

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, November 16, 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 6:31 p.m.

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

Absent:

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

2. Consent Agenda
 - a. Approval of Minutes of the October 19, 2020 regular meeting*
 - b. Acknowledgment of Receipt of Financial Reports*
 - c. Acknowledgment of Payment of Invoices for October 2020*
 - d. Acknowledgment of Receipt of Statistical Reports for October 2020*
 - e. Acknowledgment of Receipt of Treasurer's Reports for October 2020*

MSC Diebolt-Brown/Winship to approve Consent Agenda after discussing the statistical reports from October.

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

Nays:

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 City Attorney Wally McDonell and Rick McCarthy discussed the contract and they agreed to terms for two riders. The contract agreements are ready for approval per the city attorney. (pages 18-51 of packet)
 - Stacey reported that Wally asked to add the riders to the contract. They were added to set parameters so that the City would pay for the project as installments are completed, giving the City the option of stopping the project without owing additional money in the future.
 - Anne shared notes taken from the 2015 contract with the same architect for comparison.
 - Discussion took place regarding the actual cost of the schematic design phase. The contract states the City will pay the architects 8.5% of the schematic design cost, which is 25% of budget (listed under article 11 of the contract).
 - It was determined that the cost of the conceptual phase would be roughly \$106,000. The library would be invoiced at the time the architectural firm produced something. Jim suggested running the numbers by Wally for clarification.
 - Anne wondered if we needed to have a public forum to get citizen/patron input. Stacey recommended putting questions together for Rick but stated that they didn't need to be included in the contract.
 - Stacey will send out a Doodle Poll for board members to meet with the architect to find out what the board's priorities are for the project and will send out a separate poll for staff.
 - Stacey stressed that Wally assured her the contract is ready for approval. She also confirmed that the library has the funds to pay for the cost of the conceptual phase.
 - Stacey will send the contract back to get a dollar amount written in and have Stacey changed to the owner of the contract.

MSC Winship/Dawsey Smith to approve the contract with the stipulation that the dollar amounts be specified for the conceptual phase and the entire cost of the project written into the contract.

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

Nays:

5. New Business

5.I. Performance Evaluation For The Library Director

- Anne reviewed the timeline and procedures for completing the annual performance evaluation for the Library Director.
 - Evaluations are due back to Anne by Dec. 4th, mailed to or dropped off at her home address.

- Anne clarified that alternates will also complete an evaluation.

5.II. Approval Of The 2021 CAFE Agreement With Bridges Library System

- This is the standard agreement that we sign every year to be a part of the CAFE consortium.

MSC Anderson/Diebolt-Brown to approve the 2021 CAFE Agreement With Bridges Library System

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

Nays:

6. Staff & Board Reports

8.I. Director's Report ~ see attached

- There is a survey link on the library's website and Facebook page from WPLC asking for feedback about the digital collection.
- Jaime asked if the new hours can be updated on the "About Us" page as they are easier to find on a cell phone than the notice on the homepage.

8.II. Adult Services Report ~ see attached

- Diane's squash virtual gardening program had 95 online views.

8.III Youth Educational Services Report ~ see attached

- Colossal Fossil is a 4-week Zoom program, being hosted jointly by libraries in the consortium and has received a lot of positive feedback.

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

- 52 people attended the Spiritualism and the Louis Pratt Institute program live, with 367 total views.

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

7. Board Reports - none

8. Board member requests for future agenda items - none

Confirmation of the next meeting on December 21, 2020 at 6:30 p.m.

Meeting ending 7:16 p.m.

Comments in the Chat Box:

Jaime asked if the Updated Hours can be added to the About Us section.

Minutes respectfully submitted by Jaime Weigel on November 23, 2020

DIRECTOR'S REPORT

November 16, 2020

I. ADMINISTRATION

- a. One work order was submitted in October.
 - i. Lightbulb in the book drop room was burned out.

II. BUDGET

- a. I attended the Common Council meeting on Thursday, November 5 when the city budget was presented.

