

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, October 19, 2020, 6:00 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: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Jennifer Motzko (joined at 6:34PM), Kathy Retzke, Steve Smith, Jaime Weigel, Jim Winship

Absent:

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

2. Consent Agenda
  - a. Approval of Minutes of the September 21, 2020 regular meeting\*
  - b. Acknowledgment of Receipt of Financial Reports\*
  - c. Acknowledgment of Payment of Invoices for September 2020\*
  - d. Acknowledgment of Receipt of Statistical Reports for September 2020\*
  - e. Acknowledgment of Receipt of Treasurer's Reports for September 2020\*

MSC Jim Winship/Brianne Brown to approve Consent Agenda

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jim Winship

Nays:

Abstain: Jaime Weigel

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
    - The Library Expansion Exploration Committee met on October 6 to discuss the presentations by StudioGC and Engberg Anderson. Additionally, the Library

Director met with the City Manager and City Finance Director to discuss the financial aspects of the project. A recommendation to the library board on the Committee's choice of architectural firm and the financial recommendation from the City will be presented for approval at this meeting. Following approval, the next step would be entering into a contract with the chosen architectural firm to begin the conceptual design phase of the project plan.

- Jim Winship reported on the recent Library Expansion Exploration Committee meetings:
  - The Committee met with both architectural firms: StudioGC on September 22nd and with Enberg Anderson on September 23rd.
  - Both firms were asked a series of questions developed by the Committee.
  - The Committee met on October 6th to discuss the meetings and decided unanimously to proceed with Studio GC. The Committee felt they were innovative, answered the questions thoroughly, and are anxious to help with fundraising.
- Stacey Lundsford reported on a meeting she held on October 7th with Cameron Clapper, City Manager, and Steve Hatton, Finance Director. The City's recommendation was to set a budget of \$5 million and find out what can be achieved within that budget.
- Lisa Dawsey Smith asked if this was included in next year's budget and Stacey said she asked them to not include it in the 2021 budget considering where we are currently with the process. Stacey anticipates this will be included in the 2022 budget.
- StudioGC suggested planning one month at a time rather than setting a project timeline.
- Jim suggested putting a presentation together that will impress City Council prior to the 2022 budget discussions, Stacey suggested aiming for July 2021 for a presentation.

MSC Jim Winship/Lisa Dawsey Smith to charge Stacey Lundsford to work with StudioGC with the expectation that there would be a contract for the Board to consider by the November 16th meeting.

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jaime Weigel, Jim Winship

Nays:

#### 4.II. Discussion Of Library Procedures Relating To Public Health Issues~ see p.43 of pkt

- The library has started quarantining materials for only 24 hours as recommended by WI DHS.
- Discussion took place about allowing patrons to check out the Maker Space area for two hours when all other patrons are only able to be in the library for one hour. The Board recommended asking Maker Space users to wipe down surfaces used at the end of their allotted time.

- Stacey reported that staff will be scheduled for half shifts so eating lunch should be a non-issue.
- The Library wi-fi signal was boosted last April so that it can be better accessed from the parking lot.
- Patrons will be required to wear masks in the Library per City ordinance.
- Reopening date is set for November 2nd, one day before the election.

MSC Doug Anderson/Lisa Dawsey Smith to set the Maker Space time limit to two hours and keep the remainder of the reopening plan as proposed by the Library Director.

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jaime Weigel, Jim Winship

Nays:

## 5. New Business

### 5.I. 2021 Budget Approval

The draft budget for 2021 was presented at the Finance Committee meeting on Tuesday, October 13 ~ p. 44-46 of the packet

MSC Lisa Dawsey Smith/Jim Winship to approve the 2021 Draft Budget

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jaime Weigel, Jim Winship

Nays:

## 6. Staff & Board Reports

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

- Stacey provided an update regarding the Hoopla platform and a change made by Bridges in the way it will be funded.
- The Library will be reimbursed for wi-fi boosts and Internet hotspots through a grant they received.

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

- Diane reported that her programming is having great participation online.

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

- Deana shared that DPI said they will allow recorded views of programs, as well as live views.

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

- Torrie did not attend Young Auditorium's virtual conversation with actor Joshua Kane due to low attendance.

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

## 7. Board Reports

- a. Update from the Board Development Committee:
  - i. Reports from Trustee Training Week
    - Report from Jaime Weigel on webinar "Recruiting and Engaging Friends and Trustees Under 40"
    - Report from Doug Anderson on webinar "Public Library System Redesign Implementation Update"

8. Board member requests for future agenda items

Confirmation of the next meeting on November 16, 2020 at 6:30 p.m.

Meeting ending 7:52 p.m.

Comments in the Chat Box: Jennifer joined the meeting at 6:34 p.m.

Minutes respectfully submitted by Jaime Weigel on October 22, 2020

**I. ADMINISTRATION**

- a. No work orders were submitted in September.

