

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, September 20, 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: Doug Anderson, Kathy Retzke, Jaime Weigel, Jim Winship, Brienne Diebolt-Brown  
(arrived at 6:46 PM)

Absent: Anne Hartwick, Jennifer Motszko

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Friends of The Library Board Meeting
  - a. The Friends of the Library Board meeting will be from 6:30-7:00 p.m. before the regular Library Board of Trustees meeting. Doug Anderson will present information on other Friends of the Library groups that he investigated on behalf of the Friends Board of Directors.
  - b. Approval of Minutes of The Friends of The Library Board of Directors

MSC Jaime Weigel/Doug Anderson to approve the Minutes of the Friends of the Library Board of Directions

Ayes: Doug Anderson, Kathy Retzke, Jim Winship

Nays: none

Abstain: Jaime Weigel

- c. Acceptance of The Financial Report of The Friends of The Library Treasurer

MSC Doug Anderson/Kathy Retzke to approve the Financial Report of the Friends of the Library Board of Directions

Ayes: Doug Anderson, Brienne Diebolt-Brown, Kathy Retzke, Jaime Weigel, Jim Winship

Nays: none

- d. Report on Other Friends of The Library Groups

- i. Doug Anderson will present the information he gathered on revitalizing Friends of the Library groups from other Wisconsin libraries ~ see attachment
  - Doug shared feedback received from the Friends of the Library groups at Lancaster, Watertown, and Fort Atkinson public libraries.
  - All three groups stressed the importance of having a dedicated treasurer and utilizing social media to get the word out.
  - For the next Friends meeting in January, it was decided to add discussion of the Friends of the Library mission statement to the agenda. Stacey agreed to send out an email in December to remind Board members and encourage them to bring ideas to the January meeting.
  - Stacey suggested having someone outside of the Library Expansion Committee to serve as a coordinator for the Friends group. It was then decided to add Friends to next month's Board meeting to discuss with more Board members present.

### 3. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on August 16, 2021\*
- b. Acknowledgment of Receipt of Financial Reports\*
- c. Acknowledgment of Payment of Invoices for August 2021\*
- d. Acknowledgment of Receipt of Statistical Reports for August 2021\*
- e. Acknowledgment of Receipt of Treasurer's Reports

MSC Brienne Diebolt-Brown/Kathy Retzke to approve the Consent Agenda.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Kathy Retzke, Jaime Weigel, Jim Winship

Nays: none

### 4. 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.

### 5. Old Business

#### 5.I. Library Building Project

##### 5.I.i. Review of Library Assets ~ see attachment

- Currently the library has just over \$1 million in total assets.

- Stacey recently discussed the Library's fund balance with Steve Hatton. The fund balance is money that has accumulated over the years from unspent budgets. The fund balance is roughly \$236,000.
- At a minimum, Stacey believes that we'd have to raise \$750,000 for the expansion project.

#### 5.I. ii. Discussion of Ways to Highlight the Library's Activities and Programs (Winship Request)

- Jim suggested setting up a Finance Committee to serve on the capital gains campaign and brought up the need to discuss possible messaging. He proposed having another meeting for the Library Expansion Committee. Stacey will send out a Doodle Poll to set that meeting up.
- Suggestions to highlight library activities included promoting the recent grants in the news and advertising the delivery service in the Whitewater Banner.

### 6. New Business

#### 6.I. Approval of the 2022 Budget

- We were not able to add the new position to the library budget for 2022. This is a status quo budget.

MSC Doug Anderson/Brienne Diebolt-Brown to approve the 2022 Budget

Ayes: Doug Anderson, Brienne Diebolt-Brown, Kathy Retzke, Jaime Weigel, Jim Winship

Nays: none

#### 6.II. Review and Approval of Draft Revision of The Records Retention Policy

- I missed one section of the policy for last month's meeting. Several organizations have changed or been disbanded so the records retention policy pertaining to them is no longer relevant.

MSC Jaime Weigel/Brienne Diebolt-Brown to approve the Draft Revision of The Records Retention Policy

Ayes: Doug Anderson, Brienne Diebolt-Brown, Kathy Retzke, Jaime Weigel, Jim Winship

Nays: none

#### 6.III. Review and Approval of Draft Revision of The Teachers Packs Policy

- We are now offering delivery of teacher packs so the policy has been revised to remove reference to teachers picking them up being required.

