

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, July 19, 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 6:43 p.m.

Present: Jennifer Motszko, Anne Hartwick, Jim Winship, Kathy Retzke, Doug Anderson

Absent: Jaime Weigel, Steve Smith, Brienne Diebolt-Brown

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

Guests: Amy Pozezinski,

2. Election of Officers

Proposed slate of officers for 2021-2022

- President: Anne Hartwick
- Vice-President: Jaime Weigel
- Secretary: Jennifer Motszko
- Treasurer: Kathy Retzke

No other nominees

MSC Jim Winship/Jennifer Motszko to approve slate of officers.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Kathy Retzke

Nays: none

3. Old Business

- 3.I. Library Building Project

Attached is the final conceptual design plan and the updated costs for the project. Request approval. Provided an updated budget for renovation to reflect

the refinement of parking lot plan and square footage. Studio GCC also included an estimate for an outdoor exploration path.

Doug Anderson joins the meeting at 6:52pm

The new layout for the parking lot will add nine spots and two-way traffic. Stacey asked if we will be able to move Fred's tree. It should be able to stay in current place, but StudioGC will check measurements. Jim asked about adding tables to the outdoors exploration area for people who would like to access Wi-Fi during times when the library is not open. Outside lighting was discussed and solar lights were suggested to cut down on maintenance. Anne asked about adding bilingual signage to the design in time for the City Council and public presentations. The board suggested adding glass walls to the Makerspace Librarian office to increase visibility into the Teen Zone. Other suggestions for the Teen zone included seating with electrical outlets, more tables, and no carpeting. Jim asked about adding a 3D drawing of the activity room for the City Council presentation, adding moveable furniture to the area. Deanna (Children's Librarian) will be consulted about what she would like in that area.

MSC Jim Winship/Jennifer Motszko to approve the conceptual plan and that the library board will take the plan to the City Council within the next 45 days.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Doug Anderson, Kathy Retzke

Nays: none

#### 4. Consent Agenda

- 4.I. Approval of Minutes Approval of the minutes of the regular meeting of June 21, 2021\*
- 4.II. Acknowledgment of Receipt of Financial Reports\*
- 4.III. Acknowledgment of Payment of Invoices for May 2021\*
- 4.IV. Acknowledgment of Receipt of Statistical Reports for May 2021\*
- 4.V. Acknowledgment of Receipt of Treasurer's Reports\*

MSC Jim Winship/Kathy Retzke to approve the Consent Agenda.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Doug Anderson, Kathy Retzke

Nays: none

## 5. 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.

## 6. New Business

### 6.I. Approval of Revision to Maker Space Policy

Two small changes have been made to reflect sign-in requirements and fees.

MSC Jim Winship/Doug Anderson to approve the Maker Space Policy with changes.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Doug Anderson, Kathy Retzke

Nays: none

### 6.II. Review and Re-Approval of The Regarding Public Concerns About Library Resources Policy

Request re-approval of current policy with changes.

MSC Doug Anderson/Jim Winship to approve the Regarding Public Concerns About Library Resources Policy with changes.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Doug Anderson, Kathy Retzke

Nays: none

### 6.III. 2022 Budget - Discussion

I have included documents from the recommended budget for Bridges Library System for 2022 that shows expected payments and costs to the member libraries. I have only included pages relevant to our library from the 32-page document.

I am interested in adding a Community Outreach Librarian to our staff. I have briefly discussed this with Cameron at our monthly meetings and I will be putting it into our Operating Initiatives document for the 2022 City Budget document. I have included a description of what an Outreach Librarian does from the American Library Association website for context and a draft position

description. This position would be instrumental in meeting these strategic plan goals:

#### Center for Learning and Connecting, Inside the Building and Out

We are committed to excellent and inclusive services for all members of our community. We will provide collections, services, and spaces that appeal to all members of the Whitewater community and meet their learning needs.

- Increase inclusivity and access to services and resources that the library provides.
- Provide programming and collections that appeal across multiple segments of the Whitewater community.

#### Engaging and Effective Communication

We will expand awareness of the library and our role in Whitewater as a community through effective communication efforts.

- Increase awareness of all the library does and offers

MSC Doug Anderson/Jim Winship motion that the library board approves the inclusion of the Community Outreach Coordinator position in the 2022 Library Budget

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Doug Anderson, Kathy Retzke

Nays: none

#### 6.IV. Polco Library Survey Results

We submitted four questions for the City's Polco surveys. This is the report on the survey's results. 20 people responded.

