

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, November 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 and Roll Call at 6:pm

Present: Jennifer Motszko, Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Doug Anderson

Absent: Jim Winship, Kathy Retzke

Staff: Stacey Lunsford, Torrie Thomas

Guests:

2. Consent Agenda

- 2.I. Approval of Minutes Approval of the minutes of the regular meeting of November 15, 2021*
- 2.II. Acknowledgment of Receipt of Financial Reports*
- 2.III. Acknowledgment of Payment of Invoices for October 2021*
- 2.IV. Acknowledgment of Receipt of Statistical Reports for October 2021*
- 2.V. Acknowledgment of Receipt of Treasurer's Reports*

MSC Brienne Diebolt-Brown/Jaime Weigel to approve the Consent Agenda.

Ayes: Jennifer Motszko, Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown

Nays: none

3. 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.

4. Old Business

4.I Library Building Project

Report from the Library Expansion Committee meeting of November 9, 2021.

- Spoke with Belville Public Library on November 12th
 - Having an admin asst to keep track of project is essential to keep track of fundraising and donations

Doug Anderson joins the meeting at 6:33pm

- We will have to do an RFQ to hire a consulting firm
- Treasure can set up a separate bank account for the FOL to handle donation funds
- Will reach out to Whitewater Community foundation to see what assistance they can give.
- Committee will meet on November 22nd to look at targeted donation for this calendar year
- Public hearing for the 2022 budget will be on November 16th. Meeting starts at 6:30. All board members are encouraged to attend. A resolution will be presented to have the city dedicate funds towards the building project.

5. New Business

5.I Approval of the 2022 Addendum to the Bridges Library System Membership Contract

MSC Brienne Diebolt-Brown/Doug Anderson to approve the addendum.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Jaime Weigel, Brienne Diebolt-Brown, Doug Anderson

Nays: None

5.II Review and Approval of Draft Revision of the Staff Sick Leave Policy.

MSC Doug Anderson/Jaime Weigel to approve the policy with the removal of the word 'for' from point D.

Ayes: Jennifer Motszko, Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Doug Anderson

Nays: None

5.III Discussion and Possible Action on Inclusion of a Land Acknowledgement Statement

- Jaime Weigel discussed reasons for adopting a statement to be more inclusive. And to align with our strategic plan of diversity and inclusion.
- The Board asked Jaime Weigel research a land acknowledgement and draft a statement to present at the Board meeting in February.

5.IV. Performance Evaluation for the Library Director

Timeline and procedures for completing the annual performance evaluation for the Library Director. See attached*

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

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

6.V. Board Reports Report on Trustee Training Week:

- Board Succession Planning - Jaime Weigel - tabled until next month

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.

- Torrie will create survey questions around tween/teen programming.

8. Adjourned at 7:20 p.m.

Comments in the Chat Box: none

Minutes respectfully submitted by Jennifer Motszko on November 15, 2021

DIRECTOR'S REPORT
November 15, 2021

I. ADMINISTRATION

- a. 11 work orders were submitted in October.
 - i. Three requests to remove items for recycling.
 - ii. Two light bulbs needed to be replaced.
 - iii. Four requests for I.T. troubleshooting and support.
 - iv. Request to have the carpet cleaned
 - v. Problem with the HVAC system in my office.

II. BUDGET

- a. The City budget will go to public hearing on Tuesday, November 16. A resolution is also being submitted for approval to formalize the City's commitment to providing funding for the library expansion project. I will be attending the meeting.

III. PERSONNEL

- a. We were unable to find a suitable candidate to fill our vacant position. The HR Coordinator has re-posted the position.

IV. LIBRARY COLLECTION

- a. The adult nonfiction collection will have been completely weeded and back on a monthly maintenance basis by the end of November.

V. PUBLIC AND COMMUNITY RELATIONS

- a. These are outlined in the other staff reports.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have a report from the Alliance of Public Libraries November meeting on Monday.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. I will have an end-of-the-year report at the December meeting.

X. PANDEMIC RESPONSE

- a. No change.

Adult Services Report November 2021

Upcoming Programs:

December 13: Virtual Gardening: Winter Porch Decorations at 10:00 a.m.

