

**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, July 18, 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 6:30 p.m.

Present: Brienne Diebolt-Brown, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: Doug Anderson

Staff: Stacey Lunsford, Sarah Hemm, Dianne Jaroch (joined at 6:42 p.m.)

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on June 20, 2022*
 - b. Acknowledgment of Receipt of Financial Reports*
 - c. Acknowledgment of Payment of Invoices for June 2022*
 - d. Acknowledgment of Receipt of Statistical Reports for June 2022*
 - e. Acknowledgment of Receipt of Treasurer's Reports*
- Kathy reported that the Fort Credit Union CD matured and she deposited the money in the checking account and closed the account.

MSC Brienne Diebolt-Brown/Alyssa Orlowski to approve the Consent Agenda without the financial report.

Ayes: Brienne Diebolt-Brown, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

- Financial report: Stacey noted that several line items show negative amounts due to minor budgeting/clerical errors (page 13 of the packet). Although they appear negative in the report, she is not concerned that this will be an issue.

MSC Brienne Diebolt-Brown/Jennifer Motszko to approve the expenditures as detailed on page 13 of the packet.

Ayes: Brienne Diebolt-Brown, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, 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

- Potential Grant Application ~ see attached
 - Several people have asked that we explore grants for the library expansion and renovation project. Here is one possibility.
 - The Board agreed that the Library should apply for this grant. The deadline was unclear and Bri said that we will probably need to call to find out.
 - Stacey will follow up and report back to the Board. Once the deadline is known, we can work backwards from it to create a timeline for working on it.
 - The Library Expansion Committee has an upcoming meeting on July 27th and will share a report with the Board at the next meeting.

5. New Business

5.I. Review of Library Board Standing Committees and Appointment of Committee Members ~ see attached

- It was noted that the name, purpose, and the wording for the Marketing Committee had been updated in June 2020, which was not reflected in the packet.
- Jaime Weigel will Chair the Board Development Committee, Alyssa Orlowski will serve as a member.

- Brienne Diebolt-Brown will Chair the Evaluation Committee as the senior member, Jennifer Motszko and Sallie Berndt will serve as junior and freshman members respectively.
- Brienne Diebolt-Brown, Jennifer Motszko, and Doug Anderson will continue to serve as members of the Library Expansion Committee. Jim Winship and Anne Hartwick have also agreed to continue serving on the committee. Stacey Lunsford will serve as the Library staff member.

MSC Jaime Weigel/Brienne Diebolt-Brown to approve the appointments of the Library Board standing committees.

Ayes: Brienne Diebolt-Brown, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.II. Approval of Second Draft Revision to The Donations and Discards Policy ~ see attached

- A staff member noted that the Donations and Discards Policy does not mention items of historical or local interest. We do have that language in our Collection Development Policy but the Donations and Discards Policy would be the one that would be offered to community members interested in making a donation. Request approval.

MSC Kathy Retzke/Alyssa Orlowski to approve the second draft revision to the Donations and Discards Policy.

Ayes: Brienne Diebolt-Brown, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.III. Approval of A Photography, Filming, And Videography Policy ~ see attached

- A loosely organized social media campaign to “audit” government spaces and agencies for alleged First Amendment violations has begun to target public libraries. The individuals and groups undertaking these self-described “First Amendment audits” claim a right to film in any space accessible to the public, arguing that they’re entitled to do so as taxpayers and citizen journalists. Based on their output, their goal is to create videos of their encounters with police, security officers, and public officials that document a claimed violation of the camera person’s First Amendment rights. The video is then posted to YouTube or other social media, and used as evidence for a legal claim against the targeted agency or its officers and officials.

The law distinguishes between a traditional public forum, or public square, and facilities opened to the public for a particular use or purpose, like a library or a courthouse. Facilities like libraries and courthouses are considered to be limited public forums or non-public forums for purposes of the First Amendment. In limited or non-public forums, the government agency administering the space is only obligated to allow those First Amendment activities that are consistent with the nature of the forum, even if the facility is open to the public.

This is excerpted from the American Library Association Intellectual Freedom Blog, "Auditing the First Amendment at Your Public Library," [HTTPS://WWW.OIF.ALA.ORG/OIF/AUDITING-THE-FIRST-AMENDMENT-ATYOUR-PUBLIC-LIBRARY/](https://www.oif.ala.org/oif/auditing-the-first-amendment-at-your-public-library/)

Milwaukee Public Library has experienced this and Bridges Library System Director Karol Kennedy encouraged all Bridges libraries to consider adding a photography and filming policy that explicitly states what is and is not allowed in our library. Library staff worked together to review other libraries' existing policies and create a first draft for your consideration.

