

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, November 18, 2019, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

1. Call to Order at 6:30 p.m.

Present: Julie Caldwell, Richard Helmick, Jaime Weigel, Brienne Diebolt-Brown, Anne Hartwick,
Jim Winship

Absent: Cory Pepler

Staff: Stacey Lunsford, Diane Jaroch

Guests: none

2. Consent Agenda

- a) Approval of Minutes of the October 21, 2019 regular meeting*
- b) Acknowledgment of Receipt of Financial Reports for October 2019*
- c) Approval of Payment of Invoices for October 2019*
- d) Acknowledgment of Receipt of Statistical Reports for October 2019*
- e) Acknowledgment of Receipt of Treasurer's Reports for October 2019*

MSC Jim Winship/Julie Caldwell to approve Consent Agenda

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

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 members will report on their discussion at the most recent meeting on November 14 and share their recommendations with the Library Board.

- Jim Winship reported that the Library Expansion Exploration Committee met last week and categorized projects into two stages:
 - Stage 1: Replace lighting and carpeting (with carpet squares), reduce collection to free up space, and explore costs to tear down the Maas House.
 - Stage 2: Develop plans and fundraise to expand the building's footprint to the south and west. Expansion of the building would make the following projects feasible: configure community room so it can be available to the public when the library is closed, update front desk, expand Children's and Makerspace areas.
- Stacey Lunsford will share further information at the December meeting.
- The Library Expansion Exploration Committee will meet on January 16th to develop a potential timeline.

5. New Business

5 i. Request Approval to Close on Friday, December 13, 2019 For A Staff Work Day

- Staff will be working on large projects that are difficult or impossible to do when the public is present.

MSC Richard Helmick/Jim Winship to approve the request to close on Friday, December 13th for Staff Work Day

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

5 ii. Approval Of 2020 Addendum to The Bridges Library System Member Library & CAFE Agreements

- This is the annual addendum which outlines the amounts that the system will pay to the library in FY 2020 and what the library will pay to the system for our share of online databases, movie licenses, digital magazines, standard Wisconsin Digital Library content (Overdrive), the system's Overdrive Advantage program that purchases additional copies of materials for use by our counties' residents, Gale courses, and the annual CAFE integrated library system fee.

MSC Richard Helmick/Brienne Diebolt-Brown to approve 2020 Addendum to The Bridges Library System Member Library & CAFE Agreements

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

5 iii. Review and Re-Approval of The Recognition Policy

- Request re-approval without revisions.

MSC Julie Caldwell/Jim Winship to approve the Recognition Policy

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

5 IV. Review Of 2019 Strategic Plan Activities Progress ~ see attached

- Stacey Lunsford reported that the library scored deficient according to the Tier 1 Standards checklist in area of the library's physical collection but it is because resources are being used to meet the ever-growing demand for digital titles.

5 V. Review and Approval of Circulation Policy Revision

- The need for these revisions is addressed in the Strategic Plan Activities Update.

MSC Jim Winship/Julie Caldwell to approve the Circulation Policy Revision

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

5 VI. Action on Purchasing A New Bilingual AWE Early Literacy Station

- We have the opportunity to trade in our old model and purchase a new bilingual model. It is still frequently used. The attached description is from the company.

MSC Richard Helmick/ Brienne Diebolt-Brown to approve the Purchase of a New Bilingual AWE Early Literacy Station

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

5 VII. Discussion and Possible Action on Acquiring A Listening Station Requested by Winship at the October meeting ~ see attached

- It is possible that we could put this into the room that is currently used for the microfilm reader. As we have digitized all the Whitewater newspapers and they are available through our website, the microfilm room is rarely used.
 - Jim Winship shared additional information about Listening Stations. It was agreed that this could be a great service to the

community. More information will be shared by Jim in December after he tours a Listening Station in Berkley, CA.