Report:

I have been training and supervising our intern, Brandon, who began working with us on October 4th. He is currently working four hours a day, Monday through Thursday.

Thirty-nine people viewed my Decorating with Pumpkins program on October 11th.

I attended Trunk or Treat at the Jefferson County Humane Society with Torrie on October 30th.

Twenty-nine people registered for the November 3rd Zoom program, The Great British Baking Tour program, but in the end only nine people actually attended. Claire Evans, the presenter, did a great job and I hope to have her back in 2022 to present her Pottering Around the UK: Real Life Locations from the World of Harry Potter program.

Five people viewed my Decorating with Apples program on November 8th.

Collection Development:

We are still in the process of weeding the non-fiction collection. I have also done the monthly weeding for the adult Books on CD, Playaways, music CD's, DVD's, and graphic novels.

Virtual Meetings/Webinars/Training Sessions Attended:

September 29: Staff Meeting with Stacey, Deana, Torrie

October 14: Staff Meeting with Stacey, Deana, Torrie

October 20: Staff Meeting with Stacey and Torrie

October 20: Infosec Training: Phishing and Social Media

October 22: Meeting with Bob & Maureen Schweder

October 26: Interviews for the Customer Service Specialist position

October 27: Staff Meeting with Stacey and Torrie

November 3: Staff Meeting with Stacey, Deana, Torrie

November 9: Library Expansion Committee Meeting

November 10: Staff Meeting with Stacey, Deana, Torrie

Youth Educational Services Report November 2021

Marketing Grant

We were not chosen to receive the marketing grant noted in last month's report. The marketing workshop associated with the grant is open to everyone and I will be attending that on the morning of Friday, November 12th.

Penguin Random House Grant for Small and Rural Libraries

We are applying for this \$2500 grant which is given based on need and can be used broadly. Our intention is to purchase books that can be placed in the YAAASSS Bags for students who would like to participate but are unable to obtain a library card. The books will be theirs to keep. If they are unable to obtain a card or make regular library visits, we would like to help them get books in their homes so they have continued access to reading materials.

Storytime

Our storytime session filled quickly, so we have added an additional session at 9:30 a.m. on Wednesday mornings. That session is currently half full.

Look Up! Explore Our Universe: The James Webb Space Telescope Challenge (NASA)

Beanstack has created a reading challenge to support NASA @ Your Library, which we will be participating in this December. This challenge will further promote the programming that Torrie is developing for the NASA grant she received. The challenge requires 10 hours of reading and several space-themed activities that are family friendly.

Meetings

November 3rd: Staff meeting with Stacey, Diane, and Torrie.

November 4th: Met with Torrie to discuss NASA programming and Stress-Less Saturdays.

Programming and Makerspace Report November 2021

Coming soon...

Programs

- 11/16 Nature Writing Series part III (in-person)
- 11/18 Fiber Therapy Craft Group (virtual)
- 11/22 Craft Time for Kids (in-person)
- 11/29 Craft Time for Adults (in-person)
- 12/4 Stress-Less Saturday: a time for teens (in-person)
- 12/6 Children's Craft (in-person)
- 12/7 James Webb Space Telescope - Seeing Farther NASA@ML (in-person)
- 12/11 James Webb Space Telescope - Seeing Farther NASA@ML (in-person)
- 12/13 Adult Craft (in-person)
- 12/18 Stress-Less Saturday: a time for teens (in-person)
- 12/30 Fiber Therapy (virtual)
- 1/4 Tween/Teen Paint Along (in-person)
- 1/8 Stress-Less Saturday: a time for teens (in-person)
- 1/10 Craft Time for Kids (in-person)
- 1/18 Author Talk: *This Land of Snow* (virtual)
- 1/22 Stress-Less Saturday: a time for teens (in-person)
- 1/24 Craft Time for Kids (in-person)
- 1/27 Fiber Therapy (virtual)

October 2021

Programs

Date	Program	In-person attendance	Zoom attendance	Kits distributed
4	Craft Time for Adults	3	-	48
11	Craft Time for Kids	5	-	43
13	Tween Talk at Middle School	17	-	-
25	Craft Time for Kids	4	-	51
28	Fiber Therapy	-	3	-
29	Twelve Days of Halloween	14	-	-

Outreach

10/16 Storytelling Fest – Attended to represent the Library and attempt to recruit participants for the Library's Oral History Project. No one participated.

