

Ollivin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, March 15, 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:, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Jennifer Motszko, Steve Smith, Jim Winship, Jaime Weigel, Kathy Retzke (joined at 6:36)

Absent: Doug Anderson

Staff: Stacey Lunsford, Deana Rolfsmeyer, Torrie Thomas, Dianne Jaronch

2. Consent Agenda
  - a. Approval of Minutes of the February 15, 2021 regular meeting\*
  - b. Acknowledgment of Receipt of Financial Reports\*
  - c. Acknowledgment of Payment of Invoices for February 2021\*
  - d. Acknowledgment of Receipt of Statistical Reports for February 2021\*
  - e. Acknowledgment Of Receipt Of Treasurer's Reports

MSC Lisa Dawsey Smith/Jennifer Motszko to approve Consent Agenda

Ayes: Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Jim Winship, Jennifer Motszko, Steve Smith

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. Approval of the 2021 Strategic Plans Activities ~ see attached

MSC Brianne Diebolt-Brown/Jennifer Motszko to approve the 2021 Strategic Plan Activities

Ayes: Lisa Dawsey Smith, Brianne Diebolt-Brown, Anne Hartwick, Jim Winship, Jennifer Motszko, Steve Smith

Nays: none

## 5. New Business

### 5.I. Review Of And Possible Action On Market Appraisals ~ see attached

- Tincher Realty viewed the properties owned by the library at 405-407 W Center St and 409 W Center St and provided these market appraisals as to their current value.
  
- 409 W Center St is currently occupied. 405-407 W Center St is unoccupied and has been used in the past by both the Whitewater Fire Department and Whitewater Police Department for training exercises. The Neighborhood Services Director at the time the property was acquired indicated that the library would have to spend a substantial amount of money to bring the property up to code for rental purposes. At that time, it was believed that we would be tearing the house down for the library expansion project and the investment did not seem financially sound.
  - Discussion took place regarding the pros and cons of selling the properties. Pros: the money from the sale could be used for the library expansion project. Cons: Keeping the property would allow the library to expand in that direction in years to come should the need arise.
  - Anne shared that it's a seller's market; Stacey agreed that Tincher Realty would recommend now is the time to sell.
  - A question was asked about the status lease for the current rental property. Stacey believed it was rent to rent; the current occupant has expressed interest in purchasing the property.
  - Stacey shared a brief history of the properties for newer Board members. One property was purchased in 1997 and the others were acquired in 2006-2007. The City currently manages the properties.
  - Jim asked if any of the properties are needed for storm water retention for the library expansion project. Studio GC hasn't said yet if any will be needed or not.
  - The Board would like additional information and would like to discuss it with the CDA before making a decision.
  - Anne requested that this item be added to next month's Agenda for further discussion.

## 5.II. Review And Approval Of The Revised Claims Returned Policy

MSC Jim Winship/Brianne Diebolt Brown to approve the revised claims returned policy

Ayes: Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jennifer Motszko, Steve Smith

Nays: none

Abstained: Jim Winship

## 5.III. Review And Re-Approval Of The Inclement Weather Policy

MSC Lisa Dawsey Smith/Kathy Rezke to approve the Inclement Weather Policy

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jennifer Motszko, Steve Smith

Nays: none

Abstained: Jim Winship

## 6. Staff & Board Reports

### 6.I. Director's Report ~ see attached

- Staff are currently scheduling their COVID vaccinations. Stacey proposes resuming regular hours of the library on May 3, 2020.
- Proposed legislation called the Build America's Libraries Act, if passed, will have funds available for library improvement projects. Anne will forward an email to Board members with advocacy information for anyone who is interested.

### 6.II. Adult Services Report ~ see attached

- 49 views for Dianne's March 8th virtual gardening program.
- Created a bibliography of ESL books and ordered six additional books to replace outdated texts.

-

### 6.III Youth Educational Services Report ~ see attached

- Partnering with Parks and Rec for summer programming. Family Fun Nights will be held on Tuesdays at 5:30, the library will have a table with crafts near the amphitheater.
- Collaboration with Whitewater Leads for a read-along series in April to read the Dolly Parton imagination book series.

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

- Highlighted recent collaborations with the WUSD ELL program and school district.

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

6.V.I Board Report

- Report from Jim Winship on webinar "Social Work in Rural and Small Libraries." This has been postponed to April's meeting.

7. Board Request for Future Agenda Items

Confirmation of the next meeting on April 19, 2021 at 6:30 p.m. Adjourned at 7:13 p.m.

Comments in the Chat Box: none

Minutes respectfully submitted by Jaime Weigel on March 15, 2021

## **Library Director's Report**

### **I. ADMINISTRATION**

- a. One work order was completed in February 2021
  - i. One public laptop needed maintenance.