6. Staff & Board Reports

- a) Director's Report ~ see attached
- b) Adult Services Report ~ see attached
- c) Youth Educational Services Report ~ see attached
- d) Friends of the Library Report ~ see attached
- e) Board reports
 1. Brienne Diebolt-Brown reported on the webinar about Library Advocacy, specifically encouraging Trustees to attend the upcoming Library Legislative Day on February 11th. Deadline to register is January 27th.
 2. The Evaluation Committee is in the process of completing the 2019 Library Director Performance Review. Trustees are being asked to complete an evaluation and return it to the library by November 30th. Trustees must return paper copies to the front desk; evaluations may not be emailed back.
 3. Timeline for the 2019 Library Director Performance Evaluation:
 - i. Nov. 7 - Advise director that performance review is due
 - ii. Nov. 15 - Request evaluation information from city manager
 - iii. Nov. 15 - Performance review due from director
 - iv. Nov. 18 - Distribute blank review forms to board & staff
 - v. Nov. 30 - All review forms returned to evaluation committee
 - vi. Dec. 8 - Evaluation committee distributes review packets to board
 - vii. Dec. Board Meeting (12/16) - Board prepares for final review of director in closed session
 - viii. Jan. 5 - Evaluation committee distributes review to board & director
 - ix. Jan. Board Meeting (1/20) - Board conducts final review with director in closed session and approves goals

7. Board member requests for future agenda items

8. Confirmation of next meeting on December 16, 2019, 6:30 p.m.

9. Adjournment at 7:28 p.m.

Minutes respectfully submitted by Jaime Weigel on November 19, 2019

I. ADMINISTRATION

- a. Seven work orders were submitted in October.
 - i. Dead things were found behind the door in the supply room. It was reported as evidence of a possible infestation.
 - ii. The south side handicapped door buttons were malfunctioning.
 - iii. The Bring Your Own Device printing link wasn't working.
 - iv. Leaves were blocking the drain in the basement stairwell.
 - v. Leaves were blocking the rain gutters.
 - vi. The door counters for the lobby need to be replaced as they cannot be repaired.
 - vii. We were out of paper towels in the building.

II. BUDGET

- a. The public hearing and adoption of the 2020 city budgets will be at the Common Council meeting on Tuesday, November 19.

III. PERSONNEL

- a. We are in the process of advertising for a new Makerspace and Programming Librarian.

IV. LIBRARY COLLECTION

- a. We are working on weeding in the 600s sections of the adult nonfiction.

V. PUBLIC AND COMMUNITY RELATIONS

- a. The Whitewater City Market had its first indoor market on Saturday, November 9.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the Alliance of Public Libraries meeting in Delafield on Friday, November 8. Jill Fuller, the marketing coordinator for Bridges Library System, has submitted her resignation. She is taking a part-time job so she can spend more time at home with her young child. Connie Meyer's position as system director has been advertised as Connie retires next March.

VIII. PROFESSIONAL DEVELOPMENT

- a. I participated in a webinar on Addressing Ableism in Your Built Environment hosted by America Walks. They explored the topic of ableism and how it is found in programs, policies, and places related to walkable and moveable communities.

Adult Services Report for the Month of October 2019

Three people attended the book discussion of *A Cat in the Ghetto*, on November 3rd. This discussion was part of the partnership the library has with the UW-Whitewater Theatre department. The community is encouraged to come to the library and discuss the book and then attend the production on campus.

There were two attendees at the monthly "What Are You Reading?" book discussion on October 8th.

Sixteen people attended the author presentation on the afternoon of November 24th. The author, Bill Stokes, discussed the POW camps in Wisconsin, and the role they play in his novel, *Margaret's War*.

I proctored 15 exams this month. I now have three math professors that I am proctoring exams for. Our facility is the only free proctoring service in Whitewater.

Forty-six patrons participated in the passive program for October. The goal was to guess how many pencils were in the jar. There were 263 pencils, and one of our patrons guessed 262.

Meetings/Workshops Attended:

October 14: Customer Service Specialist interview

October 21: Library Board Meeting

Youth Educational Services Report November 2019

Signs

Our UW volunteer finished the Spanish translations of the youth services signage. Karen Esparza has graciously agreed to proofread the translations and once they are approved I hope to have them up by the end of the month.

1000 Books before Kindergarten

Claire created a poster for our 1000 books program that will allow us to visually track how many participants we have and how many books they have read. Each participant will be getting a hiking boot that will move to a new point along our nature trail for every 100 books they read. The poster will go up this week as soon as our hanging hardware arrives.

800 Books before 18

Our reading program for school age children rolls out this month. Participants 5 to 18 years of age are encouraged to finish 800 books before they reach their 18th birthday. For every 100 books completed they receive a button. Once they complete 800 they receive a library bag filled with goodies, including a book of their own to keep.

Workshop

On October 29th I attended a workshop on Social and Emotional Development and Challenging Behaviors in Children at the Oconomowoc Public Library.