

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, June 21, 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 6:31 p.m.

Present: Anne Hartwick, Jennifer Motszko, Kathy Retzke, Jaime Weigel, Jim Winship, Brienne Diebolt-Brown (joined at 6:44)

Absent: Doug Anderson, Steve Smith

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer, Torrie Thomas

2. Consent Agenda
 - a. Approval of Minutes Approval of the minutes of the regular meeting on June 2, 2021*
 - b. Acknowledgment of Receipt of Financial Reports*
 - c. Acknowledgment of Payment of Invoices for May 2021*
 - d. Acknowledgment of Receipt of Statistical Reports for May 2021*
 - e. Acknowledgment of Receipt of Treasurer's Reports

MSC Jim Winship/Jennifer Motszko to approve the Consent Agenda.

Ayes: Anne Hartwick, Jennifer Motszko, Kathy Retzke, Jaime Weigel, 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

- Jim Winship reported on the most recent Library Expansion Committee meeting, held on Tuesday, June 15.
- Jim reported that Cameron Clapper felt it was feasible for the Common Council to approve an allocation of \$3 million but the Common Council still needs to act on it after deliberations this fall. Approval wouldn't take place until the November meeting.
- The Library Board meets July 19th. Studio GC will be in attendance at that meeting. If the Board approves the conceptual plan, then the committee can move forward with the project.
- The Library Expansion Committee will present the plans at the August Common Council meeting, which would allow plenty of time for deliberations before a November vote.
- Jim would still like to see an updated budget that includes the pedestrian walkway and tables/sitting area on Center Street.
- If the total cost ends up being around \$5.5 million, then the Board would have to raise \$1.5 million through fundraising. The Committee would like to identify potential donors by the July meeting.
- Jim would like to request Studio GC to visit between July 19th and August 3rd.
- Anne shared that she has extended an invitation to Cameron Clapper and Kathy Anderson to attend the July meeting to hear from the architects. We will walk the site with Studio GC as part of the regular meeting.
- Discussion took place regarding utilizing Studio GC to help advertise and promote the project to the community.

5. New Business

5.I. Strategic Plan 2021 Activities Six-Month Review ~ see attached

- Jim suggested reaching out to other community members for help with Spanish translation. Stacey shared that she has reached out to SWITS to translate the new brochure.
- Torrie reported on a collaborative effort with the Community Engagement Center. The car maintenance program had low attendance but they plan to continue collaborating and she's hopeful for future projects.
- Deanna reported on the mindfulness challenge, which was a partnership with Fort Healthcare. There was strong participation in the beginning and then it dwindled in the end. 23 people signed up with 2 people completing the program. Deanna shared with was a fun program and a good partnership; she hopes that it will become an annual activity.
- The Storytelling Festival will be held in Whitewater in October with activities throughout the community. Torrie will bring the listening booth equipment and have fun activities set up.

- Doug will give an update on the Friends of the Library at the September meeting.
- Torrie provided an update on the middle school community conversation that will be taking place in the fall. The goals of the listening session are to make a new connection with a segment of the community and identify barriers to improve marketing and implement new programs.
- Torrie and Deanna reported that they've received good feedback and participation on the teen subscription boxes. Kathy said that she's heard positive feedback from the middle school also.

5.II. Review and Re-Approval of The Unattended Child Policy

- Jennifer suggested changing the line in paragraph #3 "Librarians cannot be responsible" to "Librarians are not responsible"

MSC Brienne Diebolt-Brown/Jim Winship to approve the Investment Policy as revised.

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

Nays: none

6. Staff & Board Reports

6.I. Director's Report ~ see attached

- Walworth Co. moved to phase 4 so Stacey has requested having the furniture replaced and will be opening up the Friends bookshop soon.
- Discussion took place regarding Hoopla's usage and cost.

6.II. Adult Services Report ~ see attached

- Dianne reported that 20 adults have signed up for the adult Summer Reading Program.

