

**Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, December 20, 2021, 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*

1. Call to Order and Roll Call at 6:32pm.

Present: Jennifer Motszko, Anne Hartwick, Jim Winship, Jaime Weigel, Brienne Diebolt-Brown, and Kathy Retzke

Absent: Doug Anderson

Staff: Stacey Lunsford, Deana Rolfsmeyer, Torrie Thomas

Guests: Kyle Brockmeyer

2. Consent Agenda

- 3.I. Approval Of Minutes Approval of the minutes of the regular meeting of November 15, 2021\*

- 3.II. Acknowledgment of Receipt of Financial Reports\*

- 3.III. Acknowledgment of Payment of Invoices for November 2021\*

- 3.IV. Acknowledgment of Receipt of Statistical Reports for November 2021\*

- 3.V. Acknowledgment Of Receipt Of Treasurer's Reports\*

MSC Brienne/Jim to approve the Consent Agenda.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Jaime Weigel, Brienne Diebolt-Brown, and Kathy Retzke

Nays: none

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

##### 4.1 Library Building Project

Update from the Library Expansion Committee.

- Present a resolution at the City Council meeting on December 21, 2021. Please encourage everyone to attend the meeting.
- Same resolution as was presented last month, but the full council should be there to vote on it this month.

#### 5. New Business

##### 5.I. Year-End Review of 2021 Strategic Plan Activities

- Library received 3 grants for a total of over \$10,000.

6:49pm - Kyle Brockmeyer joins the meeting.

##### 5.II. Approval of the 2022 Jefferson County Library Contract

MSC Brienne/Kathy to approve the Contract.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Jaime Weigel, Brienne Diebolt-Brown, and Kathy Retzke

Nays:

##### 5.III. Review and Approval of Draft of the Inclement Weather Policy

MSC Jim/Jaime to approve the Policy.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Jaime Weigel, Brienne Diebolt-Brown, and Kathy Retzke

Nays:

#### 6. Staff & Board Reports

6.I. Director's Report ~ see attached

6.II. Adult Services Report ~ see attached

6.III Youth Educational Services Report ~ see attached

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

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

7. Board Reports

- N/A - Jaime Weigel will report at the January meeting.

8. 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.

9. Confirmation of the next meeting on January 31st at 6:30pm.

10. Adjourned Into Closed Session at 7:11pm

Roll Call vote to adjourn into closed session

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Jaime Weigel, Brienne Diebolt-Brown, and Kathy Retzke

Nays: none.

MSC Jim/Brienne to end closed session

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Jaime Weigel, Brienne Diebolt-Brown, and Kathy Retzke

Meeting adjourned at 7:28pm.

Comments in the Chat Box: Deana - 6:49pm - "I appear to be having some computer issues, so I may be in and out."

Kathy - 7:02pm - "We will hit this hard on promoting upon our return."

Minutes respectfully submitted by Jennifer Motszko on December 20, 2021

DIRECTOR'S REPORT  
December 20, 2021

**I. ADMINISTRATION**

- a. Ten work orders were submitted in November.
  - i. Mouse poison needed to be put down in the basement.
  - ii. Two lightbulbs needed to be replaced in the Community Room
  - iii. A table needed to be removed to storage.
  - iv. Leaves were blocking the drain at the bottom of the steps leading down to the northeast door of the basement.
  - v. A circuit breaker was tripped and put out the lights in one section of the adult fiction area.
  - vi. The heat was malfunctioning in the assistant director's office.
  - vii. A staff locker had a loose hinge.
  - viii. Three ranks of shelving were removed in the adult nonfiction area.
  - ix. A cart of books was sent for recycling.
  - x. A stain on the carpet needed to be cleaned up.

**II. BUDGET**

- a. The Common Council declined to vote on a resolution approving the borrowing of \$3 million in 2024 for the library building project, mainly due to there not being all seven council members there. The resolution will go before the Council again on Tuesday, December 21.

**III. PERSONNEL**

- a. We have hired a new Customer Service Specialist. Ruth Tanis will start on Monday, January 3.

**IV. LIBRARY COLLECTION**

- a. The adult nonfiction collection has been shifted and 100+ shelves were removed and put into storage.
- b. The adult fiction collection has been shifted and all books have been taken off the bottom two shelves for ease of browsing.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. We have had a job experience intern from Careers Wisconsin working with us. His job experience will end soon after 13 weeks with us, working 18 hours per week.

**VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. The ARPA grant application that Bridges Library System submitted on our behalf for solar benches was not funded by DPI.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

**IX. STRATEGIC PLAN**

- a. The end of year review is in the packet.

**X. PANDEMIC RESPONSE**

No change.

## **Adult Services Report December 2021**

### **Report:**

Forty-one people viewed my Decorating with Apples program on November 8th.

Only one person viewed my Winter Porch Decorations program on December 13<sup>th</sup>, but hopefully more will view it at a later date.

I decorated both lobby display cases for the month of December. The large case features the theme "Here's to a Killer Christmas" and the small case features our NASA Grant "NASA @ My Library".

### **Collection Development:**

We have completed weeding the non-fiction collection. There was extra space on the shelves, so we were able to move the adult Spanish collection, the oversize books, and reference to the empty shelves at the end of the non-fiction section. It is nice to have the adult Spanish collection in an area with great lighting.

