

**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, June 20, 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 virtual-only meeting via Zoom

1. Call to Order at 6:34 p.m.

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

Absent: none

Staff: Stacey Lunsford, Diane Jaroch, Sarah Hemm

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on May 16, 2022*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for May 2022*
- d. Acknowledgment of Receipt of Statistical Reports for May 2022*
- e. Acknowledgment of Receipt of Treasurer's Reports*
 - i. Kathy gave an update on the current status of finances. She explained that the funds in a CD with Fort Community Credit Union are coming due. She plans to cash out the CD, close the account, and roll over the funds to First Citizens in mid-July.

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

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

Nays: none

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. Library Building Project

- Update from the Library Expansion and Renovation Steering Committee.
- Diane reported that Jody Sweeney from the Sweeney Group has been in the library conducting interviews with potential donors and they have been going really well.
- Stacey will be meeting with Jody on Thursday, June 23rd.

5. New Business

5.I. Appoint a New trustee to be the representative to the Endowment Fund Board of Directors

- Stacey reported that Jim Winship had been the previous representative. The group meets quarterly, with the next meeting scheduled for July 20th at 4PM in the library.

MSC Doug Anderson/Kathy Retzke to approve Jaime Weigel to represent the Board of Trustees on the Endowment Fund Board of Directors.

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

Nays: none

5.II. Review and Re-Approval of Donations and Discards Policy

MSC Brienne Diebolt-Brown/Jaime Weigel to approve the updated Donations and Discards Policy.

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

Nays: none

6. Staff & Board Reports

6.I. Director's Report ~ see attached

- The Board is glad to have Stacey back after her leave and noted that Diane has been doing an excellent job in her absence.

6.II. Adult Services Report ~ see attached

6.III Youth Educational Services Report ~ see attached

- Summer Reading Program kickoff event was held last Wednesday. 80 people were in attendance and the program is off to a great start!
- There has been an uptick in attendance of all in-person events and Sarah reported that there has been a lot of positive feedback.

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

- Attendance has been trending upward, 37 people attended the pollinator workshop and 21 people attended a recent meditation program for adults.
- Sarah has a teen volunteer helping out every week with the Maker Club program for school-aged kids.
- There have been requests recently for converting 8mm film to digital, will keep an eye on this.

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

6.V.I Board Report

- Update on Land Acknowledgement Statement (Jaime)
 - Jaime updated the Board on the work done thus far by the Committee, she will email a link to a webinar and an invite to the next Committee meeting on July 5th.

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. Polco is a civic engagement, survey and polling platform.
- Suggested questions:
 - What type of library program are you most comfortable attending?
 - What days of the week and times of the day work best?
 - How likely are you to attend a program for kids/adults at X:XX?
- Doug is willing to stop by the library to help wordsmith the questions.

Confirmation of the next meeting on July 18, 2021 at 6:30 p.m. Adjourned at 7:11 p.m.

Comments in the Chat Box:

- none

Minutes respectfully submitted by Jaime Weigel on June 21, 2021

DIRECTOR'S REPORT
June 20, 2022

I. ADMINISTRATION

- a. Five work orders were submitted in May.
 - i. There was a coffee stain in the lobby that needed to be removed.
 - ii. One of the ceiling lights at the circulation desk burned out.
 - iii. Three plastic tables used by the City Market needed to be removed from the Community Room as they were no longer needed.
 - iv. An older chair was removed from the library as the cushion was sinking.
 - v. The public OPAC's were not connecting to the internet.

II. BUDGET

- a. None.

III. PERSONNEL

- a. Aurelia Lorvick has accepted the position of Customer Service Specialist. She received her B.A. from UW-Madison in 2021, worked at the Cambridge Community Library, and is fluent in Spanish. She begins on June 20th.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Sarah represented the library at the Welcome to Whitewater Expo that took place on May 21st. She had fifty families stop by her table and speak with her.
- b. Suzanne represented the library at the City Market on June 8th. She was there to promote and educate people about the Memory Café's that our library and neighboring libraries hold on a monthly basis. As of this year the Memory Café's rotate monthly among the libraries in Jefferson County.
- c. Deana held three story times at the Community Space during the month of May.

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. As part of the strategic plan activities for 2022 on equity, diversity and inclusivity, all staff watched three webinars called "Wisconsin Libraries Talk About Race". They webinars were part of an LSTA-funded project and provided by DPI. When we held our Staff Training at the end of April, we discussed the webinars. The

discussion was very productive and everyone had something to contribute to the conversation.

- b. During the Staff Inservice I met with the circulation staff and we discussed friction points with patrons. The staff reported that since we no longer charge for replacement library cards or collect fines, there is rarely any friction with patrons. Staff was very pleased with this.