6.III Youth Educational Services Report ~ see attached

- 130 children have signed up for the youth Summer Reading Program and she has resumed in-person story time for the summer.
- Jaime suggested sending a link of the summer reading program promotional video to summer school families. Kathy will help Deana connect to the summer school principal.
- Stacey gave an update on the recent Bridge's meeting about Serving Underserved Populations.
- Deana gave an update on the Spanish Language Collection Webinar. Unfortunately, it was geared towards adults but there was interest in a future webinar for children.

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

- In person programming is resuming. Torrie reported that 24 people attended a recent plant-swap. 15 kids and 10 adults attended an outdoor watercolor program.

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

- This year's Trustee Appreciation event will be on October 6th. It will be virtual this year.
- Trustee Training Week is August 23rd. Stacey has forwarded the information to Board members.

6.V.I Board Report

- Email and text spamming - Anne Hartwick
 - Be aware of spam emails and text messages sent in Anne's name.
- Jim reported that an AmeriCorps VISTA position has been approved through Whitewater LEADS. They are looking for a native Spanish speaker to serve in a community outreach capacity.

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.
 - Bri suggested asking, "Now that the library is open to full capacity, how do you plan to take advantage of this?"
- Anne took a picture of the OWL, technology that was recently purchased and used to run tonight's hybrid meeting. This will be used to promote it to the community.

Confirmation of the next meeting on July 19, 2021 at 6:30 p.m. Adjourned at 7:30 p.m.

Comments in the Chat Box:

- Dianne typed that 20 adults signed up for SRP. I took a screenshot from my view so you can see how things look from our end.

Minutes respectfully submitted by Jaime Weigel on July 5, 2021

LIBRARY DIRECTOR REPORT

I. ADMINISTRATION

- a. Nine work orders were submitted in May.
 - i. Three problems were reported with staff and patron computers.
 - ii. An old TV was moved to the basement.
 - iii. One of the staff entry doors wouldn't open.
 - iv. A brochure holder was requested to be mounted by the coat rack in the lobby.
 - v. An outside light was flickering.
 - vi. We reported that the cleaning team was not coming in on Mondays.
 - vii. The TV above the circulation desk area needed a software update to run slide shows.

II. BUDGET

- a. None.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We are having the local cable channel post our videos.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the monthly Alliance of Public Libraries meeting virtually on Friday, June 11. Items discussed:
 - i. The Emergency Connectivity Fund requirements have been finalized and announced. Few public libraries are planning to apply for the funds due to requirements for filtered internet access and retaining ten years of documentation on who used the laptops or hotspots purchased with the funds.
 - ii. The 1000 Books Before Kindergarten app developed by Bridges Library System will be discontinued at the end of the year. Fewer people are using it now that there are more options for tracking reading, such as the Beanstack software that all libraries in the state now have access to through DPI.
 - iii. There will be an approximately 4.5% increase in the 2022 budget due to increased usage of Overdrive during the pandemic which increases the Bridges libraries' share to pay to the Wisconsin Public Library Consortium

and the addition of digital magazines to Overdrive. There will be a 4% increase in what we pay for the Overdrive Advantage account, which provides extra copies of popular titles exclusively to Bridges member library patrons and a 3% increase in the cost for shared databases which is a typical annual inflation amount for those services. Additionally, libraries will be charged for a portion of their patrons' use of Hoopla beginning in 2022. Whitewater's bill should be about \$325 based on an estimate of usage from 2020.

- iv. Bridges is planning to budget for accessibility studies to be performed for any library that wants one. We have indicated that we are ready for a study that will look for any deficiencies in accessibility that we currently have with recommendations on how to fix them.

VIII. **PROFESSIONAL DEVELOPMENT**

- a. None.

IX. **STRATEGIC PLAN**

- a. The strategic plan six-month review is on the agenda.

X. **PANDEMIC RESPONSE**

- a. We are starting to see people request to use our meeting rooms.

Adult Services Report June 2021

Upcoming Programs:

June 28: Virtual Gardening: Bee and Bug Hotels at 10:00 a.m.

