

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
In-person/Virtual Meeting
Monday, May 16, 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 6:32 PM

Present: Jennifer Motszko, Jaime Weigel, Sallie Berndt, Alyssa Orlowski, Kathy Retzke (joined 6:37pm)

Absent: Bri Diebolt-Brown, Doug Anderson

Staff: Diane Jaroch, Sarah French, Deana Rolfsmeyer

2. Election of Officers

President: Jennifer Motszko

Vice President: Doug Anderson

Treasurer: Kathy Retzke

Secretary: Jaime Weigel

MSC Kathy Retzke/Jennifer Motszko to approve slate of officers.

Ayes: Jennifer Motszko, Jaime Weigel, Kathy Weigel, Sallie Berndt, Alyssa Orlowski, Kathy Retzke

Nays: none

3. Consent Agenda

3.I. Approval of the minutes of the regular meeting of April 18, 2022*

3.II Acknowledgment of Receipt of Financial Reports*

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

3.IV. Acknowledgment of Receipt of Statistical Reports for April 2022*

MSC Jennifer Motszko/Jaime Weigel to approve the Consent Agenda without Acknowledgement of Payment of Invoices for April 2022 from consent agenda.

Ayes: Jennifer Motszko, Jaime Weigel, Sallie Berndt, Alyssa Orłowski, Kathy Retkze

Nays: none

3.V Acknowledgment of Payment of Invoices for April 2022*

- Wrong invoice in packet. New sheet handed out at meeting.

MSC Alyssa Orłowski/Jennifer Motszko to approve Acknowledgment of the Payment of Invoices for April 2022.

Ayes: Jennifer Motszko, Jaime Weigel, Sallie Berndt, Alyssa Orłowski, Kathy Retkze

Nays: none

4. 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.

5. Old Business

5.I Library Building Project

1. Update from the Library Expansion and Renovation Steering Committee meeting of April 27, 2022 with Jodi Sweeney
 - a. Brainstorming lists of people for Jodi to interview or survey
 - i. Jodi created a questionnaire for the interviews which can be shortened into the survey
 - b. Initial Case for Your Support (attached)

6. New Business

6.I. Review and Re-Approval of Bulletin Board/Pamphlets Policy

MSC Jennifer Motszko/Kathy Retkze to approve the Bulletin Board/Pamphlets Policy as written.

Ayes: Jennifer Motszko, Jaime Weigel, Sallie Berndt, Alyssa Orłowski, Kathy Retkze

Nays: none

7. Staff & Board Reports

7.I. Director's Report ~ see attached

- Bridges System Strategic Planning Workshop at Watertown Public Library

-Customer service specialist retired. Job is posted and applicants selected for interviews.

7.II. Adult Services Report ~ see attached

- Staff training went well - CPR training, Summer Reading updates, Webinars on race, new Memory Kits

7.III Youth Educational Services Report ~ see attached

- \$1500 grant through Bridges Library System to translate library materials into Spanish
- Summer Reading - move away from Beanstack as an interface, focus on getting more people into the building, official launch date June 15th

7.III Programming & Makerspace Librarian Report

- Weekly school-age activity during the summer, Friday crafter-noon for adults
- Attending Community Welcome Expo
- Assisted a lot of people with Makerspace training this month

7.IV. Bridges Library System Staff Report ~ see attached

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 June 20th at 6:30pm. It will be held virtually.

MSC Jennifer Motszko/Jaime Weigel to adjourn.

Meeting adjourned at 7:19pm.

Minutes respectfully submitted by Jennifer Motszko on May 18, 2022.

DIRECTOR'S REPORT

June 20, 2022

I. ADMINISTRATION

- a. Twelve work orders were submitted in April.
 - i. Public laptop 19 was not connecting to the printer.
 - ii. The ceiling light in the copy machine room burned out.
 - iii. The staff entrance door had a loose handle and the keys were not properly turning in the lock.
 - iv. At two different times the Makerspace laptop was not connecting to the internet.
 - v. The mouse port on public laptop 12 was not working.
 - vi. Books needed to be removed from the basement.
 - vii. Public laptop 2 would not power on.
 - viii. The Per Mar fire panel needed to be reset.
 - ix. An old countertop needed to be removed from the basement.
 - x. Suzanne needed some 2x4 boards for a project in the basement.

II. BUDGET

- a. None.

III. PERSONNEL

- a. One of our Customer Service Specialists resigned as of April 28th. The position has been advertised and closes the week of May 15th.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Sarah will be representing the library at the Welcome to Whitewater Expo taking place on May 21st.
- b. The weekly story times at the Community Space are going well.
- c. Partners in Play, a collaboration between the school district and University of Wisconsin-Whitewater education students, are holding their May dance classes at the library on Wednesdays from 2-2:30 p.m. Sarah is assisting with the classes.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the Bridges Library System Strategic Planning Workshop on May 6th at the Watertown Public Library.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

a. None.

Adult Services Report May 2022

Report:

Things have been going well in Stacey's absence. I have been able to manage her duties, as well as my own. Staff have been very helpful and supportive, and even though we are short staffed right now, they continue to maintain a positive attitude.

Collection Development:

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

Our practicum student, Andra Matthews assisted in creating four book displays for the month of May.

As part of her practicum studies, Andra evaluated and updated the College Bound Information Area.

