the November 18, 2019 regular meeting\*
- b) Acknowledgment of Receipt of Financial Reports for November 2019\*
- c) Approval of Payment of Invoices for November 2019\*
- d) Acknowledgment of Receipt of Statistical Reports for November 2019\*
- e) Acknowledgment of Receipt of Treasurer's Reports for November 2019\*

MSC Richard Helmick/Jim Winship to approve Consent Agenda

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, 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

- A copy of the original Request for Qualifications that was sent out to architectural firms in 2003 is included in the packet (pg. 19-20) for review and revision suggestions by the library board.
  - The Library Expansion Exploration Committee will meet on January 16, 2020 and will review the RFQ as well.

- The Board reviewed the questions on the Request for Qualifications and didn't have any specific revisions at this time. The Board talked about how the more specific we can be about our needs and vision for the project, the better the response to the RFQ will be from architects. Stacey will eventually update the list of architects who will be sent the RFQ once it is complete.

#### 4 ii. 2019 Strategic Plan Activities Final Report

- The report for strategic plan activities that have or have not been completed in 2019 is included in the packet. We will have a discussion on activities that will be carried over to 2020 and new activities that will be undertaken in 2020. A final discussion on 2020 strategic plan activities will be on the January 20, 2020 agenda.
  - Stacey Lundsford gave an update on strategic plan activities that were started and completed in 2019.
  - The Library Board brainstormed possible ideas for activities to pursue in 2020:
    - Work on the RFQ
    - Engage certain constituents to determine needs and opportunities in the community
    - Create an engaging space for middle schoolers, similar to the areas at Fort Atkinson and Rosedale libraries
    - Explore undertaking the Inclusive Services Assessment and Safe Spaces training
    - Acquire a Listening Station to highlight and share community stories

#### 4 iii. Discussion And Possible Action On Acquiring A Listening Station

- We will hear a report from Winship with further information on the Listening Stations from his meetings in December.
  - Jim Winship shared information that he learned from a recent visit to a Listening Station in Berkley, CA.
  - The cost of acquiring a Listening Stations is \$1500, which includes the equipment, 5 hours of training, and video editing software.
  - Listening Stations are ideal for people looking to collect an audio oral history.
  - Jim shared that a library in southern CA has collected oral histories on topics such as Civil Rights, Women's Empowerment, and Veterans.
  - No libraries in Wisconsin currently have Listening Stations, there are two located in the Twin Cities area.
  - The space needed for the Listening Station could be provided in the microfiche reader room.

MSC Julie Caldwell/Richard Helmick to approve acquiring a Listening Station in the amount of \$1500, not to exceed \$2000.

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

Nays: None

4 iv. Library Remodeling Projects

- As discussed at the November board of trustees meeting, the director met with the city's building supervisor and the city finance director to discuss available funding to replace the vault lights and the carpeting in 2020. We determined that there is adequate funding available to move forward. The building supervisor will be getting quotes and ideas/samples from companies for both projects.

5. New Business

5 i. Revision And Approval Of Staff Loan Privileges Policy

- The policy still reads "Staff members are to follow all the same SHARE rules for circulation..." We have not been a member of the SHARE consortium for some time. I have revised it to read "consortium" so that it applies to any consortium the library may be a part of in the future.

MSC Jim Winship/Julie Caldwell to approve the Staff Loan Privileges Policy

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

Nays: None

5 ii. Approval Of Closed Holidays In 2020

- See attachment

MSC Julie Caldwell/Jim Winship to approve Closed Holidays in 2020

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

Nays: None

5 iii. Consideration Of Donation Of Stained Glass Art

- Two sisters would like to honor their mother, a long-time Whitewater resident and volunteer at the library, with a stained glass artwork they have commissioned. A sketch will be available for review at the meeting.
- The piece will be approximately 15-1/4" x 37-1/4". With the frame, it will be just under 18" x 40". It will weigh about 40 lbs max which includes the wooden frame. A consultation with maintenance confirmed that they will be able to safely hang it so that it sits within one of the windows in the periodicals section on the south side of the library.

