

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, October 18, 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 6:32pm.

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

Absent: Doug Anderson, Kathy Retzke

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

Guests:

2. Friends of The Library Board Meeting
  - Discussion of having a coordinator representing the Friends of the Library group on the Library Expansion Committee. (Board member request from the September meeting.)
  - Anne asked if there was a list of FOL members. Stacey does not have a current list as the group has been inactive recently, but an old list exists.
  - Jaime suggested asking Lisa Dawsey-Smith. Stacey suggested Barbara Bren - Jennifer will ask Barb if she would like to represent the FOL on the Library Expansion Committee.
3. Consent Agenda
  - 3.I. Approval of Minutes Approval of the minutes of the regular meeting of September 20, 2021\*
  - 3.II. Acknowledgment of Receipt of Financial Reports\*
  - 3.III. Acknowledgment of Payment of Invoices for September 2021\*
  - 3.IV. Acknowledgment of Receipt of Statistical Reports for September 2021\*
  - 3.V. Acknowledgment of Receipt of Treasurer's Reports\*

MSC Jim/Brienne to approve the Consent Agenda with the correction of the date on the minutes.

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

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

5.1 Library Building Project

Report from the Library Expansion Committee meeting of October 12, 2021. (Jim Winship reports)

- Committee talked about
  - the timeline for the process from fundraising through the building phase.]
  - Get preliminary messaging for fundraising
  - Speaking with libraries that have completed capital campaigns. The committee will create a report for the board when the interviews are completed.

6. New Business

Review and Re-Approval of The Internet Use Policy Request approval without revision.

MSC Jim/Jaime to approve the policy without revision.

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

Nays:

7. Staff & Board Reports

7.I. Director's Report ~ see attached

7.II. Adult Services Report ~ see attached

7.III Youth Educational Services Report ~ see attached

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

Kathy Retzke joined the meeting at 7:20pm.

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

7.VI. Board Reports Report on Trustee Training Week:

Wisconsin Library Ecosystem - Kathy Retzke

- mostly spoke about the top down explanation of the organization and departments

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 on November 15, 2021 at 6:30 p.m.

10. Adjourned at 7:24 p.m.

Comments in the Chat Box: none

Minutes respectfully submitted by Jennifer Motszko on October 18, 2021

**I. ADMINISTRATION**

- a. Nine work orders were submitted in September.
  - i. Recycling the packaging from the delivery of the new ottoman.
  - ii. Two light bulbs needed to be replaced.
  - iii. Eight laptops needed various tech support.
  - iv. Withdrawn books that were not eligible for resale were discarded.
  - v. Recycling from the basement was taken away on two separate occasions.
  - vi. One of the OPACs needed technical support.

**II. BUDGET**

- a. The library budget was presented at the Finance Committee meeting on Tuesday, October 12. I explained the 2.5% increase in our budget which comes from making the Programming and Makerspace Librarian full time and increases in the amount of money we pay the system for various shared services. I also talked about the changes in the funding formulas for reimbursement from Jefferson County and Walworth County under Act 420. Jefferson County is no longer calculating in digital circulation as part of its reimbursement formula. Walworth County is no longer willing to consider Whitewater as equal to other "home county" libraries for reimbursement and plans to continue to reimburse at the minimum 70% of costs rate.

**III. PERSONNEL**

- a. Katlyn Traxler offered her resignation as she has found full-time employment. We are in the process of replacing her.

**IV. LIBRARY COLLECTION**

- a. Weeding in the adult large print, adult paperbacks, and adult fiction is now back on a monthly maintenance basis.
- b. We are now making steady progress on weeding the adult nonfiction collection.

**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. The revised city ordinance governing the composition of the library board passed.
- b. I will have a report from the Alliance of Public Libraries October meeting on Monday.

**VIII. PROFESSIONAL DEVELOPMENT**

a. None.

**IX. STRATEGIC PLAN**

a. None.

**X. PANDEMIC RESPONSE**

a. None.

## **Adult Services Report October 2021**

### **Upcoming Programs:**

November 03: The Great British Baking Tour Holiday Edition (virtual) at 6:00 p.m.

November 08: Virtual Gardening: Decorating with Apples at 10:00 a.m.

### **Report:**

Five people attended the virtual author presentation on September 23rd. Local author, Peggy Race, discussed and read from her memoir, *Desiree, The Music of My Soul*.

