

**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, January 31, 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

1. Call to Order and Roll Call at 6:35pm

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

Absent Jaime Weigel

Staff: Stacey Lunsford, Deana Rolfsmeyer, and Diane Jaroch

Guests:

2. Consent Agenda

3.I. Approval of Minutes Approval of the minutes of the regular meeting of December 20, 2021*

3.II. Acknowledgment of Receipt of Financial Reports*

3.III. Acknowledgment of Payment of Invoices for December 2021*

3.IV. Acknowledgment of Receipt of Statistical Reports for December 2021*

3.V. Acknowledgment of Receipt of Treasurer's Reports*

MSC Jim Winship/Doug Anderson to approve the Consent Agenda.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown, Doug Anderson, 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

1. Update from the Library Expansion and Renovation Steering Committee meeting of January 12, 2022.

- Authorized RFQ for a consultant for fundraising (available on the website)
- January 18th, RFQ sent out. Deadline is February 14th? Finalists will be interviewed in early March.
- Next committee meeting February 16th at 3pm.
- Working with Ed Frederick from UW-W has a capstone class who will work on the project near the end of the spring semester

2. Discussion and possible action on hiring an LTE part-time assistant with bookkeeping background to manage that aspect of the capital campaign.

- Hourly work, handle databases, send out tax forms
- Wait until a fundraising consultant is hired to see if they have someone who could do this type of work.

3. Discussion on forming sub-committees of the Steering Committee for different aspects of the project; e.g. a fundraising committee.

- Tabled until after the consultant is hired.

5. New Business

5.1. Discussion and Action On 2022 Strategic Plan Activities

- Goal 1: Baby changing station in the restroom - "if you're missing something, check at the desk" - could stock some baby supplies at the desk.
- Goal 2: Question from Doug about the type of posts that will go on the Bookstagram account and how the account will be promoted.
 - Anne asked about continuing to promote the Spanish Language materials. The library receives those materials through SWITS. Promote these materials through the schools (e.g. Summer Reading Program).
- Goal 3: Develop library advocates to promote the value of the library - develop/recruit advocates to promote the library (through the Expansion and Renovation Committee)
- Goal 4:
- Stacey will bring updated draft to February Board meeting

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

- Jaime Weigel's presentation will be moved to next month's 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 February 21st at 6:30pm.

10. Adjourned into Closed Session at 7:26pm

MSC Doug Anderson/Jim Winship to adjourn into closed session.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown, Doug Anderson, and Kathy Retzke.

Nays: none.

Meeting adjourned at 7:34pm.

Minutes respectfully submitted by Jennifer Motszko on January 31, 2022

DIRECTOR'S REPORT
January 31, 2022

I. ADMINISTRATION

- a. Ten work orders were submitted in December.
 - i. Two laptops needed troubleshooting.
 - ii. A ceiling panel fell down in the staff entryway.
 - iii. The seed catalog was dismantled and the card catalog returned to the basement.
 - iv. Leaves were blocking the drain at the bottom of the steps leading down to the northeast door of the basement.
 - v. Damaged and discarded books not suitable for sale were sent to recycling.
 - vi. The northeast basement door latch was not working correctly once the weather turned cold.
 - vii. Basement cleanup continued with four boxes of books coming up to the main floor and four bags of recycling were hauled away.
 - viii. Shelving was removed from the back wall in the adult nonfiction area and by the door leading to the basement due to consolidation of collections.

II. BUDGET

- a. The Common Council voted to approve the resolution to borrow \$3 million in January 2024 for the library expansion and renovation project on a 6-1 vote.

III. PERSONNEL

- a. We have three good candidates for the open Programming and Makerspace Librarian position and will conduct interviews on Friday, February 4.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I am working with Jennifer M. on a possible joint family history research program featuring the UW-W archives.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the Alliance of Public Libraries meeting on Friday, January 14.

VIII. PROFESSIONAL DEVELOPMENT

- a. I sent in my application for renewal of my Public Librarian Certificate to the Department of Public Instruction. This certification is required to be renewed every five years and requires 100 hours of continuing education during that time

with at least 10 of those hours in a technology-related area. I completed 126 hours of which 43 were technology-related.

