

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, December 19, 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*

*This is a hybrid in-person and virtual meeting.*

1. Call to Order at 6:32 p.m.

Present: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: none

Staff: Stacey Lunsford

Guests: John Marshall, Tincher Realty

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on November 21, 2022\*
- b. Acknowledgment of Receipt of Financial Reports\*
- c. Acknowledgment of Payment of Invoices for November 2022\*
- d. Acknowledgment of Receipt of Statistical Reports for November 2022\*
- e. Acknowledgment of Receipt of Treasurer's Reports\*

MSC Diebolt-Brown/Anderson to approve the Consent Agenda.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

3. Correspondence

- 3.I. We received a letter of appreciation ~ see attached

- The library's contribution to the publication of the book *Mythmaker*, specifically Susan Willmann's assistance in the project, and the author's appreciation was noted.

#### 4. 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.

#### 5. Old Business

##### 5.I. Library Building Project

1. Library board members participation in fundraising campaign
  - Jodi Sweeney spoke with the Planning Committee and the 100 Extraordinary Women Campaign.
  - Bri shared that people can make a \$1,000 contribution in the name of an extraordinary woman, and the money raised will sponsor the outdoor area of the expansion project.
  - There will be a party in April for all the women who donated. People who donate will receive signs to display in their yards. Stacey reported that the yard signs were ordered and have already come in.
  - The next meeting for both groups is set for January 10th.

2. Update on sale of properties

##### 5.I.i. Executive Session

- Adjourn to closed session, TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1) (e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session" Negotiation of sale of properties at 413 West Center Street, 414A/B Forest Avenue, 424 Forest Avenue, Whitewater.

MSC Anderson/Diebolt-Brown to move discussion of the properties for sale to closed session.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

MSC Diebolt-Brown/Anderson to move out of closed session.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.II. Approval of Sales of Library Property

- Following the executive session, the Library Board will vote on whether to accept any of the submitted proposals or none.

MSC Diebolt-Brown/Retzke to accept the highest offer as given for the Library Property 414/414A Forest Ave. for the price of \$199,000.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

MSC Anderson/Orlowski to counter offer to the highest bidder for each property and, if accepted, the Board approves the sale on the Library Properties 413 W. Center St. and 424 Forest Ave.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6. New Business

6.I. Review of the 2022 Strategic Plan Activities

- We will review the completed activities for 2022. One of the goals for 2023, which will come under our first strategic plan goal -- Building Toward the Future: We will undertake a process of assessment to make sure our spaces, collections, and services align with the present and future needs of the community -- will be the following. This was included in our major goals in the 2023 budget document.
  - Stacey updated the Board on activities that have been completed and the ones that will be carried over to 2023.
  - Stacey emphasized that the Friends of the Library group needs to be reorganized and revitalized in the upcoming year.
  - Alyssa shared that the library card registration at the Middle School was a big success. There will also be a table at 4K registration. The Board suggested having a table at Fairhaven and at the Andersen Library on campus.

- Bri suggested doing more outreach to the neighboring area in Spanish and English. Stacey said they could put bags with information in English and Spanish on door handles in the surrounding area to invite them to the library and share what services we provide.
- Stacey will incorporate these ideas into the 2023 strategic plan and bring it back to the Board at the January meeting.
- Complete a 360 review of the changing needs of the library (print vs digital expenditures, staffing, workflow) and update the library's budget. Discussion of other 2023 activities will be on the January agenda.
  - Stacey shared that there aren't any line items in the budget for digital materials. She needs the line item to be added by the city's finance department so people can see the impact.
  - Stacey updated the Board about RFID tagging, which may be required by the State in the near future. There will be increased costs associated with this new system, including additional tags and software, that aren't covered by the current budget that's been allocated to the library for the past five years.

#### 6.II. Approval of Bloomerang Donor Software Proposal

- We will need a donor software database to track donations and pledges over the next five years. Two products were reviewed: Bloomerang, used by the Watertown Public Library for their project and Network for Good, used by the Whitewater Community Foundation. The two products were similar in features; Bloomerang was the less expensive choice. Request approval of the Bloomerang proposal.

