

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, December 21, 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 6:34 p.m.

Present: Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Jennifer Motszko, Kathy Retzke, Steve Smith, Jaime Weigel, Jim Winship

Absent: Doug Anderson

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

2. Consent Agenda
  - a. Approval of Minutes of the November 16, 2020 regular meeting\*
  - b. Acknowledgment of Receipt of Financial Reports\*
  - c. Acknowledgment of Payment of Invoices for November 2020\*
  - d. Acknowledgment of Receipt of Statistical Reports for November 2020\*
  - e. Acknowledgment of Receipt of Treasurer's Reports for November 2020\*

MSC Jim Winship/Lisa Dawsey Smith to approve Consent Agenda.

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

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. New Business
  - 4.I. Approval Of Invoice For Legal Services For The Library Building Project ~ see attachment.

MSC Lisa Dawsey Smith/Brienne Diebolt-Brown to approve the Invoice for Legal Services for the Library Building Project.

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

Nays: none

#### 4.II. Strategic Plan 2020 Activities Year-End Update

- Board agreed to postpone new vault lighting and carpet until the Library Expansion Project begins.
- Many projects were carried over to 2021 due to COVID-related restrictions that limited interaction with patrons.
- Stacey will put Strategic Plan Goals on the January agenda for the Board to review and opportunity to suggest new activities or update existing ones for 2021.
- The Board is encouraged to email Stacey with any ideas in the interim.

#### 4.III. Discussion And Possible Action On Financial Planning For Library Board Funds

- Attached is a report from the meeting with financial advisory Aurelio Callope that the Board Treasurer and the Director had earlier this year. Also attached are two documents from the City Finance Director about the Local Government Investment Pool.
  - Kathy reported on a recent meeting with Aurelio Callope. She shared that we have small amounts of money spread out “in little pots.” She wondered if it would make more money if it was better organized and invested.
  - Kathy and Stacey agreed that hiring a financial consultant was needed to advise library investments, specifically the Endowment Fund which is roughly \$140,0000.
  - Lisa shared that it’s difficult in this current economic climate to make much money without being willing to take a risk. She suggested that this is a deeper conversation and that the Board needed a larger array of examples to decide upon.
  - Selling the library property was briefly discussed. Jim Winship added that managing our money would be beneficial from a PR standpoint when we begin the fundraising for the expansion project.
  - Action steps identified:
    - Ask the Endowment Fund Board to share what investments that it currently has.
    - Ask Steve Hatton for the amount to be invested and if he can assist the Board on this matter.

- Stacey will include in the January Agenda a primer on the Endowment Fund.
- Anne tasked Jim to work with Stacey on getting a current understanding of the Endowment Fund and its Board, specifically to find out if current Board members are still interested in serving.
- Kathy reported that a CD is coming due with Premier Bank in February and another CD with First Citizens in April. Will need to make a decision soon with what we want to do with those CDs.
- Kathy also shared that the portfolio is currently at \$67,362. It was agreed that we need to do something with it otherwise it will never grow.
- Lisa Dawsey Smith asked her husband, Garrett Dawsey Smith, and he agreed to sit on the Endowment Fund Board.

#### 4.IV. Sustainable Shelves Program Through Baker & Taylor

- This is a new option for selling our weeded materials but also being able to recycle items that are not suitable for resale.
  - Stacey spends a good amount of time hauling boxes of books to Goodwill, this would be another option for books that need to be weeded. Many of them have been donated or are in unusable condition.
  - Steve suggested donating books to the Kiwanis program.
  - Board gave Stacey approval to pursue this program.

#### 4.V. Approval Of The 2021 County Library Services Contract For Jefferson County

MSC Lisa Dawsey Smith/Brienne Diebolt-Brown to approve the 2021 County Library Services Contract For Jefferson County

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

Nays: none

#### 4.VI. Approval Of Holidays And Special Closings For 2021 ~ see attached

- Discussion took place regarding the possibility of recognizing Dr. Martin Luther King Jr. Day as a holiday.

MSC Jim Winship/Lisa Dawsey Smith to amend the recognized holidays to add Dr. Martin Luther King Day in January.

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

Nays: none

MSC Jim Winship/Kathy Retzke approved the Holidays and Special Closings for 2021 as amended.

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

Nays: none

5. Staff & Board Reports

8.I. Director's Report ~ see attached

- Upcoming: Feb. 16th is Library Legislative Day

8.II. Adult Services Report ~ see attached

- 45 people viewed Diane's program "Decorating with Greenery"

8.III Youth Educational Services Report ~ see attached

- Community Challenges (1,000 books before Kindergarten, 800 books before 18, and Community Reads) are being put on Beanstack so patrons have a virtual option.
- Board requested that Deana give periodic updates on her Project READY cohort.

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

- Torrie received a lot of positive feedback from the recent Paleontology series.
- *Health, Disparity, and Race* is an upcoming virtual program to coincide with Dr. Martin Luther King Jr. Day. Jim requested that it be advertised on the Banner several times.

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

6. Board Request for Future Agenda Items

- Jim asked if there was a way for attendees from asynchronous programs to be asked for their feedback.

7. Adjournment Into Closed Session

I. Adjournment into Closed Session NOT TO RECONVENE per Wisconsin State Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Item to be discussed:

- a) Performance evaluation for the Library Director

Did not confirm the date of our next meeting since it was previously scheduled for January 18, 2020, which is Dr. Martin Luther King Jr. Day.

Adjourned into closed session at 7:51 PM.

Minutes respectfully submitted by Jaime Weigel on January 1, 2021