

**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
In-person/Virtual Meeting
Monday, April 18, 2022, 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: 31 PM

Present: Doug Anderson, Bri Diebolt-Brown, Anne Hartwick, Jaime Weigel, Jim Winship, Kathy Retkze (joined at 6:43)

Absent: Jennifer Motszko

Staff: Diane Jaroch, Sarah French, Denna Rolfsmeyer

2. Consent Agenda
 - 2.I. Approval of the minutes of the regular meeting of March 21, 2022*
 - Acknowledgment of Receipt of Financial Reports*
 - 2.II. Acknowledgment of Receipt of Treasurer's Reports*
 - 2.III. Acknowledgment of Receipt of Statistical Reports for March 2022*
 - 2.IV. Acknowledgment of Payment of Invoices for March 2022*

MSC Winship/Anderson to approve the Consent Agenda.

Ayes: Doug Anderson, Bri Diebolt-Brown, Anne Hartwick, Jaime Weigel, Jim Winship

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.I Library Building Project

1. Review and approve Agreement of Services with The Sweeney Group.
 - a. Dianne reported that the first payment could come from city fund balance or the money market account.
 - b. According to the fee schedule, the library will owe \$12,000 when we initiate the contract. Anne reported that have sufficient funds to cover this amount in the money market account. Diane will contact Kathy regarding making a payment.

MSC Anderson/Diebolt-Brown to approve the Agreement of Services with The Sweeney Group.

Ayes: Doug Anderson, Bri Diebolt-Brown, Anne Hartwick, Jaime Weigel, Jim Winship

Nays: none

2. Update from the Library Expansion and Renovation Steering Committee meeting of April 8, 2022.
 - a. The board reviewed the draft questions for Jodi Sweeney in preparation for the meeting on Wednesday, April 27th.
 - b. Diane will send the questions onto Jodi Sweeney prior to meeting with her.

5. New Business

5.I. Review and Re-Approval of the Collection Development Policy

- a. Bri suggested adding a link in the policy to the documents referenced on page 3.
- b. Strike the line "Copies of the last three documents are included in this policy." on page 4.

MSC Diebolt-Brown/Winship to approve the Collection Development Policy as amended.

Ayes: Doug Anderson, Bri Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jaime Weigel, Jim Winship

Nays: none

6. Staff & Board Reports

6.I. Director's Report ~ see attached

- Diane shared that a staff member recently resigned, the position has been posted.

6.II. Adult Services Report ~ see attached

- There was a great turnout of the presentation last week titled, “Where are all the aliens?” with the NASA ambassador.

6.III Youth Educational Services Report ~ see attached

- Deena has held 3 story times and Sarah did one at 4:30 on Wednesdays at the Community Space. She’s had to adapt the format somewhat but it’s going well so far. Both have been able to make good connections.
- Anne said that we should be spreading awareness about this Storytime, perhaps on the Banner.
- Deena gave an update on a recent meeting about the recent influx of migrant families in the area. A welcoming expo will be held on May 21st at the Community Engagement Center.

6.III.i Programming & Makerspace Librarian Report

- Sarah gave an overview of the activities planned for Remake Learning STEAM Day on 4/23.
- She also highlighted that she’s been filming videos in advance for the Summer Storyteller series.
- Library will be a co-sponsor of the Whitewater Arts Alliance summer public art project on Main Street. This year’s theme is “Great Literary Works.”

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

- Diane will attend a workshop on May 6th at the new Watertown library.
- Doug asked about grants available through the Bridges system and if we can apply for them. Deena and Diane shared that we can and have applied for grants in the past.

6.V. Library Board Reports

- Jaime and Anne gave a brief update on the development of the land acknowledgement process. Jaime will continue to update the board on the process every other meeting.

7. Board Request for Future Agenda Items

- a. We took a moment to acknowledge Anne and Jim’s last meeting as board members. We will vote on a slate of officers at next month’s meeting. Alyssa Orlowski and Sallie Berndt have been approved by Common Council to fill the two vacancies and will be at next month’s meeting.

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 May 16th at 6:30pm.

Meeting adjourned at 7:26.

Minutes respectfully submitted by Jaime Weigel on April 18, 2022.

