

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, April 20, 2020, 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 6:42 p.m.

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

Absent: none

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

Guests: none

2. Consent Agenda

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

MSC Jim Winship/Kathy Retzke to approve Consent Agenda

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

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

- 4.1. Purchase of Chromebooks For Library Board Meetings

- As per library board request, Stacey Lunsford calculated the approximate annual cost for printing and mailing board packets. The costs came to a little over \$1000 per year.
  - Stacey reported that Chromebooks cost approximately \$150 each.
  - The Parks & Rec Department uses Chromebooks for their Board meetings that could theoretically be used by the Library Board but it would be difficult for the Library to access them.
  - It was discussed if the Chromebooks could be used by patrons or during special programs when extra devices are needed.
  - The City Council has Chromebooks but don't utilize them. Brienne asked City Council members and it was shared that their packets are very large and it's easier to mark up paper copies. The Chromebooks were too cumbersome for their purposes.
  - Jim Winship & Jaime Weigel shared the links to documents on the PDF Agenda could not be opened using MacBooks.
  - The Board reached consensus to send out an electronic Agenda with attachments and Trustees will use their own devices rather than purchase Chromebooks for Board Meetings.

## 5. New Business

### 5.I. Review and Approval of Home Delivery Service Policy with Revisions

- Stacey Lunsford pared down some of the extraneous verbiage as part of making our policies more accessible to our patrons.

MSC Brienne Diebolt-Brown/Jim Winship to approve the Home Delivery Service Policy with Revisions

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

Nays: None

### 5.II. Approval of A One-Year Trial of CreativeBug

- CreativeBug is sponsored by Jo-Ann Stores and is a database of video courses on crafting. The assistant director/adult services librarian tried out some of the courses and thought they were very well done. For a one-year subscription, the cost is \$1,000. They are waiving the \$750 installation fee as shown in the attached contract. They are a WiLS-approved vendor. The funds would come out of the library's fund balance for the first year. If we decided to continue offering the product, the cost would be part of our operating budget for 2021.

MSC Julie Caldwell/Jim Winship to approve a One-Year Trial of CreativeBug

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

Nays: None

### 5.III. Discussion of Library Procedures Relating to Public Health Issues

- Information will be shared on the Bridges Library System member libraries plans for how we will handle reopening when that becomes possible.
  - Curbside pick-up will now be offered beginning April 27th.
  - Due dates on materials have been extended to June 1, 2020.
  - The library will not be collecting fines during this time and will not prohibit patrons from checking out books due to fines.
  - Two staff members will work during a shift and patrons will pick up books from bins outside the library.
  - Patrons will be able to schedule a 15-minute window to pick up materials. Four patrons will be scheduled for each time slot.

### 5.IV. Discussion and Possible Action on A Fine-Free Policy

- Due to the disruption in services caused by the pandemic response, this would be a good time to discuss if we want to move forward with expanding a fine-free policy from children's materials to the collection as a whole and for how long.
  - The Board discussed not wanting to deny patrons library services due to fines during this unprecedented economic hardship and into the future.
  - Patrons are still responsible for materials that are not returned or damaged.
  - The Board reached consensus to expand a fine-free policy to the entire collection.
  - Stacey Lunsford will craft a new fine-free policy to share at the May meeting.

## 6. Staff & Board Reports

a) Director's Report ~ see attached

b) Adult Services Report ~ see attached

- Continue to email book titles to Diane for the Whitewater Reads program.

c) Youth Educational Services Report ~ see attached

- The Bridges website lists all of the virtual programs being offered at all libraries during this time. Jim Winship requested that a link to this page be added to our library website.
- Torrie Thomas participated in a Webinar training for the Listening Station. She is planning a program to collect local covid-19 stories once the library has opened back up. Jim Winship asked if it would

be possible to collect stories now while people are living through this moment. Torrie said she will look into this possibility.

7. Board Reports
8. Board member requests for future agenda items
9. Confirmation of the next meeting on May 18, 2020, 6:30 p.m.

Meeting ending 7:39 p.m.

Minutes respectfully submitted by Jaime Weigel on April 20, 2020