#### 7. Staff & Board Reports

7.I. Director's Report ~ see attached

7.II. Adult Services Report ~ see attached

7.III Youth Educational Services Report ~ see attached

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

-in person crafts starting in August

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

#### 8. 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.

9. Confirmation of the next meeting on August 16, 2021 at 6:30 p.m.

10. Adjourned at 8:22 p.m.

Comments in the Chat Box: none

Minutes respectfully submitted by Jennifer Motszko on July 19, 2021

## **LIBRARY DIRECTOR REPORT**

### **I. ADMINISTRATION**

- a. 12 work orders were submitted in June.
  - i. Numerous bolts were missing from shelving carts and needed to be replaced.
  - ii. A new task chair for the front desk arrived and needed to be assembled.
  - iii. Several boxes of items were cleaned out of the Kraege room and needed to be taken to the basement.
  - iv. An AV cart needed to be brought up from the basement.
  - v. Wooden trim in the Maker Space had come loose from the wall and needed to be re-attached.
  - vi. A lightbulb was out in the staff room.
  - vii. The wastebasket in the wall of the staff rest room fell out of the wall and needed to be re-attached.
  - viii. The Whitewater Room sign fell off the wall due to desiccation of the adhesive and needed to be re-attached.
  - ix. The furniture was taken out of the Community Room and restored to the rest of the library.
  - x. The plastic stanchions used for directing people when we first reopened was removed from the building.
  - xi. An empty file cabinet from the Kraege room was removed from the building.
  - xii. The Plexiglas was removed from the front desk.

### **II. BUDGET**

- a. I completed the Capital Improvements Project worksheet for the 2022 budget.

### **III. PERSONNEL**

- a. None.

### **IV. LIBRARY COLLECTION**

- a. None.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. We are having the local cable channel post our videos.

### **VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I attended the monthly Alliance of Public Libraries meeting virtually on Friday, July 9. Items discussed:

- i. Whether Bridges libraries are planning in-person, virtual, or a mix for children’s programming in the fall. Each library has their own considerations so there was no one way that the group was going.
- ii. Ideas for presenting financial considerations to the Library Board/Council for the 2022 budget. This varies depending on whether or not the municipality’s departments present separately to the local elected board or are just part of the overall budget presentation. Whitewater presents an overall budget presentation without individual departments presenting.
- iii. A conversation about the continuation of Take and Make craft kits as they are time-consuming, sometimes costly, and aren’t necessarily on-mission for some libraries.
- iv. A discussion about what makes a “healthy” Friends of the Library organization. Key takeaways:
  - 1. The group needs individuals who aren’t afraid to make “the ask” when it comes to fundraising.
  - 2. Acknowledge their sponsorship for whatever their funds pay for; e.g. programs or equipment purchases.
  - 3. The Friends give the library one annual check and receive an annual report from the director, rather than receiving money piecemeal throughout the year.
  - 4. Set up subcommittees that do not have regular meetings but are task-based for those who want to help but aren’t interested in administrative duties; e.g. fundraisers such as a garden walk, a wine tasting, an art sale, etc.
  - 5. Have an annual membership meeting with a recognition component; e.g. Volunteer of the Year and quarterly meetings of the board of directors.
  - 6. Have an up-to-date mission statement and logo for marketing the Friends.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

**IX. STRATEGIC PLAN**

- a. None.

**X. PANDEMIC RESPONSE**

- a. We have put back all the furniture, reopened the Friends Book Shop, and removed the Plexiglas from the front desk. We made over \$40 in sales the first three days we had the Book Shop open.

## **Adult Services Report July 2021**

### **Upcoming Programs:**

July 22: Homemade Dog Treats at 3:00 p.m.

July 26: Virtual Gardening: DIY Mosquito Repellent Candles at 10:00 a.m.

### **Report:**

Sixty-five people viewed my Bee and Bug Hotels, virtual gardening program on June 28<sup>th</sup>.

Forty-six adults have registered for the adult summer reading program.