- The Board suggested a few wording changes to the draft, which were noted, and suggested moving the second bullet point to the first spot. It was also suggested that the marketing bullet points be grouped together and the outside media points should be grouped together.
- Kathy inquired if signage was displayed during programs and Stacey reported that signs are posted but they are working on updating them to be more prominent.

5.IV. FY 2023 Budget

- Attached are documents covering the budget request for Jefferson County libraries and preliminary Bridges Library System fees for fiscal year 2023.
 - Stacey updated the Board on the preliminary budget numbers and shared that the Library will be receiving less money from Walworth and Jefferson counties for 2023.

6. Staff & Board Reports

6.I. Director's Report ~ see attached

- Stacey noted that the Library will discontinue the Access View on-demand videos due to low demand.

6.II. Adult Services Report ~ see attached

- Diane shared that there will be a NASA program held on Saturday, August 20th at 1 p.m. with refreshments.

6.III Youth Educational Services Report ~ see attached

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

- Sarah reported that the summer reading programs have been highly attended.

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

6.V.I Board Report

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.
 - No questions were discussed at tonight's meeting.
- Sarah shared information that she received via email about Trustee Training Week. Sessions will be discussed further at the August meeting.

Confirmation of the next meeting on August 15, 2022 at 6:30 p.m. Adjourned at 7:32 p.m.

Comments in the Chat Box:

- Sarah shared the following link: wistrusteetraining.com

Minutes respectfully submitted by Jaime Weigel on July 19, 2022

DIRECTOR'S REPORT
July 18, 2022

I. ADMINISTRATION

- a. Seven work orders were submitted in June.
 - i. Two extra carts were moved to basement to make room in the staff work area.
 - ii. The cleaning service was reminded to vacuum and empty garbage in the Friends Book Shop.
 - iii. A staff locker lock needed to be repaired/replaced.
 - iv. A sinkhole opened up in the parking lot near the island with the lilac bushes.
 - v. A lightbulb in the Makerspace needed to be replaced.
 - vi. A table from the basement was brought back up for putting out literature in the lobby.
 - vii. The OPACs weren't connecting to the Internet so the catalogs were down.

II. BUDGET

- a. Preliminary budget numbers from Bridges Library System were presented after the June Alliance of Public Libraries' meeting. The budget will be discussed again at the July meeting taking place on Friday, July 15.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. Regular weeding has recommenced.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Deana has been representing the library at the Thursday evening Concerts in the Park.

VI. LIBRARY BOARD RELATIONS

- a. I provided a tour and orientation to new board member Alyssa Orłowski.

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

- a. I attended the Jefferson County Library Council Board meeting on Wednesday, July 6. The budget request from the county was passed.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

Adult Services Report July 2022

Report:

Aurelia Lorvick accepted the position of Customer Service Specialist and started on June 20th. She worked forty hours during her training week, and began her regular work schedule the week of June 27th. With her prior library experience, Aurelia was easy to train and is doing a great job in her new position.

In Sarah's absence, I hosted the Maker Club: Nature Sculptures on July 7th. Everyone enjoyed creating unique sculptures with items found in nature. There were twenty-four people of all ages in attendance.

Collection Development:

I created four book displays for the month of June.

I participated in the monthly weeding of the collection.

Virtual Meetings/Webinars/Training Sessions Attended:

June 15: Staff meeting with Stacey, Deana, and Sarah

June 16: Proctored an exam

June 22: Staff meeting with Stacey, Deana, and Sarah

June 24: Proctored an exam

June 27: Infosec Training: Choose Your Own Adventure: Curse of the Mummy's Data

June 28: Piper Mountain Webs Overview of Accessibility Presentation

June 28: Piper Mountain Webs Inserting Images Into Your Website Content-Accessibility Concerns Presentation

June 29: OCLC Product Insights: Capira Webinar

June 29: Staff meeting with Stacey, Deana, and Sarah

July 06: Proctored an exam

July 11: City Department Heads Meeting

Youth Educational Services Report July 2022

Upcoming Programs

July 14th-September 8th: Concerts in the Park/Family Fun Nights at 7:00 p.m.

July 19th: Spanish Family Movie at 6:00 p.m.

July 20th & 27th: Storytime at 9:30 & 10:30 a.m.

July 25th: All Things Space (NASA Grant program) at 6:30 p.m.

July 27th: Teen Succulent Gardening at 6:30 p.m.