MSC Jim Winship/Julie Caldwell to approve Donation of Stained Glass Art

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

Nays: None

6. Staff & Board Reports

a) Director's Report ~ see attached

1. Stacey Lundsford shared that the recent work day on Friday, Dec. 13th was very productive. Staff was to clean and organize the basement. Stacey then gave the Board a short tour of the bookshop that had been reorganized during the work day, as well.
2. Information was shared on the upcoming Census Day in April.

b) Adult Services Report ~ see attached

1. Clear & simple instructions written by a Scientific Writing class at UW-W for the Maker Space equipment have been completed; Diane Jaroch is waiting now for the laminated copies, which will be posted above each piece of equipment.
2. Diana will not be continuing the *What Are You Reading?* book club in 2020 due to low attendance.

c) Youth Educational Services Report ~ see attached

d) Friends of the Library Report ~ see attached

e) Board reports

7. Board member requests for future agenda items

- a) Explore possibilities for an AmeriCorps grant.

8. Confirmation of next meeting on January 20, 2020, 6:30 p.m.

9. Adjournment Into Closed Session at 7:47 p.m.

- Adjournment into Closed Session NOT TO RECONVENE per Wisconsin State Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
- Item to be discussed:
  - a) Performance evaluation for the Library Director

Meeting ending 8:18 p.m.

Minutes respectfully submitted by Jaime Weigel on December 20, 2019

**I. ADMINISTRATION**

- a. 14 work orders were submitted in November.
  - i. The staff fridge stopped running.
  - ii. The ILL computer was freezing up.
  - iii. The patio light was out.
  - iv. There was a coffee spill to clean up.
  - v. The men's room sink had dripping water.
  - vi. There were boxes in the basement for recycling (3 separate work orders).
  - vii. A bulletin board in the YA area was taken down.
  - viii. There were outdated reference books to be discarded.
  - ix. Diane's standing computer station needed adjustment to support two monitors.
  - x. The interior handicapped door on the south entry wasn't working.
  - xi. The men's urinal had no running water.
  - xii. A patron had a severe bloody nose and it required extra cleanup in the men's room.

**II. BUDGET**

- a. The 2020 budget passed without comment.

**III. PERSONNEL**

- a. We conducted interviews for the open Makerspace and Programming Librarian position on Wednesday, December 11. A final decision is pending.

**IV. LIBRARY COLLECTION**

- a. Weeding has been completed for the juvenile nonfiction, juvenile fiction and adult nonfiction 000-599.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. We have provided community service opportunities for six people since the November meeting.

**VI. LIBRARY BOARD RELATIONS**

- a. We have not received any word yet on a replacement for the district administrator designee to the library board.

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

- a. I attended the Jefferson County Library Services meeting on Thursday, November 21 in Fort Atkinson. Dwayne Morris, long-time board member appointed from the county board of supervisors, has completed his final term on the board. New officers will be elected in February 2020. Discussions were had about the viability of getting an accurate count of electronic resource usage, other than Overdrive. County libraries reported on their year.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I participated in a webinar on Census 2020. I contacted Kristin Mickelson, the City's PR Coordinator, regarding the City's Complete Count Committee to let her know what resources the library will offer for the census next April. As the census survey will mostly be completed online, those without computers or reliable internet service will be able to complete their census survey in the library.

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

There were two attendees at the monthly “What Are You Reading?” book discussion on November 12th. We will meet again in December, but have decided there are not enough participants to continue on with this monthly program in 2020.

Three people attended the book discussion of *The Twelfth Night*, on November 14th. This discussion was part of the partnership the library has with the UW-Whitewater Theatre department. The community is encouraged to come to the library and discuss the book and then attend the production on campus. The last book discussion and theatre performance, *Miss Lulu Bett*, will be in April of 2020.

I met with both of the Technical and Scientific Writing classes taught by Jessica Lauer, Ph.D., on November 13th and 25th. The students were trained on the equipment in the Makerspace, and advised to write clear and simple instructions for each piece of equipment in the Makerspace. The students worked in groups of 3 to 4. After the initial visit, the students presented their equipment instructions to me and used the feedback I provided for them, to finalize their instructions. Our final meeting was on December 4th, and this week I should be getting the final copy of the instructions that will then be laminated and placed on the wall above each piece of equipment in the Makerspace. The students did an excellent job of creating step by step, visual directions that will be invaluable to our patrons when using the Makerspace equipment.

I proctored 12 exams this month.

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

November 18: Library Board Meeting