MSC Diebolt-Brown/Weigel to approve the Bloomberg Donor Software Proposal.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

#### 6.III. Public Concerns About Library Resources

- Last month, a request was made to look at the City's Public Comment Ordinance. I have attached it along with the library's policy for review and discussion.
- It was agreed that a link to the City's Public Comment Ordinance (p. 46 of the packet) should be added to number 6, at the end of the sentence "The Library Board shall decide procedure for conducting a hearing on the material in question."
- Discussion took place about not allowing passages of books to be read at meetings but wasn't clear where that was added.

6.IV. Review and Approval of The Draft Revision of The Collection Development Policy

- I have added language used by the American Library Association addressing misinformation and disinformation, as requested at the last board meeting.

MSC Orlowski/Berndt to approve the Collection Development Policy.

Ayes: Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6.V. Discussion and Possible Action on Certificates of Deposit Due to Mature in March 2023

- A decision needs to be made about cashing them out or reinvesting them.
- Kathy reported that \$300,000 is tied up in CDs which will expire in March.
- Doug asked if we had a Money Market account with them, Kathy said we currently have \$500 with them in a Money Market account.
- Discussion took place about the benefits of moving the money from the CDs to the Money Market account.

MSC Retzke/Diebolt-Brown to move the money from CDs to the Money Market account.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6.VI. Approval of the 2023 Jefferson County Library Contract

- This is the annual contract which secures our county funding for the next fiscal year.

MSC Anderson/Retzke to approve the 2023 Jefferson County Library Contract.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6. VII. Review and Approval of The Closed Holidays and Special Closings Schedule For 2023

- This is the annual review of the days that the library is closed or closes early and which of those are paid holidays for staff. Request approval.

MSC Weigel/Diebolt-Brown to approve the Closed Holidays and Special Closings Schedule for 2023.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

## 7. Staff & Board Reports

### 7.I. Director's Report ~ see attached

- The library is advertised as a warming and cooling station to the community.

### 7.II. Adult Services Report ~attached

### 7.III. Programming & Makerspace Librarian Report ~ see attached

- Sarah has had great participation at her recent programs, and the spice of the month club has also been popular among patrons.

### 7.IV. Bridges Library System Staff Report ~ see attached

### 7.V. Board Reports

#### Trustee Training Week reports

1. From Stories to Action: How to Talk about Your Budget to Activate Support and Secure Funding
  - Will be presented next month (Jennifer)
2. Effective & Efficient Meetings: Parliamentary Procedure
  - Alyssa shared that the training was very helpful for new Board members and people who aren't familiar with parliamentary procedure. Scripts were provided at the training that she found to be helpful. The webinar also touched on the differences between small and large Boards, which Alyssa found to be interesting.

## 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. Polco is a civic engagement, survey, and polling platform.
- Review of bylaws to consider changing meeting time (requested by Jaime)
- Director Performance Evaluation Review in closed session (requested by Jennifer)
- Land Acknowledgement Statement (requested by Jaime)

Confirmation of the next meeting on January 18, 2022 at 6:30 p.m. (changed due to Martin Luther King, Jr. Day closure). Adjourned at 8:24 p.m.

Comments in the Chat Box:

- none

Minutes respectfully submitted by Jaime Weigel on December 28, 2022

**DIRECTOR'S REPORT**  
**December 19, 2022**

**I. ADMINISTRATION**

- a. Eight work orders were submitted in November.
  - i. Problem with patron laptop
  - ii. Lightbulbs needed replacing
  - iii. Radiator casing in community room was bent askew
  - iv. Problem with VPN connection for staff computer
  - v. Universal Power Source in basement for network is dead and needs replacing ~ Not Done
  - vi. Heat in the library was too high (~90°)
  - vii. The stored furniture at 424 Forest Ave house had not been removed yet and the house was ready to be listed
  - viii. Problem with staff computer

**II. BUDGET**

- a. None.

**III. PERSONNEL**

- a. None.

**IV. LIBRARY COLLECTION**

- a. The children's picture books, DVDs and Blu-rays, music CDs, and books on CD have all been weeded.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. None.

**VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I will have attended the December 16 Alliance of Public Libraries meeting and will report anything of note.
- b. I attended the Jefferson County Library Council meeting on Wednesday, December 7 in Lake Mills. They discussed adding Hoopla circulation numbers to the reimbursement ask for digital materials. This would require a consultation with the county administrator about changing the language of the funding formula from only identifying OverDrive circulation numbers and replacing it with the phrase "verifiable digital circulations."

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I attended the SEWI Directors Retreat in Watertown on Friday, December 9. We had a training on facilitation techniques.