### **II. BUDGET**

- a. None.

### **III. PERSONNEL**

- a. All staff now have the opportunity to be vaccinated against COVID-19 through the Jefferson County Health Department as employees of a Jefferson County public library. Staff are in the process of signing up and scheduling their vaccinations.

### **IV. LIBRARY COLLECTION**

- a. We are in the process of adding a number of Spanish music CDs and Spanish language books.
- b. In regards to the recent announcement by Dr. Seuss Enterprises that they would discontinue publication of six books that contain racist imagery, our library only owns *And to Think That I Saw It on Mulberry Street* and *On Beyond Zebra*. Deana has placed both copies on hold for herself. When they are returned she will be reviewing them according to our collection policy. We may not get one of them back as all copies of all the books have been checked out of CAFÉ libraries and at least the ones from Waukesha were already put on eBay by the borrower for sale as demand has skyrocketed.

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

- a. Torrie has been in contact with the ESL adult language group and is in the process of providing them information about library services and planning children's storytimes during some of the class meeting times. She will report on that in the coming months.

### **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, March 12. I will give a report at the meeting on Monday.
- b. Torrie and I are still working with other members of City staff on a committee to mark Arbor Day and World Migratory Bird Day.
- c. I attended the first meeting of the year of the Jefferson County Library Council Board on March 3. A team will be working on some revisions to the county funding formula for presentation to the County Administrator in July. A second

team will be working on updating the Jefferson County Library Strategic Plan for 2022-2025.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. The Bridges Compassion Resilience team will give a presentation at the April Alliance of Public Libraries meeting and work to schedule two introductory sessions for directors and managers so they may gauge their interest in committing staff to the full training.

**IX. STRATEGIC PLAN**

- a. This will be covered on the agenda at the meeting.

**X. PANDEMIC RESPONSE**

- a. Once all staff who wish to be vaccinated have received all their shots, I propose that we reopen the library to our regular hours. That should be sometime between the middle of April and the 1<sup>st</sup> of May so I would like to shoot for a reopening day of May 1.

## **Adult Services Report February-March 2021**

### **Upcoming Programs:**

March 22: Virtual Gardening: Growing Plants Indoors at 10:00 a.m.

April 05: Big Read Book Giveaway all day event

April 12: Virtual Gardening: DIY Bird Feeders at 10:00 a.m.

April 15: Big Read Zoom Book Discussion (*The Latehomecomer: A Hmong Family Memoir*) at 6:00 p.m.

All programs presented by library staff will now be aired on the local access television channel after they air on Facebook and YouTube.

### **Report:**

Sixty people viewed my Growing Microgreens, virtual gardening program on February 8<sup>th</sup> and forty-five people viewed my Indoor Landscapes, virtual gardening program on February 22<sup>nd</sup>.

In addition to the reference questions answered through our online service, Tidio, I answered twenty-three additional questions from our patrons during the month of February.

As of March 8<sup>th</sup>, forty people had registered in Beanstack for the 2021 Community Reads Challenge.

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

February 02: Wild Wisconsin Winter Web Conference: Introduction to Inclusive Marketing webinar

February 03: Library Staff Meeting with Stacey, Deana, and Torrie

February 09: Library Staff Meeting with Stacey, Deana, and Torrie

February 11: Bridges Circulation Meeting

February 15: Library Board Meeting

February 16: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

February 22: Need to Know: Working Remotely & CYOA #1 cyber training

March 03: It's a Trap! How to Avoid Giving Legal Advice in Reference Services webinar

March 04: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

March 08: Special Board Meeting

March 10: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

March 11: Bridges Circulation Meeting

## **Youth Educational Services Report March 2021**

### **Kindergarten Registration**

Kathy invited us to attend Kindergarten registration on March 3<sup>rd</sup> to register new students for library cards. We registered fifteen new patrons, renewed two cards for patrons who had not been to the library in a while, passed out information about Beanstack, and handed out a back to school booklist.

### **Beanstack Programs**

Winter Read: 19 registrations, 7 completions

Mindfulness Challenge: 23 registrations, 2 completions

### **Storytimes**

We will continue to offer online storytimes through the end of April. Kristen Linzmeier has been using them with her College of Ed students.

### **Meetings and Webinars**

February 16<sup>th</sup>: Diversify Your Collection Webinar.

February 17<sup>th</sup>: South East Wisconsin (SEWI) Meeting about summer programming.

February 18<sup>th</sup>: Met with Kellie Carper from the Chamber of Commerce to discuss creating a Story Stroll for the Storytelling Festival in October.

February 23<sup>rd</sup>: Met with Kathy Retzke and Torrie about partnering with the schools.

