

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, May 16, 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 at 6:34 p.m.

Present: Brienne Diebolt-Brown, Jennifer Motszko, Jaime Weigel, Anne Hartwick, Jim Winship, Steve Smith

Absent: Doug Anderson, Kathy Retzke

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

Guests: Staff from Studio GC, Marisa Urbina, Amy Pozezinski

2. Library Building Project

- Studio GC will present revised options to the conceptual plan to the board at this meeting. Attached is the initial cost estimate for the project. Some of the soft cost items (owner costs) are placeholders for now based on other recent projects they have just completed.
- Amy Pozezinski shared an updated plan that incorporated feedback from the April board meeting. They took Board member and staff comments and modified option 3.
  - They added an office for the Youth Services Librarian so she could be closer to the early learning area. This was accomplished by reducing the high-density shelving.
  - Studio GC also shifted the area around the Makerspace to make the 2-story meeting rooms the focal point from the street view. They mimicked the bands of limestone on the facade and windows to make the addition look more cohesive.
  - Budget constraints limit having the exposed, vaulted beams in the entranceway. Two pictures shown, one with a regular ceiling and another with exposed beams. They are trying to figure out a way to still make it a “wow” factor but may need to hide the mechanicals.

- Cost estimate:
  - Budget-wise, Studio GC is tracking everything. The estimate breaks down all costs involved in the project based on current and past project costs.
  - Amy explained the categories listed on the estimate: building costs are required for construction, design fees are contracted so will not change, and owner costs would be covered by the Library.
  - Currently, the project is just below the \$5 million budget but not much more can be added to the conceptual design without going over budget. The pedestrian path is not presently in the plan.
  - The estimate is based on cost per square footage. The new construction is 7,100 square feet and the remodeled portion of the existing library is 12,000 square feet, for a total of 19,000 square feet.
  - In the estimate, FF&E stands for furniture, fixtures and equipment. The estimate for FF&E would only include the new construction portion, not the remodel.
  - Jim asked if they can bring back a cost estimate for the pedestrian path, which isn't currently in the estimate.
- Amy shared that with the change to the ceiling in the foyer, getting natural light is a challenge. They are working on that, trying to find a "middle ground" to get the light and "wow" factor but also keeping the cost down. The window at the end would be mirrored from the parking lot view. They will bring those drawings next time.
- The current retaining wall outside of the current meeting room will be the footprint of the new construction. There is a 25-foot setback requirement from the City, the retaining wall is at 25 feet.

Next steps:

- Studio GC is contracted through the schematic design portion of the project. Now, it is up to the Library to secure funding. Amy asked where we were at with funding. She also asked what the Library needs from them to secure that funding, such as a colored floor plan or more detailed pictures.
- Stacey shared that the City will want the Library to approve a schematic design and commit to fundraising.
- Jim would like to get another idea for the foyer that has a vaulted ceiling and natural light. He'd also like more detailed drawings to highlight what the expansion will do for youth. Marisa said they could create vignettes of the Maker Space, Teen Space, and early learning area.
- Amy said they would prepare the materials for the July Board Meeting but would allow Stacey enough time to preview it beforehand in case there are any areas needing adjustment.

- Jim stated that after the Board approves the schematic design, the Committee will reconvene to discuss a strategy to move the project forward.
- Stacey will show the plans to Steve Hatton for his review and feedback.
- It was agreed that the Board and Studio GC will also walk the site at the July meeting.

### 3. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the special meeting of March 8, 2021 and the minutes of the regular meeting of April 19, 2021\*
- b. Acknowledgment of Receipt of Financial Reports\*
- c. Acknowledgment of Payment of Invoices for April 2021\*
- d. Acknowledgment of Receipt of Statistical Reports for April 2021\*
- e. Acknowledgment of Receipt of Treasurer's Reports
  - i. Statement from American Deposit Management

MSC Brienne Diebolt-Brown/Jim Winship to approve the Consent Agenda.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Jaime Weigel, Anne Hartwick, Jim Winship, Steve Smith

Nays: none

### 4. 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.

### 5. New Business

#### 5.I. Review and Re-Approval of The Investment Policy

- This is the regular 3-year review of this policy. Recommend re-approval without changes.

MSC Jim Winship/Brienne Diebolt-Brown to approve the Investment Policy without revisions.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Jaime Weigel, Anne Hartwick, Jim Winship, Steve Smith

Nays: none

#### 5.II. Approval to Close the Library on Friday, August 20 For A Staff In-Service Day

- Staff will be participating in a book discussion on either Stamped: Racism, Antiracism and You or White Fragility as part of our strategic plan activity to enhance staff understanding and provision of inclusive services and

access. The rest of their time will be devoted to work projects that had been postponed due to the pandemic.

MSC Brienne Diebolt-Brown/Jennifer Motszko to approve the closure of the Library on Friday, August 20 for a staff in-service day.

