

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, August 17, 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 6:41 p.m.

Present: Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Lisa Dawsey Smith, Kathy Retzke
Absent: Steve Smith, Jennifer Motszko, Jim Winship, Doug Anderson
Staff: Stacey Lunsford, Diane Jaroch, Torrie Thomas, Deana Rolfsmeyer

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.

- a. This meeting was postponed until September due to technical difficulties.

3. Consent Agenda

- a. Approval of Minutes of the July 20, 2020 regular meeting*
- b. Acknowledgment of Receipt of Statistical Reports for July 2020*
- c. Acknowledgment of Receipt of Treasurer's Reports for July 2020*

MSC Lisa Dawsey Smith/Kathy Retzke to approve Consent Agenda

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

Nays: None

4. Acknowledgment of Receipt of Financial Reports*

5. Acknowledgment of Payment of Invoices for July 2020*

6. 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.

7. Old Business- Library Building Project

7.1. Two architectural firms responded to our Request for Qualifications: Engberg Anderson and StudioGC. Our previously scheduled interviews with them were cancelled due to the pandemic. Discussion on next steps in the process.

- Anne provided an update on the Library Building Project. She shared that the Library Expansion Committee met on August 3rd.
- The Committee will meet again on August 24th to discuss the architects' responses in depth and brainstorm questions to ask the firms during upcoming interviews.

8. New Business

8.I. 2020 Budget

- The Capital Improvements Plan portion of the budget for the library is completed. The information for the building project has been moved from 2020 to 2021. The Personnel portion of the budget was due August 13. Changes can still be made so there will be a brief discussion on this section at the meeting.
 - Previously, the Board indicated they would like to see the Makerspace Librarian position changed from part-time to full-time in order to attract and retain highly qualified staff and to allow that person the necessary time needed to properly assess the community's needs. Stacey asked for Board feedback to see if this was still a priority. The Board agreed that making this position full-time is still a high priority.
 - Stacey will bring back a proposal on this matter to the Board in September for approval.

8.II. Discussion and Possible Action on Financial Planning for Library Board Funds

- Anne Hartwick, Lisa Dawsey Smith, and Stacey Lunsford were tasked at the July 20 trustees meeting with identifying someone with financial planning expertise to advise the Library Board on how best to manage the Board's funds which are handled by the Board Treasurer. Discussion may be followed by a board action on the ad hoc committee's report.
 - Lisa said she will reach out to He Li, a community member who works in finance at UW-Whitewater to gauge her interest in this endeavor.
 - Julie Caldwell also recommended reaching out to Aurelio Callope at First Citizens Bank. Stacey agreed to contact him.
 - Kathy and Stacey will present an update to the Board in October after speaking with both financial planners.

9. Staff & Board Reports

8.I. Director's Report ~ see attached

- Stacey attended the Alliance of Public Libraries meeting on August 14. She will report on this meeting next month.
- If COVID numbers in Whitewater continue to decrease, Stacey said she can foresee re-opening the library for limited hours beginning on September 8th.
 - Hours would be 1 PM - 7 PM during the week, 9 AM - 1 PM on Saturdays. Curbside pickup would remain an option for patrons.
- Stacey reported that library staff will be starting a project to correct errors in the Cutter numbers for authors with multiple titles in the adult nonfiction section. She shared that this is a huge undertaking and will take several months to complete.

8.II. Adult Services Report ~ see attached

- It was noted that Diane's virtual programs are receiving a lot of views online.

8.III Youth Educational Services Report ~ see attached

- Even though the number of participants in the summer reading program are down this year due to the pandemic, Dena shared how much she enjoyed putting on the Freaky Friday events.

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

- Torrie has programming planned around the upcoming election.
- An outdoor art show is tentatively scheduled for September.
- Weekly craft kits are still available with curbside pickup. The kits are on a cart and can be taken by patrons when books are picked up.

- Overall, the Library has received a lot of positive responses from patrons about the programming and services being offered despite challenges faced by the pandemic.

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

10. Board Reports

a. Update from the Board Development Committee:

- i. Trustee Training Week, August 24-28
 - There will be a webinar from noon-1:00 PM every day on topics relevant to Public Libraries. Jaime sent out an email to Board members with information. We would like to have at least one board member attend each session. <https://www.wistrusteetraining.com/>
 - Lisa, Jaime, and Kathy will give short presentations in September on the webinars attended:
 - Monday's webinar: Lisa
 - Tuesday's webinar: Jaime

- Thursday's webinar: Kathy
- Jaime will email the rest of the Board to make sure someone can attend the webinars on Wednesday and Thursday and will report back on them to the Board in October or November.

