

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
In-person and Virtual Meeting
Monday, August 16, 2021, 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 and Roll Call at 6:30p.m.

Present: Jennifer Motszko, Anne Hartwick, Jim Winship, Doug Anderson, Jaime Weigel, Brienne Diebolt-Brown

Absent: Kathy Retzke, Steve Smith

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

Guests: Mary Beth Byrne

2. Consent Agenda

- 4.I. Approval of Minutes Approval of the minutes of the regular meeting of July 19, 2021*
- 4.II. Acknowledgment of Receipt of Financial Reports*
- 4.III. Acknowledgment of Payment of Invoices for July 2021*
- 4.IV. Acknowledgment of Receipt of Statistical Reports for July 2021*
- 4.V. Acknowledgment of Receipt of Treasurer's Reports*

MSC Jennifer Motszko/Brienne Diebolt-Brown to approve the Consent Agenda.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Doug Anderson, Jaime Weigel, Brienne Diebolt-Brown

Nays: none

3. Hearing of Citizen Comments

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 Jim Winship will report on the most recent Library Expansion Committee meeting, held on Wednesday, August 11.
Met with architects from Studio GC to discuss the presentation for the City Council Meeting on August 17th. Anne will discuss history, Jim will talk about how the new library addition will meet the needs of the community.

5. New Business

5.I Develop Three to Five Major Departmental Goals For the 2022 Budget Narrative

The final portion of the budget that needs to be completed is the narrative, which includes three to five major goals for the department. Stacey sought guidance on what major goals should be included in the narrative before she turns in this portion of the budget to Finance.

- Devise a fundraising plan and have raised necessary funds by August 31st, 2022
- Adding a bilingual Community Outreach Coordinator position to engage segments of the community who face barriers to access collections, programming, and services both inside and outside the library.
- Building on what we've learned during the pandemic, we will explore new and innovative programming.

5.II. Approval for City Staff to Dispose of Discarded Library Furniture

There are many items of old furniture from the library that are in storage in various City buildings and have been for many years. We have only requested that an item be retrieved once. These include old chairs, shelving that we no longer use and miscellaneous storage, such as for vinyl record albums. Request approval to dispose of these items in whatever way is most appropriate to that item (donation, trash, scrap metal, etc.)

MSC Jim Winship/Doug Anderson to approve the City Staff to Dispose of Discarded Library Furniture and other items in whatever way is most appropriate to that item (donation, trash, scrap metal, etc.).

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Doug Anderson, Jaime Weigel, Brienne Diebolt-Brown

- ##### 5.III. Review and Approval of Draft Revision of The Records Retention Policy
- Many documents are handled differently than they were in the past due to streamlining procedures between the library and the city and keeping electronic

records rather than paper ones. The items that I have indicated can be removed represent documents that are held at City Hall rather than at the Library (all paper invoices at Finance) or are kept electronically on the City network which has three backup redundancies. Request approval to revise the policy to reflect current business practices.

MSC Brienne Diebolt Brown/Jaime Weigel to approve the revisions to the Records Retention Policy with the proposed changes

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Doug Anderson, Jaime Weigel, Brienne Diebolt-Brown

Nays:

6. Staff & Board Reports

6.I. Director's Report ~ see attached

6.II. Adult Services Report ~ see attached

6.III Youth Educational Services Report ~ see attached

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

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

7. Board Request for Future Agenda Items

If the board has any questions they want to put to the community through the City's Polco online survey system, they will be collected at this time.

8. Confirmation of the next meeting on September 20, 2021 at 6:30 p.m. Friends of the Library Board meeting at 6:00 p.m.

9. Adjourned at 7:31 p.m.

Comments in the Chat Box: none

Minutes respectfully submitted by Jennifer Motszko on August 16, 2021

LIBRARY DIRECTOR REPORT

I. ADMINISTRATION

- a. Three work orders were submitted in July.
 - i. A public laptop needed maintenance.
 - ii. Items from the basement were designated for recycling and garbage and removal was requested by city staff.
 - iii. The south side doors wouldn't lock due to a loose plate in the sill.

II. BUDGET

- a. I completed the Master Payroll worksheet, the Operating Revenues and Expenditures worksheet and the Operating Initiatives document for the proposed new position for the 2022 budget.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. These are outlined in the other staff reports.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. The monthly Alliance of Public Libraries meeting was cancelled due to the lack of any actions that needed to be taken.

VIII. PROFESSIONAL DEVELOPMENT

- a. I have completed the anti-harassment training which is required every three years by CVMIC, the City's insurance company.

IX. STRATEGIC PLAN

- a. We will have some of the inclusive training and staff work at the Staff Work Day on August 20.

X. PANDEMIC RESPONSE

- a. Although there is no mandate to do so, many staff have re-commenced wearing masks based on CDC guidelines for vaccinated individuals to wear masks indoors again to prevent contracting the Delta variant.