### **Virtual Meetings/Webinars/Training Sessions Attended:**

November 17: Staff Meeting with Stacey, Deana, Torrie

November 22: Infosec Training: Passwords & Web Browsing

November 23: Meeting with Stacey and Judy Atkinson

November 30: Interview for the Customer Service Specialist position

December 01: Staff Meeting with Stacey, Deana, Torrie

December 02: Bridges Circulation Meeting

December 08: Staff Meeting with Stacey, Deana, Torrie

## **Youth Educational Services Report December 2021**

### **NASA@ My Library Reading Challenge**

We are currently participating in Beanstack's NASA@ My Library Reading Challenge. The challenge includes ten hours of reading and various space-themed activities. Participants who earn 15 program badges are eligible for one of three grand prize drawings. Our library is eligible to win NASA@ My Library programming supplies.

### **Penguin Random House Grant**

Penguin Random House and the Association of Rural and Small Libraries are offering a \$2500 grant that can be used for programming, outreach, etc. Their parameters are very broad. We applied for funds to purchase teen and tween books to give away in the YAAASSS Bags.

### **Stress-Less Saturday**

Our first Stress-Less Saturday in December was held on Saturday, December 1<sup>st</sup>. Two teens came to make cards. We had an assortment of paper and makerspace supplies available, including the Big Shot machine for die cutting and embossing. The teens had a wonderful time.

### **YAAASSS Bags**

10 students requested bags for December. Those who are unable to procure a library card receive free books from our prize stash. As noted above, we would like to purchase additional books for this purpose.

### **Meetings & Trainings**

November 17<sup>th</sup>: Staff meeting with Stacey, Diane, and Torrie.

December 1<sup>st</sup>: Meeting with Torrie to discuss YAAASSS Bags and the Summer Reading Program.

December 1<sup>st</sup>: Staff meeting with Stacey, Diane, and Torrie.

December 2<sup>nd</sup>: Virtual Summer Reading Program workshop.

December 8<sup>th</sup>: System sponsored inclusive services meeting.

December 8<sup>th</sup>: Staff meeting with Stacey, Diane, and Torrie.

## Programming and Makerspace Report December 2021

Coming soon...

### Programs

- 1/8 Stress-Less Saturday: a time for teens (in-person)
- 1/10 Craft Time for Kids (in-person)
- 1/18 Author Visit: Anders Morley - *This Land of Snow* (virtual)
- 1/22 Stress-Less Saturday: a time for teens (in-person)
- 1/24 Craft Time for Adults (in-person)
- 1/25 Comic Book Heroes Imagine Art Academy Workshop for middle and high schoolers (in-person)
- 1/27 Fiber Therapy (virtual)
- 2/5 Stress-Less Saturday: a time for teens (in-person)
- 2/7 Craft Time for Kids (in-person)
- 2/15 Che-Mystery! Interactive Science Workshop for middle and high school students (in-person)
- 2/19 Stress-Less Saturday: a time for teens (in-person)
- 2/21 Craft Time for Adults (in-person)
- 2/24 Fiber Therapy (virtual)

### November 2021 Programs

Date	Program	In-person attendance	Zoom attendance	Kits distributed
1	Craft Time for Adults	3	-	50
2	Nature Writing Series: Part I	CANCELLED: Low attendance	-	-
4	Healthy Snack Hack! Presented by WIC of Walworth County and UW Madison Extension	6	-	-
8	Craft Time for Kids	10	-	58
9	Nature Writing Series: Part II	9	-	-
11	Searching for Bigfoot in WI	-	13	-
13	Stress-Less Saturday	0	-	-
15	Craft Time for Adults	1	-	58
16	Nature Writing Series: Part III	8	-	-
18	Fiber Therapy	-	3	-
22	Craft Time for Kids	10	-	46
29	Craft Time for Adults	1	-	58

### Nature Writing Series



The Nature Writing Workshop led by local author Jim Nies was a big success. A group of 9 people met twice to discuss nature writing and then share and critique their own writings. We received a lot of positive feedback about these meetings. One participant said: "I learned so much from that workshop, I really can do a better job now of being in the moment and sensing life all around me when I am outdoors." Jim expressed interest in doing another workshop in the spring.

### **Professional Development**

11/4 Unboxing Webinar for the Look Up! Explore Our Universe STEAM Activity Toolkit

### **Meetings**

11/3 Bridges Outreach Discussion

11/9 Bridges Serving Spanish Speakers Discussion

### **YAAASSS Bags**

During November we distributed 14 Young Adult Amazingly Awesome Super Subscription Service Bags (YAAASSS Bags). A Book Subscription Service for middle and high school students. We are now offering themed bags so students got to choose between Star Wars, Art supplies, or a surprise bag.

### **Makerspace Update**

The 3D Printer is working again. It needed a software update and a bit of maintenance.

### **Makerspace Use**

11/3 USB Hub and Card Reader

11/4 VHS to Digital

11/6 Craft supplies

11/9 Craft supplies

11/18 VHS to Digital

11/22 Sewing machine

11/23 Craft Supplies