11. Board member requests for future agenda items

Confirmation of the next meeting on September 21, 2020 at 6:00 p.m. The Board will discuss Friends business from 6:00 p.m. to 6:30 p.m.

Meeting ending 7:18 p.m.

Comments in the Chat Box:

- Jaime posted the website for Trustee Training week:
<https://www.wistrusteetraining.com/>

Minutes respectfully submitted by Jaime Weigel on August 17, 2020

Director's Report

I. ADMINISTRATION

- a. Three work orders were submitted in July
 - i. Repair of a wheel on a book cart
 - ii. Install new sign holders on adult nonfiction endcaps
 - iii. Install keyboard tray at staff desk

II. BUDGET

- a. City staff are currently working on the 2021 budget. The Capital Improvements Plan has been turned in and the Personnel budget has been reviewed. The operating budget is due August 27.

III. PERSONNEL

- a. All staff remain healthy.

IV. LIBRARY COLLECTION

- a. We are starting a project to correct errors in the Cutter numbers for authors with multiple titles in the adult nonfiction section.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We had a positive response to our Facebook announcement about rolling back services on the library's Facebook feed. People in another Facebook group had fewer positive responses but did not appear to be library users nor did they engage with us directly.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the Alliance of Public Libraries meeting on August 14 and will report on that at the meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. I have completed drafts of the signs to be put up in the adult nonfiction section. I have asked our Spanish-speaking staff member to vet them for correct word choice.

X. PANDEMIC RESPONSE

We are seeing about 30 people per day using curbside pickup service. We are extending those hours until 6:00 to accommodate people who don't get off work until 5:00 starting Monday, August 17.

Adult Services Report for the Month of July 2020

I completed the Gale course Speed Spanish II.

Sixty-eight people viewed my Creating Colorful Outdoor Planters virtual gardening program on July 13th, and eighty-two people viewed my Creating a Kitchen Herb Garden program on July 27th.

Thirty-two adults signed up for the summer reading program, forty-eight activities were completed, thirty-two badges were earned, and seventy-one books were read for a total of five hundred and sixty-one minutes.

Virtual Meetings/Webinars/Training Sessions Attended:

July 08: Library Staff Meeting with Stacey, Deana and Torrie

July 09: Bridges Circulation Meeting

July 15: Library Staff Meeting with Stacey, Deana and Torrie

July 16: Bridges Circulation Meeting

July 20: Library Board Meeting

July 22: All Library Staff Meeting

July 22: Library Staff Meeting with Stacey, Deana and Torrie

July 23: Bridges Circulation Meeting

July 30: Bridges Adult Services Meeting

Youth Educational Services Report August 2020

Summer Reading Program

- Little Explorers: 14 registered, 7 completed.
- Children's Program: 32 registered, 16 completed.
- Teen Program: 7 registered, 1 completed.
- 17,905 minutes read.

Family Fun Challenge

- 18 people registered.

July Programs

- Story times reached 521 viewers.
- Freaky Friday reached 591 viewers.
- KidsPlay: 4 participants
- Steve Girman: 16 participants

Trainings & Meetings

- Attending weekly staff meetings with Stacey, Diane, and Torrie.
- Completing Beanstack Graduate Training.
- Attended a PBS Webinar on programming resources for librarians.

Programming and Makerspace Report July 2020

Activities

- Filmed and edited videos for various library programs.
- Assembled craft kits for patrons.
- Created lessons for virtual coding club.
- Created promotional materials and social media posts.
- Assisted with Summer Reading Program prize distribution

Programs

- Weekly Craft July 13th - 14 kits distributed (127 views)
- Coding Club July 16th – 1 participant
- Weekly Craft July 20th – 26 kits distributed (147 views)
- Maker Challenge July 22nd – (83 views, 3 live views)
- Weekly Craft July 27th – 4 kits distributed (97 views, 7 live views)
- Vision Board Program July 28th – (244 views, 6 live views)
- Coding Club July 30th – 2 participants
- Guerilla Yoga August 7th – 7 live viewers

Trainings

- Beanstack Admin Graduate Challenge
- Ryan Dowd Training "COVID: How to Deal with Problem Behaviors Related to COVID-19"
- Job Center of Wisconsin for Job Seekers Training