

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Wednesday, January 20, 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 at 6:31 p.m.

Present: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Jennifer Motzko, Kathy Retzke, Steve Smith, Jim Winship, Jaime Weigel (joined at 6:40)

Absent:

Staff: Stacey Lunsford, Deana Rolfsmeyer, Torrie Thomas

Guests: Steve Hatton, John Major

2. Consent Agenda
 - a. Approval of Minutes of the December 21, 2020 regular meeting*
 - b. Acknowledgment of Receipt of Financial Reports*
 - c. Acknowledgment of Payment of Invoices for December 2020*
 - d. Acknowledgment of Receipt of Statistical Reports for December 2020*
 - e. Acknowledgment of Receipt of Treasurer's Reports for December 2020*

MSC Jim Winship/Brienne Diebolt-Brown to approve Consent Agenda.

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

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

- City Finance Director Steve Hatton and John Major, the City's representative from American Deposit Management Company have been invited to the meeting to talk about the library's financial planning options.
- Steve is looking for guidance on how much the library board wants to invest and how much will be needed to spend on the library building project from our current funds.
 - John Major gave a brief presentation about the various options (money market, CDs, etc.) available through American Deposit Management Company.
 - Steve shared how the City utilizes ADM's services.
 - Doug asked what restrictions are placed on the library's financial investments. John said that, as a public entity, we're governed by state statute.
 - In response to Lisa's question, John stated that there wasn't a minimum threshold to invest.
 - John stated that a fee isn't paid, ADM makes a spread and takes 10-20% off of the gross.
 - Discussion took place regarding the timeframe of CDs so that the CDs will mature by the time payments are needed for the expansion project.
 - It was agreed to reconvene the Library Expansion Committee to review costs with Steve and report back to the Board in February with ideas based on tonight's information. Stacey will send out a doodle poll to schedule that meeting.
- CD is maturing on February 4th. The Board agreed not to auto-renew that investment with Premier Bank. Kathy will meet with Stacey to decide which liquid account to deposit that money in.

4.II. Library Building Project

- Members of the StudioGC team came to the library on Wednesday, January 6 for a site visit. They measured, counted shelving units, and took photos for about three hours.
- One item to be included in the plan is the ability to make meeting rooms available to the public when the library is closed.

5. Staff & Board Reports

8.I. Director's Report ~ see attached

- Staff had their first training today for Compassion Resilience with Rogers In-health. There are three more sessions to follow.
- Stacey reported that the Endowment Fund Board met and looked at filling board vacancies. The next meeting is scheduled for April. Danielle Frawley is the chair and will bring some of the planning structure from

the Whitewater Community Foundation to the Endowment Fund Board.

8.II. Adult Services Report ~ see attached

- It was reported that December was an unusually busy month at the library.
- Staff are currently working on the state's annual report, which is challenging this year due to the pandemic.

8.III Youth Educational Services Report ~ see attached

- The Mindfulness Challenge is taking place right now. Gift cards were recently purchased from local businesses to be used as prizes.

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

- Total attendance for the paleontology classes was 308. Torrie reported that the month-long class was very well attended.
- Torrie recently gave a radio interview about the library's January events.

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

- Jen asked Stacey if she could share data regarding other libraries' usage. Stacey will add it to next month's packet.

6. Board Request for Future Agenda Items

- Strategic Plan for 2021, Board members were asked to brainstorm ideas before next month's meeting about ways to add, modify, or remove activities. Stacey will send a reminder when she emails next month's agenda.
- Stacey asked if the Board would like a presentation from a company similar to ADM for a comparison. It was agreed that unless there was a personal connection, it wouldn't be worthwhile since the City already utilizes ADM's services.

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

Confirmation of the next meeting on February 15, 2020 at 6:30 p.m.

Comments in the Chat Box:

Adjourned into closed session at 7:33 PM.

Minutes respectfully submitted by Jaime Weigel on January 29, 2021

I. ADMINISTRATION

- a. Five work orders were completed in December 2020
 - i. Three related to staff computers
 - ii. One to change out the public hand sanitizer station
 - iii. One to replenish sidewalk salt.