**IX. STRATEGIC PLAN**

- a. This is on the agenda.



**X.**

**CAPITAL CAMPAIGN**

- a. We have begun the planning for 100 Extraordinary Women. Yard signs have been ordered and arrived.

## **Adult Services Report December 2022**

### **Report:**

We had one person check out a park pass in November for the pilot program, "Check Out Wisconsin's State Parks". The small display case in the lobby is featuring this program for the month of December.

Fifty children participated in the Dinosaurs on the Loose scavenger hunt for November.

One teacher requested a teacher pack for the month of November.

### **Collection Development:**

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

I created four book displays for adults and four book displays for children and young adults for the month of December.

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

November 16: Staff meeting with Stacey and Sarah

November 17: Bloodborne Pathogens (V2) training

November 23: Bridges Circulation Meeting

November 24: Infosec training: Holiday Security

November 30: Staff meeting with Stacey and Sarah

December 07: Staff meeting with Stacey and Sarah

## Programming & Makerspace Librarian Report December 2022

### Programs:

- 11/16: Storytime (20)
- 11/18: How to Use the Libby App (0)
- 11/21: Spice of the Month Club (84)
- 11/22: Dungeons & Dragons (14)
- 11/23: Storytime (23)
- 11/29: Common Scams & Frauds Presentation (6)
- 11/30: Storytime (21)
- 12/1: Gingerbread House Craft take/make (50)
- 12/5: Hour of Code (7)
- 12/6: Handmade for the Holidays: Bags & Tags (8)
- 12/7: Storytime (22)
- 12/12: Dungeons and Dragons (11)
- 12/13: Handmade for the Holidays: Bath Bombs (15)
- 12/14: Storytime (17)
- 12/15: Spice of the Month club (60)

### Upcoming Programs:

- 12/20: Handmade for the Holidays: Coasters
- 12/28: LEGO Party
- 1/9: Spice of the Month club
- 1/10: Journaling workshop with local writer Katy Daixon Wimer
- 1/11: New Year, New Career! With the Walworth Co. Job Center
- 1/12: Little Makers process art program for ages 2-5
- 1/18-3/8: Storytime
- 1/19: Maker Club: Perler beads
- 1/23: Mindful Monday Book Club
- 1/24: Local Landmarks at Risk w/Landmarks commission
- 1/27: For Teens: Totes & Notes
- 1/31: Dungeons & Dragons

### Makerspace Use:

- 11/21: 3D printer
- 11/21: Fox craft
- 11/21 Fox craft
- 11/23: Craft supplies
- 11/26: Stamps
- 11/28: Needle felting
- 11/29: Needle felting
- 11/29: Stamps
- 11/29: Needle felting
- 12/1: 3D printer
- 12/3: Cricut
- 12/5: Craft supplies
- 12/6: Scanner
- 12/6: Scanner
- 12/6: Beading supplies
- 12/6: Craft supplies
- 12/7: Scanner
- 12/13: Button maker

Makerspace Training Appointments: 1.5 hours

Equipment & Technology:

- The Cricut Expression 2 machine's cord is broken. It's not worth replacing because the machine is obsolete and we have a newer Cricut.

Donations:

- Various craft supplies from Kristyn (staff)

Other Updates:

- 55 people participated in the Gratitude Tree display on the children's bulletin board.
- Installed a Story Stroll in downtown Whitewater as part of the Shop Small Holiday Market. The book selection was a bilingual title in both Spanish and English, "Gracias = Thanks" by Pat Mora.
- 8 participants for the December YAAASSS bags.
- Applied for the Penguin Random House Grant for Small & Rural Libraries (\$1,000)
- Installed a snow-themed display on the children's bulletin board.
- Interview with Royal Purple news about the Handmade for the Holidays programs.
- Set up a holiday gift tag making station in the Makerspace.

Meetings:

- 11/16: Staff meeting
- 11/18: Met with student leaders of the H.S. Key Club

- 11/22: ALSC Programs & Services Recognition Committee
- 11/28: WLA Intellectual Freedom SIG
- 11/30: Staff meeting
- 12/6: ALSC Programs & Services Recognition Committee
- 12/7: Staff meeting
- 12/12: Tiffany Helgerson, Monona Public Library
- 12/14: Staff meeting

Professional Development:

- Infosec Holiday Security
- CSLP Virtual Summer Symposium