IX. STRATEGIC PLAN

- a. This is on the agenda.

X. PANDEMIC RESPONSE

- a. No change.

Adult Services Report January 2022

Report:

I successfully trained Ruth Tanis, our new Customer Service Representative the week of January 3rd. She is very intelligent and quickly learned the tasks needed to successfully work at the circulation desk.

During the week of January 10th, I trained two people on the VHS to DVD equipment in the Makerspace, and two people on the 3-D printer.

Four people attended the author event on January 18th. Award winning author, Anders Morley, discussed his book *This Land of Snow* during a Zoom presentation.

Collection Development:

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

Virtual Meetings/Webinars/Training Sessions Attended:

December 15: Staff Meeting with Stacey, Deana, Torrie

December 28: Infosec Training: Browsing & Holidays

January 05: Staff Meeting with Stacey and Deana

January 06: Meeting with Torrie

January 19: Staff Meeting with Stacey and Deana

Youth Educational Services Report January 2022

Upcoming Programs

- Winter Storytime resumes on Wednesday, January 19th. We're offering two sessions, one at 9:30 & one at 10:30.
- Stress-Less Saturday on January 22nd at 1:00 p.m. Activity: Therapy Dog.
- Mad Science: Comic Book Heroes Art Workshop on Tuesday, January 25th at 6:00 p.m.
- Stress-Less Saturday on February 5th at 1:00 p.m. Activity: Shrink Art.
- Girl Scout Tour on Saturday, February 12th at 1:00 p.m.
- Che-Mystery on Tuesday, February 15th at 6:00 p.m.
- Stress-Less Saturday on February 19th at 1:00 p.m.

Beanstack Challenges

NASA@ Your Library

We hosted this challenge to support the programming Torrie did for her NASA grant. The challenge included ten hours of reading and five space-themed activities. Nine individuals registered for the challenge and five completed it.

Staff App Challenge

Staff are currently completing a short reading challenge in order to test the usability of the app. They are required to log their reading and complete three activities using the Beanstack app, which has been installed on the staff iPads. Their feedback will determine how we proceed with the summer reading program.

Collection

Weeding and shifting has been completed in nonfiction. My goal is to create more room for children's series books and to relocate the Spanish collection to a more visible spot within the children's department.

Meetings and Trainings

January 3rd: Meeting with Torrie

January 5th: Challenged Books at Your Library: Managing and Addressing Censorship Attempts Webinar.

January 5th: Staff meeting with Stacey, Diane, and Torrie.

Programming and Makerspace Report January 2021

December 2021 Programs

Date	Program	In-person attendance	Zoom attendance	Kits distributed
4	Stress-Less Saturday	2	-	-
6	Craft Time for Kids	5	-	35
7	James Webb Space Telescope: Seeing Farther	10	-	-
11	James Webb Space Telescope: Seeing Farther	20	-	-
13	Craft Time for Adults	1	-	44
18	Stress-Less Saturday	2	-	-

Media

TMJ4 Milwaukee did a story on our *Tween Talk* community conversation.

<https://www.tmj4.com/news/national/two-americas/efforts-to-help-young-teens-in-se-wisconsin-struggling-with-stress-relationships-and-other-life-pressures>

YAAASSS Bags

During December we distributed 9 Young Adult Amazingly Awesome Super Subscription Service Bags (YAAASSS Bags). A Book Subscription Service for middle and high school students.

Makerspace Use

12/2 3D Printer
12/2 VHS to Digital
12/4 Oil Based Paint Markers
12/6 3D Printer
12/9 VHS to Digital
12/14 Cricut
12/14 Craft Supplies
12/15 USB Memory Card Hub
12/16 VHS to Digital
12/16 Craft Supplies
12/21 Craft Supplies
12/21 Cassette to Digital
12/22 Craft Supplies
12/23 VHS to Digital
12/23 Craft Supplies

12/30 VHS to Digital

1/4 VHS to Digital

1/4 Vinyl to Digital

1/5 Sewing Machine