DIRECTOR'S REPORT

April 18, 2022

I. ADMINISTRATION

- a. Four work orders were submitted in March.
 - i. Suzanne requested two small pallets be brought to the basement to store items on.
 - ii. Public laptop 16 was not connecting to the printer.
 - iii. The key for the toilet paper holder broke and needed to be replaced.
 - iv. The OPAC in the children's area gave a pop-up message informing us that the CAFÉ app would no longer be supported by Internet Explorer come June and we should consider switching to Edge.

II. BUDGET

- a. None.

III. PERSONNEL

- a. I completed performance evaluations for all my direct reports on Friday, March 25. All staff will receive a cost of living adjustment, retroactive to January 1, in their second April paycheck.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We were invited by Cathy Anderson to participate in the Community Member Welcome to Whitewater Expo taking place on May 21st. Sarah will be representing us at this event.
- b. Deana began Wednesday afternoon story times at the Community Space.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. None.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

Adult Services Report April 2022

Report:

I completed the face to face 2021 performance evaluations for the circulation staff.

Stacey has been training me to perform her director duties, so I am prepared to handle the day to day operations when she is on medical leave.

Collection Development:

I continue to do monthly weeding in the various adult collections.

I created four book displays for the month of April.

Virtual Meetings/Webinars/Training Sessions Attended:

March 15: Infosec Training: Phishing and Social Media and Mobile & Physical Security

March 15-18: Completed face to face performance evaluations with the circulation staff

March 21: Library Board Meeting

March 23: Bridges Circulation Meeting

March 23: Meeting with Deana and Sarah

March 29: SEWI Adult Programming Meeting

March 30: Staff Meeting with Stacey, Deana, and Sarah

April 06: Infosec Training: Malware & Suspicious Email

April 08: Library Expansion and Steering Committee Meeting

April 13: Meeting with City Manager

Youth Educational Services Report April 2022

Upcoming Events

March 30th-May 18th: Spring Storytime on Wednesday morning at 9:30 & 10:30.

March 30th-May 18th: Storytime at the Community Space on Wednesday evenings at 4:30 p.m.

April 22nd: Homeschool Meet & Greet at 1:00 p.m.

April 30th: Stress-Less Saturday at 1:00 p.m.

May 13th: Homeschool Program at 1:00 p.m.

May 14th: Stress-Less Saturday at 1:00 p.m.

Nicaraguan Migrant Meetings

Sarah and I attended two meetings regarding the recent influx of migrants from Nicaragua to Whitewater. Both meetings explored what resources the city had to offer our new residents. It was decided that the city would host educational sessions for the new residents on how to access a variety of services. The library will be hosting and participating in many of these sessions.

Washington Elementary 4K Class Visits

I was contacted by Washington Elementary teacher Erin Maron to see if we could continue 4K class field trips to the library. This year's field trip will be held on Thursday, April 14th. We'll start with a quick story time, followed by a library tour, and end with a fun simulation of how a book is added to the library shelves.

YAAASSS Bags

We had 20 students request bags this month!

National Library Week

We filmed three videos for National Library Week, all of which were posted to our Facebook page. The first was a behind-the-scenes look at the book drop, the second featured staff book talking their favorite book about books, and the last was staff book talking the books they were planning on reading over the weekend.

I am in the process of filming a video for Memory Kits, a new collection created by Suzanne, as well as summer reading program videos that will be sent to the schools.

Meetings & Trainings

March 23rd & 24th: Nicaraguan Migrant Meetings.

March 31st: Met with Sarah to discuss homeschool programming, Thursday night concerts, and National Library Week videos.

April 2nd: NASA@ My Library Affinity Group Meeting.

April 12th: NASA@ My Library Affinity Group Meeting.

Programming & Makerspace Librarian Report
April 2022
Sarah Hemm

Programs:

- Total participation in self-directed Mosaic Shamrock in Makerspace – 19
- Month of April: Celebrating Local Poets – I've received submissions from several local poets of videos of their original poems to post to our social media for National Poetry Month
- 4/1: Mini magnetic poetry kit, self-directed in Makerspace for month of April
- 4/5: Poetry Explorers for ages 8+. In-person attendance 6. Take-home kits throughout April.
- 4/6: Storytime (sub for Deana). 9:30 (15) and 10:30 (14).
- 4/6: Storytime at the Community Space (sub for Deana). Attendance 5.