MSC Kathy Retzke/Doug Anderson to approve the Draft Revision of The Teachers Packs Policy as revised.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Kathy Retzke, Jaime Weigel, Jim Winship

Nays: none

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

7.V Board Report

- Report on Trustee Training Week: Self-awareness for Social Justice Allyship (Brienne Brown)
  - Brienne shared that a big takeaway from the training she attended is that self-awareness is an important and on-going process that can lead to a better understanding of one's privilege/power. Being an effective ally also takes a lot of work. Slides from the presentation were shared out in the chat box and to the Board via email.

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

- This year's Trustee Appreciation event will be on October 6th. It will be virtual this year.

8. Board Request for Future Agenda Items

- a. 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 or can be emailed to Stacey. Polco is a civic engagement, survey and polling platform.

Confirmation of the next meeting on October, 18 2021 at 6:30 p.m. Adjourned at 7:21 p.m.

Comments in the Chat Box:

- These are some great slides from the presentation from the Bridges Trustees Building Social Justice training (Link to slides was included, she also said she'll email these out).

Minutes respectfully submitted by Jaime Weigel on September 21, 2021

DIRECTOR'S REPORT  
September 20, 2021

**I. ADMINISTRATION**

- a. Eight work orders were submitted in August.
  - i. Two public laptops needed maintenance.
  - ii. Two carts of discarded books needed to be removed.
  - iii. A memorial plaque needed to be installed.
  - iv. Broken glass on the sidewalk needed to be removed.
  - v. Moldy shelves in the basement needed to be removed.
  - vi. The battery in the security panel on the emergency exit needed to be replaced.

**II. BUDGET**

- a. The City Manager, Finance Director and Director of Public Works continue to work on balancing the 2022-2023 budget.

**III. PERSONNEL**

- a. None.

**IV. LIBRARY COLLECTION**

- a. The adult fiction collection has been completely weeded.

**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. A revision to the city ordinance governing the composition of the library board will be submitted for the first reading at the Common Council meeting of Tuesday, September 21. The current ordinance states: *Members shall be residents of the municipality, except that not more than two members may be residents of towns adjacent to the municipality.* President Hartwick consulted with the Department of Public Instruction's Public Library Development Team about this, as a prospective board member lives in a non-adjacent municipality. Shannon Schultz, the public library consultant for the state, told her that the state statute does not allow for discriminating based on residence in library board composition. Based on that conversation, I spoke with both the City Manager and the City Attorney. We agreed that the city ordinance should simply reference Chapter 43 of the state statutes regarding library board composition as we should not have anything in the ordinance that differs from the statute.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. None.
- IX. STRATEGIC PLAN**
- a. None.
- X. PANDEMIC RESPONSE**
- a. As of September 1, the City requires all staff to wear masks in public-facing areas. Staff are allowed not to wear masks if they are in their own workspace.

## **Adult Services Report September 2021**

### **Upcoming Programs:**

September 23: Author Peggy Race at 6:00 p.m.

October 11: Virtual Gardening at 10:00 a.m.

### **Report:**

I administered a Circulation Quiz to the circulation staff on Staff Work Day on August 20<sup>th</sup>.

### **Collection Development:**

The following sections of the collection have been weeded:

- Books on CD
- Playaway
- Music CD
- DVD
- Blu-Ray
- Graphic Novels
- Reference
- College

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

August 11: SEWI Adult Services meeting

August 11: Library Expansion Committee meeting

August 12: Anti-harassment training for supervisors

August 16: Library Board meeting

August 18: Staff meeting with Stacey and Torrie

August 20: Staff Work Day

August 20: Infosec training; Just the Facts: Media & CYOA #3

August 25: Staff Meeting with Stacey, Deana, Torrie

September 01: Staff Meeting with Stacey, Deana, Torrie

September 08: Staff Meeting with Stacey, Deana, Torrie



## Youth Educational Services Report September 2021

### YAAASSS Bags

The YAAASSS Bags continue to be popular, with several teens now requesting one each month. We have seen a dip in September as teens return to school, but I expect the numbers to increase once teens adjust to their school schedule. We received 16 requests in August and 7 requests this month. All but two for September were repeat customers. We are already receiving requests for October.