**II. BUDGET**

- a. I attended the Finance Committee meeting on Tuesday, October 13 when the library's budget was presented.

**III. PERSONNEL**

- a. One staff member tested positive for COVID-19 and completed quarantine, returning to work on October 12. Another employee who had worked in close proximity to that staff member tested negative and completed quarantine, returning to work on October 15.

**IV. LIBRARY COLLECTION**

- a. None.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. None.

**VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I attended the finance committee meeting of Jefferson County when the county library budget was presented. It was approved by the committee.
- b. I will have attended the October Alliance of Public Libraries meeting on Friday, October 16. I will report on any actions taken or news of note at the board meeting on Monday night.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

**IX. STRATEGIC PLAN**

- a. None.

**X. PANDEMIC RESPONSE**

- a. I am continuing to monitor the daily case numbers.

### **Adult Services Report for the Month of September 2020**

One hundred and thirty-six people viewed my Sensational Salsas, virtual gardening program on September 14<sup>th</sup>, and sixty-six people viewed my Terrific Tabletop Terrariums, virtual gardening program on September 26<sup>th</sup>.

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

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

September 02: Library Staff Meeting with Stacey, Deana and Torrie

September 09: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

September 10: Bridges Circulation Meeting

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

September 22: Library Board Expansion Committee Architect Interview

September 23: Bridges Circulation Meeting

September 23: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

September 23: Library Board Expansion Committee Architect Interview

## **Youth Services Report October 2020**

### **Virtual Program Reach for August 2020**

- Storytimes: 701
- Chapter Book Read Aloud: 197
- Summer Reading Performers Wendy & D.B.: 103
- Total: 1001

### **Heroes of Nature**

The outdoor family scavenger hunt began on Saturday, October 10<sup>th</sup>. There are currently 31 children registered for the program. As part of this program, the library has a chalk obstacle course on the Center Street sidewalk. It includes activities such as “Do 10 jumping jacks”, “Run in place for 30 seconds” and “The sidewalk is lava! Stay in the circles.”

### **Dr. Seuss Storytime with Circle K International**

Circle K International has done guest storytimes for the library for four years. This year the storytime was hosted virtually on Zoom and streamed on Facebook. There were three live views. The storytime will remain on our page for a month.

### **Meetings**

September 23<sup>rd</sup> staff meeting with Stacey, Diane, and Torrie.

October 7<sup>th</sup> staff meeting with Stacey, Diane, and Torrie.

October 7<sup>th</sup> Bridges Youth Services meeting.

October 8<sup>th</sup> Whitewater LEADS

October 12<sup>th</sup> Heroes of Nature committee meeting.

### **Webinars**

Laundry Literacy Summit

Storytelling Math: Celebrate Diversity, Math, and the Power of Storytelling

Mind the Gap: How to Navigate the Digital Divide

Productivity and Technology

Planning a Culturally Relevant “Day of the Dead” Celebration

## **Programming and Makerspace Report September 2020**

### **Activities**

- Filmed and edited videos for various library programs.
- Assembled craft kits for patrons.
- Created promotional materials and social media posts.

### **Programs**

- Children's Craft Sep 14<sup>th</sup> – 48 kits distributed (2 live views, 94 total)
- Voting Basics: League of Women Voters Presentation Sep 15<sup>th</sup> (2 live views, 273 total)
- Maker Challenge Sep 16<sup>th</sup> (2 live views, 131 total)
- Adult Craft Sep 21<sup>st</sup> – 48 kits distributed (4 live views, 97 total)
- Children's Craft Sep 28<sup>th</sup> - 35 kits distributed (1 live view, 102 total)
- Lincoln on Equity Sep 29<sup>th</sup> (3 live views, 98 total)
- Maker Challenge Sep 30<sup>th</sup> (3 live views, 91 total)
- Adult Craft Oct 5<sup>th</sup> – 50 kits distributed (8 live views, 161 total)

### **Trainings** – attended Library Advocacy and Funding Conference

- Using Facebook to Build Community with ActionSprout
- 10 Quick and Dirty Tips For Those Ready To Become An Inclusion Marketing Pro
- Facebook and Instagram - Engage with Your Community on Facebook and Instagram
- Productivity and Technology
- Strengthen Equity, Diversity, and Inclusion Practice Through Self-Paced Learning
- Attended SEWI Adult Public Programming Meet Up

### **Partnerships**

- Worked with a representative from the Ice Age Trail Alliance to receive a donated hiking backpack and coordinate an Ice Age Trail presentation for the library.
- Hosted a virtual Button Workshop for the Community Engagement Center
- Worked with the President of the Whitewater Historical Society to work on a library program on Spiritualism, the Morris Pratt Institute, and how that led to the Witches of Whitewater
- Attended Young Auditorium's virtual conversation with actor Joshua Kane to promote the Library's Community Oral History Project.
- Working with Bridges libraries to host a 4-week Paleontology series in Nov / Dec.