10/20 The Adult ELL Class from Whitewater High School came for a Library tour. 37 people attended and 5 new library cards were issued.

10/30 Humane Society Trunk or Treat – Diane and I attended the Trunk or Treat event at the Humane Society of Jefferson County. We handed out candy and custom bookmarks to 411 people. The bookmarks had our Library name, website, and social media info.

Professional Development

10/6 Attended StoryCorps practice workshop at New Berlin Public Library. I attended this workshop to practice doing interviews / story collecting and to gain some new ideas for how we might use our oral history equipment.

10/26 NASA @ My Library Reporting Webinar

Meetings

10/15 Stacey and I were interviewed by a student writer for The Royal Purple about the various grants that the Library has received.

10/20 I was interviewed by Tom Ganser for the Whitewater Register regarding the Tween Talk and the Libraries Transforming Communities grant.

10/27 Consultation meeting with Angela Meyers at Bridges

NASA @ My Library

Our first NASA @ My Library program is scheduled! We will be hosting the same presentation on two separate dates to allow more people to attend and to avoid overcrowding the community room.

Title: James Webb Space Telescope - Seeing Farther

Dates: Tuesday, December 7th at 6:00 p.m. and Saturday December 11th at 1:00 p.m.

Presenter: Dennis Roscoe, Ph.D. NASA Solar System Ambassador, Waukesha

Description: The James Webb Space Telescope is going to be the Marvel Superhero that discovers how the universe built the first galaxies over 13 billion years ago. With its infrared eyes, Webb will be able to see through interstellar dust and clouds to allow us to witness the birth of stars and planets. Is there life on planets beyond our own solar system? Webb may find the answer by analyzing the atmospheres of exoplanets. Join us on this incredible journey through the universe.

Audience: For school-aged children and their families

YAAASSS Bags

During October we distributed 6 Young Adult Amazingly Awesome Super Subscription Service Bags (YAAASSS Bags). A Book Subscription Service for middle and high school students. We started offering themed bags this month. Students were able to select a "Halloween" bag or a "Self-Care" bag.

Tween Talk

We received a Libraries Transforming Communities grant through the American Library Association and the Association for Rural and Small Libraries. This grant allowed us to host a community conversation with students at Whitewater Middle School. The conversation was hosted on Wednesday, October 13th in the Middle School Library. There were 12 students and 5 adults in attendance.

The goal of this conversation was to hear directly from students about their current needs, challenges, and interests; and to improve our marketing and delivery of library programs to the tween and teen age group. Overall, I was very pleased with how the conversation went. The students were very eager to participate and really opened up about what is going on in their lives and their current worries and challenges. Many of them were very brave and vulnerable and shared about some tough situations that they are currently dealing with.

One of the biggest takeaways that we got from this conversation is that these kids are under a lot of stress, both at school and at home, and that they feel they need a safe, calm place to de-stress. We also heard a lot of concerns regarding mental health. The students' own mental health, the mental health of family members, and friends at school. Students are also interested in library programs about art, science, animals, and cooking.

Over the next few months we will be developing and implementing some new programs for the tween and teen age group based on what we heard during this conversation. We already have one new reoccurring program called "Stress-Less Saturdays". This is a laid-back, unstructured hang out time for teens where we will offer snacks and various stress-reducing activities such as coloring, crafts, games, or movies. During December we will be decorating cookies and making cards.

During January we will be offering a Paint Along Program for tweens and teens and we are working to schedule something animal or science related as well.

Makerspace Update

As of 10/29 the 3D Printer is out of order. I am working with our IT staff person to determine what repairs need to be made.

Makerspace Use

10/2 Craft supplies
10/4 Cricut
10/7 VHS to USB
10/12 Craft supplies
10/14 VHS to USB
10/19 3D Printer
10/21 VHS to USB
10/23 Craft Supplies
10/29 3D Printer