Ayes: Brienne Diebolt-Brown, Jennifer Motszko, Jaime Weigel, Anne Hartwick, Jim Winship, Steve Smith

Nays: none

## 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

- Torrie will be creating the videos for the Whitewater LEADS early literacy.

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

- Torrie reported that there is an upcoming 3-week series called *The Power of Positive Parenting*. She asked if we could highlight it on our social media accounts and through word of mouth
- There will be a virtual program with MKE Public Museum on June 21st about mummies.
- The library will be handing out butterflies the week of June 7th to be used for a community art project in August.

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

6.V.I Board Report

- Board Development Committee update ~ see attached
  - The Committee met twice, April 14th and May 10th, to discuss Board succession planning, as well as recruitment and onboarding of new members.
  - The Board discussed spending 10 minutes of every meeting to review the Trustee Bylaws. Jim thought it would be useful to also discuss ethics.

## 7. Board Request for Future Agenda Items

Confirmation of the next meeting on June 21, 2021 at 6:30 p.m. Adjourned at 7:35 p.m.

Comments in the Chat Box: none

Minutes respectfully submitted by Jaime Weigel on June 10, 2021

## Library Director Report

### **I. ADMINISTRATION**

- a. Six work orders were submitted in April.
  - i. The online public access catalog computer needed maintenance.
  - ii. The National Library Week banner had to be taken down.
  - iii. The filter on the bubbler needed to be replaced.
  - iv. The handicapped door button on the south side entrance wasn't working.
  - v. Our public hand sanitizer stations needed refilling.
  - vi. The library's after-hours message needed to be updated to reflect our return to full hours.

### **II. BUDGET**

- a. The City Manager and I discussed the creation of new tax increment financing districts in the city and how it might affect the library block.

### **III. PERSONNEL**

- a. All staff received their merit pay increase for 2021.

### **IV. LIBRARY COLLECTION**

- a. We received our first credit from the Baker & Taylor Sustainable Shelves program of \$122, which was applied against our invoices for books purchased.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. We have a Community Work Experience student captioning our program videos for Facebook and YouTube. He began work May 10.

### **VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I will have attended the Alliance of Public Libraries meeting on Friday, May 14. I will provide a brief report at the meeting.

### **VIII. PROFESSIONAL DEVELOPMENT**

- a. I am continuing to work with the Bridges Compassion Resilience Facilitation Team on our plan to offer two introductory sessions to library leaders from the Waukesha and Jefferson County libraries.

### **IX. STRATEGIC PLAN**

- a. We completed the partnership with the City for the Arbor Day and World Migratory Bird Day events. The committee felt it was successful enough to warrant planning for next year.

### **X. PANDEMIC RESPONSE**

- a. We are starting to see a few more people each day as word spreads that we are open our regular hours again.

## **Adult Services Report May 2021**

### **Upcoming Programs:**

June 14: Virtual Gardening: Fairy Gardens at 10:00 a.m.

### **Report:**

One hundred and fifty-seven people viewed my DIY Birdfeeders, virtual gardening program on April 12<sup>th</sup> and thirty-nine people viewed my Plants that Attract Birds & Butterflies, virtual gardening program on April 26<sup>th</sup>.

The program, Melinda Myers Presents: Well Loved Wisconsin Garden Plants, attracted four hundred and ninety-three participants. Since this was a program shared by ten libraries in our system, each library will count 50 people for attendance. Melinda spoke for over two hours and provided some wonderful handouts. Her foundation is also offering free seeds for patrons, to the libraries who hosted her program.

On April 15<sup>th</sup> I held a virtual book discussion of the Big Read book, *The Latecomer: A Hmong Family Memoir*, and three people attended. Our group was small, but we had a lively discussion.

In addition to the reference questions answered through our online service, Tidio, I answered nineteen additional questions from our patrons during the month of April.

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

April 19: Bridges Adult Services Meeting

April 19: Library Board Meeting

April 20: Just the Facts: Browsing & Mobile cyber training

April 28: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

April 29: All Library Staff Meeting

May 06: Bridges Circulation Meeting

May 11: Meeting with Deana to discuss staff diversity book discussion

May 12: Library Staff Meeting with Stacey, Deana, Torrie

May 12: Bridges Zoom Enterprise Basics Meeting

May 13: Drug and Alcohol Awareness/Reasonable Suspicion Training for Managers

## **Youth Educational Services Report May 2021**

### **Storytime**

After a number of technical difficulties, we aired our last storytime on April 29<sup>th</sup>. We will be collecting the number of views until the end of May. Storytime will resume on June 16<sup>th</sup> on the library lawn.

### **Citizen Science**

Our Citizen Science program ended on April 30<sup>th</sup>. We had seven registrations and no completions.

### **Whitewater LEADS**

Our last Dolly Parton Read-Along took place on Monday, April 26<sup>th</sup>. We had Zoom attendees for one session, but otherwise the program was viewed on Facebook. My two-year term has ended and Torrie will be taking over. I will be creating a series of videos with early literacy tips that LEADS will be featuring on its Facebook page and newly created YouTube channel.