Summer Reading Program Registration

	2022	2021
Little Explorers (0-3)	27	22
Children (4-11)	137	122
Teen (12-18)	12	32
Total	186	176

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

Partnerships

I have continued to visit the Community Space on Wednesday evenings to meet people and hand out library information.

We are once again partnering with Parks and Rec to provide crafts during Concerts in the Park and Family Fun Nights on Thursday evenings. Our first program is July 14th.

Meetings & Trainings

June 22nd: Staff Meeting

June 29th: Staff Meeting

July 7th: OCLC recorded webinar regarding upgrades to the Café app.

Programming & Makerspace Librarian Report

July 2022

Sarah Hemm

Programs:

- Juneteenth Take & Make Craft (30)
- 6/16: Maker Club (13)
- 6/17: Crafternoon (3)
- 6/22: Teen Paint-Along (8)
- 6/23: Maker Club (28)
- 6/24: Crafternoon (8)
- Independence Day Take & Make Craft (112)
- 6/29: Teen 3D Doodles (7)
- 6/30: Maker Club (20)
- 7/1: Crafternoon (7)
- 7/6: Teen Virtual Reality (7)
- 7/7: Maker Club (24) – Diane filled in for me
- 7/8: Crafternoon (7)
- 7/9: Ferradermis H.S. Robotics team demonstration (23)

Upcoming Programs:

- 7/18: NASA Jr. Ranger Grab & Go kit
- 8/11, 18, & 25: Concerts in the Park outreach
- 8/11: Solar System take & make craft
- 8/12: Crafternoon: Constellation canvas
- 8/15: Maker Club: Solar Bugs
- 8/23: For Teens: Safety Pin Jewelry
- 8/29: Maker Club: Galaxy Slime

Makerspace Use:

- 6/9: Craft supplies
- 6/11: Craft supplies
- 6/13: Craft supplies
- 6/14: Craft supplies
- 6/15: Polymer clay
- 6/15: Polymer clay
- 6/12: Craft supplies
- 6/17: Stamps
- 6/17: Stamps
- 6/20: Craft supplies

- 6/21: Turtle craft
- 6/22: Turtle craft
- 6/27: Cricut
- 6/27: Circle cutter
- 6/27: Craft supplies
- 6/29: Turtle craft
- 6/31: Polymer clay
- 6/31: 3D pen
- 7/5: Turtle craft
- 7/5: Craft supplies
- 7/6: Stamps
- 7/6: Rainbow loom
- 7/6: Turtle craftakerspace Training Appointments:
- 2.25 hours

Equipment & Technology:

- The VR equipment cannot be circulated due to account limitations. I will continue to use them for programming. I had to do a factory reset and update the software on all 5 headsets. They are all working now. I used them for a teen program and it was somewhat difficult because they run out of battery quickly and are outdated compared to the new VR technology. The teens were still enthusiastic, although they requested that we get a couple newer headsets as well.
- Renewed the Cricut Design Space subscription.

Donations:

- Various craft supplies from Abby (patron)

Other Updates:

- Assisted Deana with Summer Reading Kickoff.
- I have a teen volunteer, Vivian, assisting with Maker Club. She has been very helpful!
- The Summer Storyteller videos have 1,103 views so far on Facebook and 71 views on our YouTube page. They're also being broadcasted on the Whitewater Community TV channel. I recorded an additional 2 videos this month with community members. A new video will continue to post once/week through August.
- I would like to share an experience I had on 6/18: a patron came into the library to make a copy, saw Deana's Spanish book display in the children's section and was surprised that we offered books in Spanish. She was very excited and even though we had a language barrier, I was able to communicate with her with the help of our brochures and other library information in Spanish. She spent a long time browsing the Spanish language materials/resources and I helped her sign up for a library card!

Meetings:

- 6/14: Melissa Lopez, Outreach Program Coordinator, UWW Andersen Library
- 6/15: Stacey, Diane, and Deana
- 6/22: Stacey, Diane, and Deana
- 6/22: Wes Enterline, UWW Sustainability Coordinator
- 6/27: Miranda Murphy, Ice Age Trail Alliance
- 6/29: Stacey, Diane, and Deana
- 6/29: Ixty Herrera
- 7/1: Noelle Larson
- 7/5: Land Acknowledgement meeting with Jaime W.
- 7/8: Land Acknowledgement meeting with Jaime W. and Kori Oberle
- 7/11: Andrea from Wisconsin Public Radio

Professional Development:

- *Product Insights: Capira*. OCLC webinar
- Website Accessibility trainings, Piper Mountain Webs
- *Training Your Community on Libby*. Overdrive webinar