July 12: Virtual Gardening: Composting at 10:00 a.m.

Report:

Twenty-six people viewed my Fairy Gardens, virtual gardening program on June 14th.

Deana created designs for staff t-shirts for the summer reading program this year, and I assisted her in applying that design to the shirts using our Cricut Maker machine and a hot iron. Staff had two designs to choose from and could order as many shirts as they wanted.

Virtual Meetings/Webinars/Training Sessions Attended:

May 19: Staff Meeting with Stacey, Deana, Torrie

May 20: FMLA Training

May 20: Just the Facts: Social Engineering & CYOA2 cyber training

May 26: Staff Meeting with Stacey, Deana, Torrie and Zachary Popke and Haley Dieter from Whitewater Community Television

June 02: Staff meeting with Stacey, Deana, Torrie

June 02: Board Meeting

June 09: Staff Meeting with Stacey, Deana, Torrie

Youth Educational Services Report June 2021

Summer Reading Program

Summer reading started on Tuesday, June 15th. 85 children and teens pre-registered for the program. Molly Fuller, the school district's new Family and Community Engagement Coordinator reached out and asked us to partner with the school district. The schools provided us with book fair vouchers to be given to students who finish the summer reading program. In addition, the schools promoted the summer reading program to parents and will be featuring some of our program participants on their website and social media.

We are running a hybrid program this year, meaning participants can use either Beanstack or paper logs. Preparation for the program included:

- Building each challenge in Beanstack.
- Creating paper reading logs for those who do not want to participate virtually.
- Obtaining and organizing incentives.
- Creating press releases.
- Posting program information on our social media and on our website.
- Creating flyers and handouts.
- Creating additional social media content to help promote the program.
- Developing and implementing staff training for the program.
- Creating a program manual for staff.
- Designing and creating promotional t-shirts for the staff.

YAAASSS Bags

We received positive feedback on our first round of YAAASSS Bags. We have six bags going out for the month of June.

Meetings & Trainings

May 19th: Serving Underserved Populations-Bridges Library System meeting.

May 19th: Staff meeting with Stacey, Diane, and Torrie.

May 20th: School Library Journal Day of Dialog

May 20th: Spanish Language Collection Webinar

May 26th: Staff meeting with Stacey, Diane, and Torrie.

May 27th: Beanstack presentation on product updates.

June 2nd: Staff meeting with Stacey, Diane, and Torrie.

June 9th: Staff meeting with Stacey, Diane, and Torrie.

Upcoming events

Storytime outside begins June 16th.

Programming and Makerspace Report June 2021

Coming soon...

Programs

- 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)
- 7/6 Children's Craft (take-and-make)
- 7/8 What is domestic abuse and how can New Beginnings APFV help me? (virtual)
- 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)
- 7/13 Teen Cupcake Wars (in-person, lake front building)

Events

- 7/13 Family Fun Night – Lake Front
- 7/27 Family Fun Night – Lake Front
- 8/31 Family Fun Night – Lake Front
- 9/7 Family Fun Night – Lake Front

May 2021

Programs

Date	Program	Live attendance	1-Minute+ asynchronous views	Kits distributed
5/3	All Ages Craft		49	59
5/13	The Whys and Whens of Car Maintenance	3		
5/15	Miss Wisconsin	1		
5/27	Fiber Therapy	2		

Collaborations

Worked with the UWW Community Engagement Center to co-host a program for teens and college students "The Whys and Whens of Car Maintenance".

Trainings

- 5/5 Grant Reporting and Evaluation Webinar
- 5/6 LTC Facilitation Training: Coaching Call 3
- 5/12 Bridges Zoom Enterprise Basics

5/17 LTC Facilitation Training: Coaching Call 4

5/19 Reaching Out to Underserved Populations Discussion

Makerspace Appointments

5/8 Craft Supplies

5/12 VHS to Digital Conversion Equipment

5/12 3D Printer

5/19 VHS to Digital Conversion Equipment

5/26 VHS to Digital Conversion Equipment

5/27 Cricut Expressions 2