

**Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, September 21, 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 6:30 p.m.

Present: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Jennifer Motzko, Kathy Retzke, Steve Smith, Jim Winship

Absent: Jaime Weigel

Staff: Stacey Lunsford, Deana Rolfsmeyer, Torrie Thomas

2. Friends of the Library Board Meeting

The Library Board of Trustees serves as the executive board of the Friends of Whitewater Public Library. They will be discussing Friends business from 6:00 p.m. to 6:30 p.m. at which time the Library Board will begin their regular monthly meeting.

3. Consent Agenda

- a. Approval of Minutes of the August 17, 2020 regular meeting\*
- b. Acknowledgment of Receipt of Financial Reports\*
- c. Acknowledgment of Payment of Invoices for August 2020\*
- d. Acknowledgment of Receipt of Statistical Reports for August 2020\*
- e. Acknowledgment of Receipt of Treasurer's Reports for August 2020\*

MSC Dawsey Smith/Retzke to approve Consent Agenda

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Jennifer Motzko, Kathy Retzke, Steve Smith, 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- Library Building Project

- Virtual interviews with architects from Studio GC and Engberg Anderson will be held on Tuesday, September 22 and Wednesday, September 23. The Library Expansion Exploration Committee members will conduct the interviews and report back to the Library Board at the October meeting.

6. New Business

6.I. Library Budget for FY2021

- 2021 Budget Draft ~ see attached
- Strategic Plan activities: Cutter numbers will be a major project, improved lighting and carpet replacement, inclusivity assessment and reviewing policy, revitalizing Friends of the Library

6.II. Library Re-Opening Discussion

- Discussion on the current state of cases in Whitewater and what the way forward should be: Board decided to look into the HVAC system and its capabilities and to look at the COVID numbers in a couple of weeks. If the numbers start dropping, and the HVAC system seems safe, then we can call a special Library Board meeting to discuss reopening.

7. Staff & Board Reports

8.I. Director's Report ~ see attached

8.II. Adult Services Report ~ see attached

8.III Youth Educational Services Report ~ see attached

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

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

8. Board Reports

a. Update from the Board Development Committee:

i. Reports from Trustee Training Week

- Lisa Dawsey Smith on Trustee Training Week webinar "Core Values of Librarianship"
  - <https://www.librarian.net/talks/values/>
  - Introduced the ALA core values of librarianship, she highly recommends looking at the link posted above, history of Carnegie libraries and the inherent segregation, other history

- Report from Kathy Retzke on webinar "Equity, Diversity, and Inclusion: What Library Trustees Need to Know"
  - Talked about changing landscapes, 1 in 5 people in America have a disability, 40% of those with disabilities are unemployed, Emmanuel Acho "[Uncomfortable conversations with a Black Man](#)" on YouTube, religious holidays, accommodating for family leave, training for trustees and staff, matching the community with the collections, training staff and trustees
- ii. Steve Smith also attended a meeting - takeaway is to trust your librarian
- iii. Jaime Weigel, Steve Smith, and Doug Anderson will report on the webinars they attended in October and November.

9. Board member requests for future agenda items

Confirmation of the next meeting on October 19, 2020 at 6:30 p.m.

Meeting ending 7:47 p.m.

Comments in the Chat Box: Kathy Retzke, "Good hiring is key!"

Minutes respectfully submitted by Brienne Diebolt-Brown on September 21, 2020

## **LIBRARY DIRECTOR REPORT**

### **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.