### **Virtual Meetings/Webinars/Training Sessions Attended:**

June 16: Staff Meeting with Stacey, Deana, Torrie

June 21: Just the Facts: Ransomware & Malware Cyber Training

June 21: Bridges Adult Services Meeting

June 21: Library Board meeting

June 23: Staff Meeting with Stacey, Deana, Torrie

July 07: Staff Meeting with Stacey, Deana, Torrie



## **Youth Educational Services Report July 2021**

### **Early Childhood Classes**

On June 28<sup>th</sup>, I met with Molly Fuller from WWUSD and Kristen Linzmeier, Carmen Rivers, and Ellen Latorraca from UW Whitewater to discuss creating early childhood classes for the community. The students from Carmen's first cohort will be providing lessons on health, safety and nutrition. Classes will run on Tuesday and Thursday mornings and will be divided into lapsit (0-2 years) and preschool (2-5 years). They will run September 28<sup>th</sup>-November 16<sup>th</sup>. Ellen and I will be teaching the Education students how to access our libraries and how to do storytimes. The original plan was to host these programs at the Community Engagement Center, but the room that was available was too small. Currently, they have our community room booked and we are looking forward to hosting them.

### **Summer Reading Program**

We currently have 161 children and teens registered for the summer reading program. 80 of those readers are actively logging their reading. They have earned 402 badges and have read a total of 29,043 minutes.

### **Storytimes**

We are currently averaging about 10 kids per storytime with a mix of old and new families. We have been fortunate to have several guest readers this summer, including a local author organized by Torrie, and the Walworth County Food and Diaper Bank. The food and diaper bank will be doing a total of three storytimes for our library, focusing on healthy eating.

### **Scavenger Hunts**

Scavenger hunts are back due to popular demand. I was pleasantly surprised at how many children remember participating in the scavenger hunts pre-COVID and how much they have missed them. We had over 40 participants for June's scavenger hunt.

### **Meetings and Trainings**

June 23<sup>rd</sup>: Staff meeting with Stacey, Diane, and Torrie.

June 27<sup>th</sup>: Meeting with WWUSD and UW Whitewater to discuss early childhood classes.

July 7<sup>th</sup>: Staff meeting with Stacey, Diane, and Torrie.

## Programming and Makerspace Report July 2021

Coming soon...

### Programs

- 7/26 Adult Craft (take-and-make)
- 7/29 Fiber Therapy Craft Group (virtual)
- 7/31 Teen Cupcake Wars (in-person, lake front building)
- 8/2 Children's Craft (in-person)
- 8/7 Local Author Storytime with Kaylor Wiedenbeck of Waterloo (Library lawn)
- 8/9 Adult craft (in-person)
- 8/16 Children's Craft (in-person)
- 8/17 Landlord and Tenant Rights & Responsibilities under Wisconsin Law (virtual)
- 8/23 Adult Craft (in-person)
- 8/26 Fiber Therapy Craft Group (virtual)
- 8/30 Children's Craft (in-person)

### Outreach

- 7/27 Family Fun Night (Lake Front)
- 8/31 Family Fun Night (Lake Front)
- 9/7 Family Fun Night (Lake Front)
- 10/16 Storytelling Festival

## June 2021

### Programs

Date	Program	Live attendance	1-Minute+ asynchronous views	Kits distributed
6/7	Community Art Craft		24	46
6/9	Plant Swap	24		
6/14	Fairy Garden Craft			59
6/15	The Power of Positive Parenting	10		
6/17	LGBT+ 101	2	20	
6/19	Watercolor Workshop	15c, 10a		
6/21	Children's Craft		27	59
6/21	Virtual Mummies	1		
6/22	Raising Confident, Competent Children	7		
6/24	Fiber Therapy	2		
6/28	Adult Craft		43	50
6/28	Teen Drawing Workshop	1	2	
6/29	Raising Resilient Children	7		
6/30	Hugga Loula	17c, 11a		

### Updates

Starting in August we will begin offering in-person craft programs. However, I will continue to create craft kits and videos for folks who don't feel comfortable/cannot attend the scheduled craft time.

**Trainings**

6/30 UW-Madison 14-hour course *Spanish for Libraries*

**Makerspace Appointments**

6/2 VHS to digital

6/5 craft supplies

6/7 3D printer

6/8 Thermal laminator

6/8 Polymer clay kit and craft oven

6/10 Craft supplies

6/16 VHS to digital

6/21 3D printer

6/22 3D printer

6/23 VHS to digital

6/29 Thermal laminator

6/30 VHS to digital