Upcoming Programs:

- 4/16: Stress-Less Saturday for teens.
- 4/19: Poetry Embroidery, in-person + take home kits for adults
- 4/22: Homeschool Meet & Greet (with Deana)
- 4/23: Remake Learning STEAM Day. In-person for families.
- Month of May: Self-directed in the Makerspace – Teacher Appreciation Card making
- 5/4: May the Fourth -- paper circuits, coding, littleBits Star Wars droid. For teens, in-person
- 5/6: Crafternoon: Decoupage flower pots. For adults, in-person. Extra materials will be put in the Makerspace for self-directed program for the rest of the month.
- 5/9: Kids Take & Make: DIY Kaleidoscopes
- 5/16: Public art project with Whitewater Arts Alliance. Adult, in-person program to collaborate on artwork that will be on display downtown this summer.
- 5/19: Maker Club: Polymer Clay creations. For kids, in-person
- 5/21: Community Welcome Expo. All ages, off-site
- 5/23: Adult Take & Make: Felt Bird Bookmarks
- 5/31: Lotus flower lantern craft workshop. Hybrid (zoom + in-person). Ages 10+

Makerspace Use:

- 3/16: Shamrock mosaic
- 3/19: Craft supplies
- 3/21: Tour
- 3/21: Rubber stamps
- 3/22: Craft supplies
- 3/22: Sewing machine
- 3/23: Craft supplies

- 3/23: 3D printer
- 3/23: 3D printer
- 3/24: Craft oven
- 3/28: Craft supplies
- 3/29: Craft oven
- 3/30: 3D printer
- 3/31: VHS to digital
- 3/31: Polymer clay
- 3/31: VHS to digital
- 4/1: Alcohol ink markers
- 4/1: Craft supplies
- 4/2: Sewing machine
- 4/5: Cricut
- 4/6: VHS to digital, Scanner
- 4/8: Laminator
- 4/8: Magnetic poetry

Makerspace Training Appointments: 3.25 hours

Donations:

- Karen E. (staff) donated various craft supplies

Equipment & Technology:

- Added an embroidery kit for Makerspace use
- Updated Cricut Design Space on Makerspace laptop
- Cleaned the 3D printer

Other Updates:

- Located historical materials for Chamber of Commerce 80th anniversary display and started the Summer Storyteller series of videos with Kellie Carper.
- National Library Week: Helped Deana with videos and gave out coloring sheets, 66 buttons.
- Finished the Makerspace User spreadsheet and here are some statistics:
 - Total trained Makerspace users: 291
 - Most used equipment: 3D Printer (140); VHS to DVD/Digital (61); Cricut (44); Bigshot Sizzix die cut machine (23); Sewing machine (22); Accuquilt (17)
 - Surprising that more people don't use the laminator. I posted a promo on social media.

Meetings:

- 3/23: Nicaraguan Migrant Meeting – Resources Group
- 3/23: Meeting with Deana and Diane
- 3/24: Nicaraguan Migrant Meeting – City Messaging Group
- 3/24: Meeting with Whitewater Arts Alliance
- 3/25: Meeting with Jennifer French – (Senior Center)
- 3/30: Meeting with Stacey, Diane, and Deana
- 3/31: Meeting with Deana
- 4/1: Land Acknowledgement Statement Inquiry with Stacey, Jamie, Anne and Dr. Yarbrough
- 4/4: Meeting with Denise Maple from Live Life Spiritual Direction
- 4/6: Meeting with Stacey and Diane

Trainings:

- 3/17: *Understanding the Post-Emergent Phase of a Makerspace* by Educator Innovation webinar (1 hour)
- 3/21: Tinkercad tutorials (1 hour)
- *The Makerspace Librarian's Sourcebook* by Ellyssa Kroski (ALA, 2017)
- *Makerspaces in Practice* by Ellyssa Kroski (ALA, 2021)
- 3/28: *Love Library Data: Project Outcome 101* by Public Library Association webinar (1 hour)
- 4/1: Land Acknowledgement Training webinar, League of Women Voters (.75 hour)
- 4/5: *Bringing the Library to Your Community*, IFLS webinar (1.5 hours)