

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, July 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 6:32 p.m.

Present: Anne Hartwick, Jaime Weigel, Brienne Diebolt-Brown, Jim Winship, Lisa Dawsey Smith, Doug Anderson, Kathy Retzke (joined at 6:34)

Alternates Present: Steve Smith, Jennifer Motszko

Absent: None

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

2. Consent Agenda

- a. Approval of Minutes of the June 15, 2020 regular meeting*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Approval of Payment of Invoices for June 2020*

MSC Lisa Dawsey Smith/Jim Winship to approve Consent Agenda

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

Nays: None

Abstained: None

3. Acknowledgment of Receipt of Statistical Reports for June 2020*

MSC Brienne Diebolt-Brown/Lisa Dawsey Smith to approve Statistical Report for June

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

Nays: None

Abstained: None

4. Acknowledgment of Receipt of Treasurer's Reports for June 2020*

- Kathy shared the new format of the Treasurer's Report and gave a brief update on the Library's financial assets.

- Kathy suggested, and Lisa agreed, that it would be worthwhile to seek guidance from a financial planner to make sure that we're utilizing our assets to the greatest potential. It was asked if this item could be added to next month's agenda.
- Kathy also reported that she is getting a safe deposit box next week to safely hold the Library's CDs.

MSC Doug Anderson/Jim Winship to approve Treasurer's Reports for June

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

Nays: None

Abstained: None

5. 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.

6. Old Business- Library Building Project

6.1. 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.

- Jim shared his perspective of the Library Building Project's history since joining the Board in 2009.
- Discussion took place about reconvening the Library Expansion Committee to look at the proposals more closely.
- It was agreed that the Committee should disregard having a timeline due to the pandemic and just focus on the next steps, which at this point would be to reschedule the interviews with the architectural firms.
- Anne asked Stacey to give the firms an update and ask for more time so the Committee can review the proposals.
- Jim will send out a Doodle Poll to the Library Expansion Committee (Stacey Lunsford, Diane Jaroch, Brienne Diebolt-Brown, Doug Anderson, Jennifer Motszko, Cameron Clapper, and Steven Hatton) as well as Anne Hartwick to schedule a meeting.

7. New Business

7.1. Six-Month Review Of 2020 Strategic Plan Activities ~ see attached

- Jaime shared that the School District of Milton is making a push to get students to sign up for a Milton Public Library card to have greater access to the digital collection.

- The Board suggested additional activities (unplanned) could be added to the report based on how the Library has pivoted to serve the changing needs of the community during the pandemic (offering Hotspots, partnering with the Whitewater Arts Alliance on outdoor art display, etc.).
- Stacey gave an overview of Overdrive and Hoopla for new members.

8. Staff & Board Reports

8.I. Director's Report ~ see attached

- Stacey reported that COVID cases have risen sharply in Whitewater in recent days, suggesting increased community spread. If new cases surpass 100 per day then she will go back to curb-side pick up only. Board members were supportive of this decision.
- Stacey reported that the Library will be receiving \$59,000 back from Jefferson County for 2021.

8.II. Adult Services Report ~ see attached

8.III Youth Educational Services Report ~ see attached

- Deana shared that Haley Dieter from the local TV station has completed the video about the summer reading program.

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

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

- Anne asked Stacey to include this report each month.

9. Board Reports

a. Update from the Board Development Committee:

i. Phishing scams

1. Anne cautioned Board members to look out for scam emails and texts being sent in her name, but not from her email account. She asked that Board members report these phishing attempts as spam through their email provider.

ii. Update from the Board Development Committee

1. There will be two upcoming (virtual) events that Board members can attend:

- 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 will send out an email to Board members later with more information.
- Trustee Appreciation Event, October 1 at 7:00 PM

- Guest speaker is Nikolas Butler; a formal invitation from the Bridges Library System will follow.

10. Board member requests for future agenda items

- a. Friends of the Library - The Friends of the Library Board had planned to meet in April but that was cancelled due to the pandemic. It was decided that we will meet at 6:00 PM before the August meeting. The Friends of the Library will be added to the Library Board's agenda for August as well.
- b. Discussion on a financial plan for Library Board funds.

Confirmation of the next meeting on August 17, 2020, 6:30 p.m.

Meeting ending 7:59 p.m.

Comments in the Chat Box:

- Steve asked how COVID cases were being reported, Stacey replied they weren't broken down by age group in the DHS's website.

Minutes respectfully submitted by Jaime Weigel on July 21, 2020

Director's Report

I. ADMINISTRATION

- a. Five work orders were submitted in June, all computer-related
 - i. Problems with patron laptops
 - ii. Problems with OPAC
 - iii. Problems with receipt printers

II. BUDGET

- a. The City has not received any information from the state at this time for guidance on what to expect for 2021. We continue to wait while the Finance Director works with personnel costs and the capital improvement plan.

III. PERSONNEL

- a. All staff remain healthy.

IV. LIBRARY COLLECTION

- a. We have suspended all weeding and sending items to Better World Books for the time being. Since only a percentage of weeded materials can be discarded through the Better World Books program, the rest would have to be stored. We do not have the room for that with no prospect of holding a sale.
- b. The five mobile hotspots have been ordered from TechSoup.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We continue to post updates regularly as well as all announcements about online programs and events.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the Jefferson County Library Service meeting on Thursday, July 16. I will report on that meeting on Monday night.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. We ordered the sign holders for the adult nonfiction collection, for which we received grant money from Library Science and Technology Act funds through the Wisconsin Department of Public Instruction. Maintenance staff are in the process of installing them on the endcaps this week.

X. PANDEMIC RESPONSE

- a. We have now settled into the services which we will continue to offer throughout the end of 2020.

- i. We will continue to offer curbside service Monday-Friday from 9:00 a.m.-1:00 p.m.
- ii. Staff will clean in the morning and hourly thereafter. We will open to the public at 1:00 on Monday-Friday and be open 9:00-1:00 on Saturdays, with staff cleaning and shelving after closing on Saturday.
- iii. Staff will check in items, shelve them, and pull items for the daily holds list in the mornings when the public is not in the building.
- iv. We will continue to keep the family restroom opened and the other restrooms closed.
- v. We will not put the chairs back in the library for people to stay.
- vi. We will not be having any in-person programming through the end of the year.
- vii. All staff wear masks. We provide disposable masks in the lobby for people who do not bring their own.
- viii. If conditions worsen according to these three sources:
 1. <https://projects.jsonline.com/topics/coronavirus/tracking/covid-19-cases-testing-and-deaths-in-wisconsin.html>
 2. <https://www.dhs.wisconsin.gov/covid-19/index.htm>
 3. <https://globalepidemics.org/key-metrics-for-covid-suppression/>

we will scale back to only curbside service unless we are specifically told to suspend that as well.