### **Collection Development:**

I am in the process of weeding the non-fiction collection.

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

September 15: Staff Meeting with Stacey, Deana, Torrie

September 22: Bridges Circulation Meeting

September 22: Staff Meeting with Stacey, Deana, Torrie

September 22: Infosec Training: Just the Facts: Data Privacy & Physical Security

## **Youth Educational Services Report October 2021**

### **Halloween Storytime**

On Friday, October 29<sup>th</sup> we will be hosting a Halloween-themed storytime featuring local author Leann Schwandt Lehner and her new children's book *The Twelve Days of Halloween*. Children will be invited to wear costumes to this outdoor storytime and to take home a goodie bag.

### **Marketing Grant**

I applied for a statewide grant that will provide me with training and \$1000 in funds to develop and execute a marketing plan for the library. I will receive confirmation on whether or not we received the grant by Friday, October 22<sup>nd</sup>.

### **Storytime**

Storytime will be moving indoors as of November 3<sup>rd</sup>. Registration is required to attend and attendance is capped at 15 people. I posted the registration form last week and half of the available slots are full.

### **Teacher Packs**

The teacher pack request form and webpage have been updated to reflect the new delivery service. In addition to the books we select for WWUSD teachers, we are currently responsible for selecting books for Partners in Play, the early literacy classes that are being offered by WWUSD and UW-Whitewater.

### **Story Stroll**

I was asked by the Chamber of Commerce to construct a Story Stroll for the upcoming Storyteller's Festival. The book I selected was *Maybe Something Beautiful* by Isabel Campoy. I have created sixteen boards that will be placed at various locations downtown for patrons to read while they stroll. Locations were selected by the Chamber of Commerce.

### **Meetings and Trainings**

September 22<sup>nd</sup>: Staff meeting with Stacey, Diane, and Torrie.

September 29<sup>th</sup>: Staff meeting with Stacey, Diane, and Torrie.

October 1<sup>st</sup>: Meet with Torrie to plan Middle School Conversations.

## Programming and Makerspace Report September 2021

Coming soon...

### Programs and Outreach

- 10/20 Adult ELL class visit and library tour
- 10/25 Craft Time for Kids (in-person)
- 10/28 Fiber Therapy Craft Group (virtual)
- 10/29 The 12 Days of Halloween – Local Author Storytime (in-person)
- 10/30 Outreach at Jefferson County Humane Society Trunk or Treat event
- 11/1 Craft Time for Adults (in-person)
- 11/4 Healthy Cooking for Kids! Presented by WIC Walworth County (in-person)
- 11/2 Nature Writing Series part I (in-person)
- 11/8 Craft Time for Kids (in-person)
- 11/9 Nature Writing Series part II (in-person)
- 11/11 Searching for Bigfoot in Wisconsin (virtual)
- 11/15 Craft Time for Adults (in-person)
- 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)

## September 2021

### Programs

Date	Program	In-person attendance	Zoom attendance	Kits distributed
7	Craft Time for Adults	Virtual only	-	38
7	Family Fun Night at the Lakefront	6	-	-
13	Craft Time for Kids	0	-	50
20	Craft Time for Adults	Cancelled	-	33
27	Craft Time for Kids	7	-	48
30	Fiber Therapy	-	2	-

### Outreach

- 9/7 Family Fun Night at Cravath Lakefront
- 9/22 Parent University at the High School

### Trainings

- 9/15 Digital First: All Library Planning Starts with Digital
- 9/15 Free Online Tools to Increase Your Workflow & Productivity
- 9/16 Video Production: Tools, Tips and Tricks
- 9/16 Emerging Tech Trends for 2021 and Beyond
- 9/28 Bridges Library System: StoryCorps Project Orientation



## **Projects**

Filmed and edited four craft videos. These videos are shared on YouTube, Facebook, and on the local TV station.

During September we distributed 7 Young Adult Amazingly Awesome Super Subscription Service Bags (YAAASSS Bags). A Book Subscription Service for middle and high school students.

## **Makerspace Use**

9/2 VHS to Digital

9/8 Cricut

9/9 VHS to Digital

9/10 Craft supplies

9/16 VHS to Digital

9/17 VHS to DVD

9/23 VHS to Digital