Virtual Meetings/Webinars/Training Sessions Attended:

April 20: Staff Meeting with Deana and Sarah

April 27: Meeting with City Manager

April 27: Library Expansion and Steering Committee Meeting

April 28: Understanding Why Diversity, Equity, and Inclusion Matter in Majority White Spaces (Wisconsin Libraries Talk About Race)

April 29: Staff Training Day

May 04: Staff Meeting with Deana and Sarah

May 06: Bridges Strategic Planning Workshop

Youth Educational Services Report May 2022

Upcoming Events

March 30th-May 18th: Spring Storytime on Wednesday morning at 9:30 & 10:30.

March 30th-May 18th: Storytime at the Community Space on Wednesday evenings at 4:30 p.m.

May 13th: Homeschool Program at 1:00 p.m.

May 14th: Stress-Less Saturday at 1:00 p.m.

June 8th: Summer Storytime begins.

June 13th: Homeschool Field Trip to the Whitewater Historical Society at 1:00 p.m.

June 15th: Summer Reading Program begins.

June 18th: Family Movie Day at 1:00 p.m.

June 20th: Nature's Niche at 6:30 p.m.

Content Creation

In the last month, we have released three library promotional videos. One was for our new collection of memory kits and two were for the summer reading program. All videos can be found on our YouTube Channel.

Homeschool Meet & Greet

32 participants joined our first homeschool meeting! We hosted a library tour, served refreshments, and gave everyone a chance to get to know one another. Moving forward our group will be exploring local history, followed by a science fair this fall.

Bridges Block Grant

We applied for a \$1500 block grant through the Bridges Library System, which was approved within five minutes of submission. The grant will be used to have pertinent materials translated to Spanish.

Community Space Storytimes

We continue to make connections with children and families at the community space, whether through story times or other activities such as coloring. We enjoy our time there and hope to continue the partnership.

Meetings & Trainings

April 29th: Staff Training Day

May 4th: Staff meeting with Diane and Sarah

May 10th: Meeting with Sarah and Cassie from Safe Babies

May 12th: NASA Grant meeting

Programming & Makerspace Librarian Report
May 2022
Sarah Hemm

Programs:

- Poetry Embroidery take & make (36)
- Poetry Explorers take & make (32)
- DIY Magnetic Poetry self-directed (13)
- 4/16: Stress-Less Saturday (6)
- 4/19: Poetry Embroidery (5)
- 4/23: Remake Learning STEAM Day (12)
- 5/4: May the Fourth Be with You (5)
- 5/6: Crafternoon: Decoupage Pots (7)
- Kaleidoscope take & make (30)

Upcoming Programs:

- Felt Bird Bookmark take & make (adults)
- 5/16: Public art project (adults)
- 5/19: Maker Club (kids)
- 5/21: Community Welcome Expo (off-site)
- 5/31: Lotus Lanterns (in-person and via Zoom)
- 6/4: Pollinator Paradise (all ages)
- 6/8: Meditation Workshop (adults)
- 6/15-7/31: Summer Reading Program
 - Maker Club, for school age (weekly)
 - Crafternoon, for adults (weekly)
 - Teen tech/maker programs (x4)
 - 7/9: H.S. Robotics Team Demonstration

Makerspace Use:

- 4/11: Stamps + Poetry kit
- 4/12: Laminator
- 4/12: Digital Creation Laptop
- 4/12: Cricut Maker
- 4/13: Sewing machine + iron
- 4/14: Craft supplies
- 4/16: Sewing machine + iron
- 4/16: Hot glue gun
- 4/18: Craft supplies
- 4/20: VHS to digital
- 4/23: Craft supplies
- 4/25 VHS to digital
- 4/25: Craft supplies
- 4/27: VHS to digital
- 5/2: VHS to digital
- 5/3: 3D printer
- 5/3: Pinwheel craft
- 5/3: Pinwheel craft
- 5/5: Digital to DVD
- 5/6: VHS to digital
- 5/6: Cassette to digital
- 5/9: VHS to digital

- 5/9: Craft supplies

Makerspace Training Appointments: 6.75 hours

Donations:

- Fabric and craft supplies from Jaime W.

Equipment & Technology:

- The Star Wars littleBits Droid that we circulate is obsolete. It needs an app to work, which is no longer available or supported by the company. We will keep it for the components but take it out of circulation.

Other Updates:

- 4/14: Assisted Deana with 4K library tours
- 4/19: Recorded Summer Storyteller video with Denise Maple
- 4/21: Visited UWW Andersen Library archives for land acknowledgement research
- 4/22: Recorded Summer Storyteller videos with Ashley Vickers (EMS Chief) and Eduardo (Firefighter)
- 4/22: Assisted Deana with Homeschool Meet & Greet.
- 4/29: Staff in-service day
- 5/5: Recorded Summer Storyteller video with Studio 84

Meetings:

- 4/18: Land Acknowledgement Meeting with Anne and Jaime
- 4/18: Library Board meeting
- 4/20: Meeting with Diane and Deana
- 4/25: WLA Intellectual Freedom SIG Meeting
- 4/27: Meeting with Jodi Sweeney, Capital Campaign committee
- 5/4: Meeting with Diane and Deana
- 5/10: Meeting with Cassie Renforth from Safe Babies Healthy Families

Professional Development:

- 4/18: *Understanding Why Diversity, Equity, and Inclusion Matter in Majority White Spaces* with Deborah Biddle, WI Libraries Talk About Race webinar (1 hour)
- 4/20: *Grant Seeking Basics* with Ellen Jacks, SCLS webinar (1 hour)
- 4/26: *Best of PLA: Public Library Association Conference 2022 Highlights* webinar (1.5 hours)