### Teacher Packs

I would like to add delivery to our teacher pack service. If the board approves, I will change the form to reflect that educators with a public library card can have their teacher pack delivered to their school. Deliveries will only be available to teachers within the Whitewater School District area.

### Story time

I will continue to offer story time outside through mid-October. Numbers have dipped since the school year started, but this is typical.

### Welcome Back Postcards

I designed and delivered postcards to all of the teachers within the school district. The postcards listed the library's contact information, as well as some of the services teachers can utilize including Libby, HelpNow, and Teacher Packs.



### Library Card Sign Up Month

I used Library Aware to create a series of social media posts for Library Card Sign Up Month. The posts are scheduled to release all throughout September.

### **Meetings and Trainings**

August 20<sup>th</sup>: Staff work day. I facilitated a book discussion on “Stamped: Racism, Anti-racism, and You” by Jason Reynolds and Ibram X. Kendi.

August 26<sup>th</sup>: End of Summer Celebration with Bridges Youth Services staff.

August 27<sup>th</sup>: Completed training for the Community Conversations Grant.

September 1<sup>st</sup>: Staff meeting with Stacey, Diane, and Torrie.

September 8<sup>th</sup>: Staff meeting with Stacey, Diane, and Torrie.

September 14<sup>th</sup>: Anti-Harassment Training.

## Programming and Makerspace Report September 2021

Coming soon...

### Programs

9/27 Craft Time for Kids  
9/30 Fiber Therapy Craft Group  
10/11 Craft Time for Kids  
10/18 Craft Time for Adults  
10/25 Craft Time for Kids  
10/26 Healthy Cooking for Kids! Presented by WIC of Walworth County  
10/28 Fiber Therapy Craft Group  
11/1 Craft Time for Adults  
11/2 Nature Writing Series part I  
11/8 Craft Time for Kids  
11/9 Nature Writing Series part II  
11/11 Searching for Bigfoot in Wisconsin  
11/15 Craft Time for Adults  
11/16 Nature Writing Series part III  
11/18 Fiber Therapy Craft Group  
11/22 Craft Time for Kids  
11/29 Craft Time for Adults

### Outreach

10/13 Community Conversation at the Middle School  
10/16 Storytelling Festival  
10/30 Humane Society of Jefferson County's Trunk or Treat

## August 2021

### Programs

Date	Program	In-person attendance	Zoom attendance	1-Minute+ recording views	Kits distributed
8/2	Craft Time for Kids	4		18	46
8/7	Storytime with the Author	16			
8/9	Craft Time for Adults	0		44	60
8/16	Craft Time for Kids	3		24	41
8/17	Landlord and Tenant Rights		2		
8/18	Organizing Your Life with Kids	0	4		
8/23	Craft Time for Adults	6		28	54
8/26	Fiber Therapy		3		
8/30	Craft Time for Kids	3		16	47

### Outreach

8/10 Attended the fee collection day at all 3 elementary schools.  
8/25 Attended open-house at Washington Elementary School  
8/31 Attended Hawk Fest at the University

## **Trainings**

8/12 Anti-Harassment Training

8/20 Staff Training Day

## **Projects**

- We were awarded the NASA @ My Library grant from ALA – we will be hosting 3 NASA related programs over the next year. The purpose of this grant is to increase and enhance STEAM learning opportunities for populations that are underrepresented in STEM education and professions. For Whitewater, this is the Hispanic/Latino community.
- Received a grant from Generac for the Makerspace. We will be using the funds to purchase a new laptop, microphone, and headphones. The new laptop will have a wider variety of audio-visual editing software than the makerspace previously offered.
- We won the Human Society of Jefferson County's Penny War! Our Library raised the most money for the Humane Society so the Irvin L. Young Memorial Library is an official sponsor of the Humane Society's annual fund raiser. Which means we get our name and logo on some stuff.

## **Meetings**

8/6 Met with Kellie from the City Chamber to discuss plans for the Storytelling Festival

8/6 Met with Deana to discuss Middle School Conversation grant

8/25 Met with representatives of WIC Walworth County

## **Makerspace Use**

8/3 VHS to Digital

8/3 VHS to Digital

8/5 VHS to Digital

8/12 VHS to Digital

8/13 Cricut Maker

8/16 Craft supplies

8/17 Craft supplies

8/17 Craft supplies

8/19 VHS to Digital

8/26 VHS to Digital