III. PERSONNEL

- a. One staff member tested positive for COVID-19 and will have completed quarantine on November 15.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I was the speaker at the Kiwanis meeting on Tuesday, November 3. I spoke about the library's challenges during the pandemic, our current services and hours, and about the library building project.
- b. I spoke about the library's current services and hours at the Common Council meeting on Thursday, November 5, at the invitation of the council president.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I will have attended the November Alliance of Public Libraries meeting on Friday, November 13. I will report on any actions taken or news of note at the board meeting on Monday night.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. Staff will be discussing the Inclusive Services Assessment at our weekly meetings.

X. PANDEMIC RESPONSE

- a. Our reopening has gone smoothly with no issues coming up with patrons.

Adult Services Report for the Month of October 2020

There were seven people in attendance for the Zoom program, “News, Fake News, and Spin: Deciding Who to Trust in an Age of Disinformation” presented by Michael Edmonds on October 5th. The program was very informative and the presenter did an excellent job of keeping the audience captivated.

Forty-nine people viewed my Planting Spring Bulbs, virtual gardening program on October 12th, and ninety-nine people viewed my Apples, Apples, Apples, virtual gardening program on October 26th.

In addition to the reference questions answered through our online service, Tidio, I answered thirty-five additional questions from our patrons during the month October.

Virtual Meetings/Webinars/Training Sessions Attended:

October 05: SEWI Adult Public Programming Meetup

October 06: Library Board Expansion Committee Architect Meeting

October 07: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

October 14: Library Staff Meeting with Stacey, Deana, Torrie

October 19: Library Board Meeting

October 21: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

October 23: The Big Read Informational Meeting

October 26: All Staff Library Staff Meeting

October 28: Bridges Adult Services Meeting

October 28: Library Staff Meeting with Stacey, Deana, Torrie

Youth Educational Services Report November 2020

Virtual Reach for September 2020

- Storytime: 1260

Outreach

- Completed the Heroes of Nature program on October 31st. There were 62 participants. W3 and the University are interested in continuing to collaborate on similar programming throughout the winter.
- Attended Trunk or Treat at the Jefferson County Humane Society with Torrie on October 30th.

Programs

- Storytime on Tuesday and Thursday mornings at 10:00 a.m.
- #BooksBuildBetterHumans on Monday evenings at 6:00 p.m.
- Assisted Torrie with her bat program.

Meetings

- Met with Young Auditorium regarding Family Fun Day 2021 on Friday, October 30th.
- All staff meeting on Monday, October 26th
- LibraryAware Demo on Tuesday, October 27th
- Staff meeting on Wednesday, October 28th with Diane, Stacey, and Torrie.
- Staff meeting on Wednesday, November 4th with Diane, Stacey, and Torrie.
- Staff meeting on Wednesday, November 11th with Diane, Stacey, and Torrie.

Programming and Makerspace Report October 2020

Programs

Date	Program	Live views	Total views	Kits distributed
Oct 12	Children's Craft	1	154	54
Oct 13	Hiking the Ice Age Trail	14	79	
Oct 14	The Woman's Hour Has Struck	6	81	
Oct 19	Adult Craft	0	137	37
Oct 21	Spiritualism and the Morris Pratt Institute	52	367	
Oct 26	Children's Craft	5	183	50
Oct 28	Bats of Wisconsin	20	68	

Projects

- Worked with Stacey to apply for a grant that would allow us to host a virtual teen book club during the winter months.

Trainings

- 10/27 LibraryAware Training

Meetings

- 10/23 Attended Big Read-Library Group Meeting
- 10/26 Library re-opening staff meeting
- 10/30 Young Auditorium Family Fun Day 2021 Meeting

Outreach

Deana and I attended the Jefferson County Humane Society's Trunk or Treat event on October 30th. We passed out goody bags with library info and treats. 521 people stopped by our trunk.

Makerspace Appointments

The makerspace was used 4 times