### **Collection Management**

I have completed weeding children's Spanish books. The new Spanish titles are now located with the rest of the new books in the children's department. New titles are added continuously. In addition, Spanish materials will be featured in our themed monthly book displays.

### **Meetings & Trainings**

April 20<sup>th</sup>: Project READY

April 21<sup>st</sup>: Bystander Intervention Training hosted by Asian Americans Advancing Justice

April 22<sup>nd</sup>: Diversifying Your Collection as a Small Library

April 28<sup>th</sup>: Staff meeting with Stacey, Diane, and Torrie

April 28<sup>th</sup>: Cultural Crossroads: Exploring the important intersection of summer program training and design with the critical need to address race, equity, and inclusion.

April 29<sup>th</sup>: RA for All: Flip the Script and Think Like a Reader

April 29<sup>th</sup>: Beanstack Town Hall

May 5<sup>th</sup>: Strengthen School Partnerships with Beanstack

May 5<sup>th</sup>: Torrie and I met with local children's author John Nies to discuss coordinating on a library program.

May 10<sup>th</sup>: Bridges Youth Services Meeting

### **Upcoming Programs**

Summer Reading Program begins June 15<sup>th</sup>

Storytime Outside begins June 16<sup>th</sup>

## Programming and Makerspace Report May 2021

Coming soon...

### Programs

- 5/27 Fiber Therapy Craft Group (virtual)
- 6/7 Community Art Project Craft! (take-and-make)
- 6/8 Sexual Assault Awareness - New Beginnings of Whitewater (virtual)
- 6/9 Plant Swap! (Library's outdoor patio)
- 6/14 Adult Craft (take-and-make)
- 6/15 The Power of Positive Parenting (virtual parenting seminar series)
- 6/19 Watercolor Art Workshop for kids (Outdoors on the library lawn)
- 6/21 Children's Craft (take-and-make)
- 6/22 Raising Confident, Competent Children (virtual parenting seminar series)
- 6/24 Fiber Therapy Craft Group Meeting (virtual)
- 6/28 Adult Craft (take-and-make)
- 6/29 Raising Resilient Children (virtual parenting seminar series)
- 6/28 Dan Gogh Teen Drawing Workshop: Drawing 101 @6:00 p.m. (virtual)
- TBD Teen Cupcake Wars (in-person, location TBD)
- 7/6 Children's Craft (take-and-make)
- 7/12 Adult Craft (take-and-make)
- 7/15 Epilepsy Families Southeast WI (virtual)
- 7/19 Children's Craft (take-and-make)
- 7/26 Adult Craft (take-and-make)
- 7/29 Fiber Therapy Craft Group (virtual)

### Events

- 6/7 – 7/24 Collecting pieces for a community project. Patrons are encouraged to decorate a butterfly and return it to the library. The artwork will be on display in the Library during August.
- 6/14 ESL Class Library Tour
- Starting 7/13 Deana and I will be attending Family Fun Nights at the outdoor amphitheater to do Summer Reading Program sign-ups and craft activities/games.

## April 2021

### Programs

Date	Program	Live attendance	1-Minute+ asynchronous views	Kits distributed
4/5	Adult Craft		38	59
4/7	Conservation@Home	12	13	
4/10	Finding Reliable Health Info	2	2	
4/12	Children's Craft		15	44



4/19	Adult Craft		19	37
4/20	Home Improvement Contracts	1		
4/26	Arbor Day Craft		36	69
4/29	Fiber Therapy Craft Group	3		

### Meetings

- 4/6 The Birds and the Trees event meeting
- 4/6 Summer Reading Program staff meeting
- 4/8 Planning meeting for Positive Parenting Seminar Series
- 4/14 Staff meeting
- 4/19 Met with Rogers InHealth to discuss possible teen program
- 4/20 Planning meeting for Positive Parenting Seminar Series
- 4/20 Met with Milwaukee LGBT Community Center to discuss possible program
- 4/21 Staff meeting
- 4/28 Staff meeting
- 4/29 Staff meeting

### Outreach

- 4/19 Visited kids during ESL class at the high school. Presented a storytime and craft activity for 5 kids.

### Projects

- 15 teens signed up to receive YAAASSS (Young Adult Amazingly Awesome Super Subscription Service) Bags from the library. Bags are currently available for pick-up/school delivery.

### Trainings

- 4/5 LTC Facilitation Training: Coaching Call 1
- 4/14 Digital Storytelling and Advocacy: How Stories Can Support Progressive Change
- 4/21 Grant Orientation Webinar
- 4/22 LTC Facilitation Training: Coaching Call 2
- 4/27 Grant Marketing Webinar
- 4/28 Reimagining School Partnerships during the Pandemic

### Makerspace Appointments

- 4/12 Audio conversion equipment
- 4/14 VHS to Digital
- 4/15 Audio conversion equipment
- 4/21 VHS to Digital
- 4/22 3D Printer
- 4/26 Audio conversion equipment
- 4/28 VHS to Digital
- 4/30 Craft supplies