Adult Services Report August 2021

Upcoming Programs:

September 13: Virtual Gardening at 10:00 a.m.

September 27: Virtual Gardening at 10:00 a.m.

Report:

Twenty-seven people viewed my Homemade Dog Treats program on July 22nd.

One hundred eight people viewed my DIY Mosquito Repellent Candles, virtual gardening program on July 26th.

Fifty-one adults registered for the adult summer reading program and two completed the program.

Virtual Meetings/Webinars/Training Sessions Attended:

July 13: Family Fun Night with Torrie

July 14: Staff Meeting with Stacey, Deana, Torrie

July 19: Library Board meeting

July 21: Staff Meeting with Stacey, Deana, Torrie

July 20: Just the Facts: Public WiFi & Remote Work

July 28: Staff Meeting with Stacey, Deana, Torrie

Youth Educational Services Report August 2021

Summer Reading Program

Our final summer reading program statistics are as follows:

- 178 children and teens registered for the program.
- 107 of those registered actively participated in the program. In order to actively participate, individuals had to log some reading minutes.
- 52 participants read enough minutes to complete the program.
- In total, participants read 59,357 minutes.

Update on Early Childhood Class Collaboration with WWUSD and UW-Whitewater

Molly Fuller from WWUSD was able to secure an unused conference room at Premier Bank to use as a permanent classroom for the early childhood program. Once I receive the themes, I can begin coordinating with Ellen Latorraca from the university to select books for their curriculum.

Walworth County Food and Diaper Bank

The story time series hosted by Managing Director Maryann Zimmerman was completed on August 11th with a reading of *The Very Hungry Caterpillar* by Eric Carle. On Saturday, August 21st I will be attending the School Days Market at the Food and Diaper Bank to promote our 800 Books before 18 program.

Collection Development

The following sections of the collection have been weeded:

- Children's and Young Adult Books on CD
- Children's Oversize
- Children's Graphic Novels
- Parent/Professional Collection

At the beginning of the year, Stacey and I agreed to commit 10% of the youth services book budget to exclusively Spanish language titles. We are currently halfway to that goal.

Meetings and Trainings

July 28th: Staff meeting with Stacey, Diane, and Torrie.

August 4th: Meeting with Studio GC to discuss children's activity area.

August 4th: Staff meeting with Stacey and Torrie.

August 6th: Meeting with Kellie Carper, Executive Director of the Whitewater Chamber of Commerce to discuss the Storyteller's Festival.

August 6th: Meeting with Torrie to discuss Community Conversation.

Programming and Makerspace Report August 2021

Coming soon...

Programs

8/17 Landlord and Tenant Rights & Responsibilities under Wisconsin Law (virtual)
8/18 Organizing Your Life with School Aged Kids & Teaching Them to Organize

Theirs

(hybrid)
8/23 Adult Craft (in-person)
8/26 Fiber Therapy Craft Group (virtual)
8/30 Children's Craft (in-person)

Outreach

8/25 Elementary School open-house
8/31 Hawk Fest
9/7 Family Fun Night (Lake Front)
10/13 Community Conversation at the Middle School
10/16 Storytelling Festival

July 2021

Programs

Date	Program	Live attendance	1-Minute+ asynchronous views	Kits distributed
7/6	Children's Craft		36	56
7/8	New Beginnings	0		
7/12	Adult Craft		42	42
7/12	ESL Storytime	3		
7/13	Family Fun Night	36		
7/15	Epilepsy Info and Resources	0	12	
7/19	Children's Craft		32	60
7/26	Adult Craft		30	55
7/27	Family Fun Night	34		
7/29	Fiber Therapy	5		

Outreach

7/7 ELL Class Library Tour
7/12 Visited ELL childcare area and did a Storytime and craft with the kids.
7/13 and 7/27 Represented the Library at Family Fun Night at the lakefront. We offered library card sign-ups, Dolly Parton Imagination Library registrations, and a craft for kids.

Collaborations

We are participating in the Humane Society of Jefferson County's Penny Wars! We are competing against 3 other libraries (Fort Atkinson, Jefferson, and Johnson Creek). Whoever wins the Penny Wars gets to be the sponsor of the Humane Society's annual Fur Ball.

Meetings

7/9 Met with Michelle Dujardin of Parks and Recreation

7/9 Met with Elizabeth Freeman of Epilepsy Families Southeast Wisconsin

7/28 Met with Daniel and Ana from Walworth County WIC Program

7/30 Met with Taylor Marshall of the Humane Society of Jefferson Co to discuss Penny Wars.

Makerspace Appointments

7/1 Craft Supplies

7/7 VHS to Digital

7/8 Craft Supplies

7/22 VHS to Digital

7/23 Craft Supplies

7/29 Felting and Craft Supplies