II. BUDGET

- a. None

III. PERSONNEL

- a. None

IV. LIBRARY COLLECTION

- a. None

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the Alliance of Public Libraries meeting on Friday, January 8. Issues raised:
 - i. The new delivery service was discussed and problems with there not being enough bins available to libraries when they need them were brought up. It was agreed that since the new delivery service routes are still only a week old, we should wait for the initial adjustment phase to pass before approaching them with the concerns.
 - ii. January 25 is when the state annual report document opens for input.
 - iii. The Governor's Task Force on Broadband Access is collaborating with Measurement Lab to collect data on internet connection speeds across Wisconsin. Libraries are invited to assist with this project by providing a link to the M-Lab Speed Test on our websites and social media pages.
 - iv. A Grow with Google grant program was discussed that would provide Bridges Library System with \$1437.50 to promote library resources for job seekers.
 - v. The Polaris upgrade has been postponed for the fourth time to Thursday, January 21.
 - vi. Miscellaneous COVID topics were discussed.

VIII. PROFESSIONAL DEVELOPMENT

- a. I have been accepted as part of a four-person team from Bridges to learn compassion resilience training through DPI. We will complete four 3-hour

trainings in January and February and will be expected to provide trainings to the libraries in the system throughout the year.

IX. STRATEGIC PLAN

- a. Due to the holidays and staff being on vacation, we did not work on the inclusive services assessment in December.

X. PANDEMIC RESPONSE

- a. No change.

Adult Services Report for the Month of December 2020

Fifty people viewed my Decorating with Greenery, virtual gardening program on December 14th and sixty-two people viewed my Re-growing Vegetables from Scraps, virtual gardening program on December 28th.

In addition to the reference questions answered through our online service, Tidio, I answered seven additional questions from our patrons during the month of December.

As of January 11th, there were thirteen people registered for the 2021 Community Reads Challenge in Beanstack. I have created a generic account for those patrons who don't have access to Beanstack and submit their titles in paper form or via email.

Virtual Meetings/Webinars/Training Sessions Attended:

December 02: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

December 03: Bridges Circulation Meeting

December 09: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

December 17: Bridges Circulation Meeting

December 21: Library Board Meeting

Youth Services Report: January 2021

Virtual Reach for November 2020

- #BooksBuildBetterHumans: 396 people reached
- Storytime: 686 people reached

Programs

- We have decided to discontinue #BooksBuildBetterHumans due to low live engagement in favor of a more active, empathy building book club.
- Storytime will continue every Tuesday and Thursday at 10:00 a.m. and will be posted on Facebook and YouTube.

Beanstack Challenges

The following challenges are being offered on our Beanstack site:

- Community Reads
- 800 Books before 18
- 1000 Books before Kindergarten
- Winter Read Challenge
 - Begins on January 15th
 - Participants are challenged to read 10 books between January 15th-February 28th.
 - Each book read=one badge earned, and one raffle ticket for the final prize drawings.
 - This year we decided to support small businesses by purchasing gift cards for the final prizes.
- Mindfulness Challenge
 - Began January 1st
 - Currently 13 participants, all adults

Meetings and Trainings

- Staff meeting with Stacey, Diane, and Torrie on 1/6/21
- Project READY cohort meeting on 1/12/21
- Staff meeting with Stacey, Diane, and Torrie on 1/13/2021

Whitewater LEADS meeting on 1/14/2021

Programming and Makerspace Report Dec 2020

Programs

Date	Program	Live views	Total views	Kits distributed
Nov 11	Paleontology T-Rex	32		
Nov 12	Paleontology T-Rex	19		
Nov 14	Paleontology T-Rex	30		
Nov 18	Paleontology Predators and Prey	TBD		
Nov 19	Paleontology Predators and Prey	TBD		
Nov 21	Paleontology Predators and Prey	20		
Dec 2	Paleontology Ice Age Giants	TBD		
Dec 3	Paleontology Ice Age Giants	TBD		
Dec 5	Paleontology Ice Age Giants	TBD		
Dec 7	Children's Craft	1	127	59
Dec 9	Paleontology Women of Science	TBD		
Dec 10	Paleontology Women of Science	4		
Dec 12	Paleontology Women of Science	TBD		
Dec 14	Adult Craft	3	97	57
Dec 16	The History and Folklore of Santa Claus	9	57	
Dec 21	Children's Craft	2	87	36
Dec 22	Humane Society Read Aloud	3	131	
Dec 28	Adult Craft	0	70	21

Meetings

12/2 Inclusive Services Meeting

12/10 Accessible Library Services and Library Programs with Empathy

12/15 Big Read – Immigration Stories

Outreach

Presented *Your Library at Home: Take Advantage of all Your Library has to Offer!* At the Community Engagement Center December 4, 2020.

Went on WFAW radio morning show to talk about craft kits and promote upcoming library programs.

Makerspace Appointments

During December the Makerspace was used 2 times