February 23<sup>rd</sup>: Project READY.

February 24<sup>th</sup>: Marketing Meeting.

March 4<sup>th</sup>: Staff meeting with Stacey, Diane, and Torrie.

March 9<sup>th</sup>: Project READY.

March 10<sup>th</sup>: Staff meeting with Stacey, Diane, and Torrie.

March 10<sup>th</sup>: System-wide meeting about discontinued Dr. Seuss titles.

### **Upcoming**

March 11<sup>th</sup>: Meet with Parks and Rec about partnering for summer programs.

April 1<sup>st</sup>: Citizen Science challenge on Beanstack.



## Programming and Makerspace Report

Coming soon...

### Programs

Ongoing Crafts: The library offers a new take-and-make craft kit every week!

3/16 Paranormal Investigators of Milwaukee @ 6:00 p.m.

3/23 Mexicans in Wisconsin @ 6:00 p.m.

4/7 Conservation@Home @ 7:00 p.m.

4/10 Reliable Health Information Workshop @ 10:30 a.m.

4/20 Home Improvement Contracts under Wisconsin Law @ 6:00 p.m.

4/29 Fiber Therapy Craft Group monthly meeting @ 6:00 p.m.

5/13 The Whys and Whens of Car Maintenance @ 6:00 p.m.

5/15 Miss Wisconsin: Teaching Acceptance and Kindness @ 11:00 a.m.

6/28 Dan Gogh Teen Drawing Workshop: Drawing 101 @6:00 p.m.

### Events

Collaborating with the City to celebrate Arbor Day (4/30) and World Migratory Bird Day (5/8)

## February 2021

### Programs

Date	Program	Live attendance	1-Minute+ views	Kits distributed
Feb 1	Children's Craft		23	35
Feb 2	Beers, Brewers and Bootleggers I	9	11	
Feb 8	Adult Craft		71	46
Feb 9	Beers, Brewers and Bootleggers II	9	5	
Feb 15	Children's Craft		23	31
Feb 16	Beers, Brewers and Bootleggers III	8	3	
Feb 22	Adult Craft		34	48

### Meetings

2/3 Weekly staff meeting

2/5 Meeting with Deana to discuss new service for tweens and teens

2/9 Inclusive Services Assessment staff meeting

2/11 Met with Young Auditorium and Fort Atkinson Library to discuss collecting stories of immigration in conjunction with the Big Read

2/11 Strategic Plan Activities staff meeting

2/16 Weekly staff meeting

2/17 Meeting with the City about World Migratory Bird Day and Arbor Day

2/18 Meeting with Whitewater Chamber of Commerce about Fall Storytelling Festival

2/22 Met with Community Engagement Center to discuss possible collaboration

2/23 Met with Deana and Kathy Retzke to discuss opportunities for school/library collaborations

2/24 Weekly staff meeting

2/26 Met with Deana to discuss responses to teacher survey

### **Projects**

- The Library will soon be offering a new monthly subscription service for young adults! Our new YAAASSS (Young Adult Amazingly Awesome Super Subscription Service) Bags will include a hand selected book and specially curated goodies for kids 6<sup>th</sup>-12<sup>th</sup> grade. To participate, students can fill out a short Google form so that we can learn little bit about them and their reading interests. Our goal is to help foster a love of reading and create a sense of personal connection to the library. We want them to feel seen and heard by library staff. We will be partnering with Kathy Retzke at the schools to help us deliver these bags to kids who have difficulty getting to the library.
- We are working with the Big Read partners to invite individuals to share stories of immigrant experience! This is a great opportunity to attract some interest to our community oral history project. Please share the project information on Facebook and direct anyone with questions to me. [tthomas@whitewater-wi.gov](mailto:tthomas@whitewater-wi.gov) 262-458-2782
- I wrote and submitted a grant proposal for the *Libraries Transforming Communities: Focus on Small and Rural Libraries* grant to host a community conversation. This proposal outlines a plan to host an open conversation with middle school students and their families to see how their needs have changed since the start of the pandemic, and how the library can adapt to better meet their needs. We hope to develop some new ideas for programs and services for this age group and improve our marketing and outreach efforts.

### **Professional Development**

2/24 Pre-Application Webinar for LTC Focus on for Small and Rural Libraries

### **Outreach**

- 2/9 Deana and I created videos and 100 craft kits to be distributed during Young Auditorium's Family Fun Week.
- Our storytime, gardening, and craft videos will now be broadcast on public access tv!

### **Makerspace Appointments**

2/1 VHS to Digital

2/3 VHS to Digital

2/8 VHS to Digital

2/12 VHS to Digital

2/22 Flatbed photo scanner

2/25 VHS to Digital