Adult Services Report June 2022

Report:

We interviewed for the vacant Customer Service Specialist position on May 27th. Aurelia Lorvick accepted our offer and begins on June 20th. She received her B.A. from UW-Madison in 2021, worked at the Cambridge Community Library, and is fluent in Spanish. Her first week will be filled with training and she will begin her regular schedule on June 27th.

Collection Development:

I created four book displays for the month of May.

In Stacey's absence I was not able to complete the monthly weeding of the collection.

Virtual Meetings/Webinars/Training Sessions Attended:

May 11: Infosec Training: Protect Your Data Assessment

May 16: Library Board Meeting

May 18: City Safety Committee Meeting

May 26th: Interviews for the Customer Service Specialist position

June 1st: Staff meeting with Deana and Sarah

June 8th: Staff meeting with Deana and Sarah

June 9th: Whitewater Leads Meeting

June 13th: City Department Heads Staff Meeting

June 14th: Infosec Training: Just the Facts: Internet of Things

Youth Educational Services Report June 2022

Upcoming Events

June 8th-July 27th: Summer Storytimes at 9:30 and 10:30 a.m.

July 11th: Magician Matthew Teague at 6:30 p.m.

July 16th: Spanish Family Movies at 12:00 p.m. (tentative)

July 18th: Hoop Elation Dance Class at 3:30 p.m.

Summer Reading Program Preparation

Preparation for the summer program has consumed most of my time over the last four weeks.

Preparation includes:

- Designing and printing Brag Tags for the children's program.
- Putting together the registration packets for Little Explorers, children, and teens.
- Creating decorations.
- Creating bingo forms for the children and teen programs.
- Creating the reading log for the Little Explorers program.
- Writing instructions for both patrons and staff.
- Creating the sponsor poster, spreadsheet, and social media posts.
- Promoting the program through print and electronic media.

Summer Storytime

Summer Storytime began on Wednesday, June 8th, and although we intended to be outside again this summer, the weather has so far not cooperated. At our first storytime we had over 20 participants in the 9:30 a.m. session, but no one in the 10:30 a.m.

Homeschool Field Trip to the Depot Museum

Our homeschool group took a field trip to the Depot Museum for a tour, given by Whitewater Historical Society President Carol Cartwright. 11 homeschoolers participated. Everyone enjoyed learning more about our local history and we look forward to working with the Historical Society in the future.

Community Space

After a two-week break, I have resumed my visits to the Community Space. Rather than try to do a storytime, I bring an activity and promotional material and engage with people one-on-one. This seems to be effective.

Meetings and Webinars

June 1st: Staff meeting with Diane and Sarah.

June 8th: Staff meeting with Diane and Sarah.

Programming & Makerspace Librarian Report

June 2022

Sarah Hemm

Programs:

- 5/16: Public Art Project (3)
- 5/19: Maker Club (20)
- 5/21: New Community Member Expo (46)
- Felt Bird Bookmarks take/make (40)
- 5/31: Korean Lotus Lantern Craft (7 in person, 13 self-directed)
- 6/1: Summer Storytellers videos begin (weekly through August)
- 6/4: Creating a Pollinator Paradise (37)
- 6/8: Meditation Workshop (21)
- Juneteenth take/make (30)

Upcoming Programs:

- 6/22, 6/29, 7/6, 7/19: Teen programs
- Maker Club (every Thursday during summer reading)
- Crafternoon (every Friday during summer reading)
- Independence Day take/make kits
- 7/9: Ferradermis (H.S. Robotics Team) Demonstration

Makerspace Use:

- 5/9: VHS to Digital
- 5/9: Craft supplies
- 5/14: Craft supplies
- 5/18: Community Art Project
- 5/23: Sewing supplies
- 5/23: Stamps
- 5/27: Digital Creation Laptop
- 5/31: Craft supplies
- 6/2: Craft supplies
- 6/3: Craft supplies
- 6/3: Craft supplies
- 6/4: Vinyl to Digital
- 6/6: Sewing supplies
- 6/8: Laminator
- 6/8: External CD/DVD drive
- 6/8: Polymer Clay
- 6/9: Craft supplies

Makerspace Training Appointments:

- 1.5 hours

Equipment & Technology:

- We've had several requests to get equipment to convert 8mm film.
- Working on VR headsets so they're able to circulate.

Donations:

- Spirograph set from Cori W. (staff)

Other Updates:

- Assisted Molly Fuller with Partners in Play program
- Recorded 4 Summer Storyteller videos with community members
- Made buttons and lanyards for the Summer Reading Program
- Assisted Diane and Judy with Customer Service Specialist interviews
- Assisted Deana and Diane with Summer Reading plans/decorating
- Working on NASA grant
- Appointed to the ALSC Programs & Services Recognition Committee

Meetings:

- 5/23: WLA Intellectual Freedom Special Interest Group
- 6/1: Meeting with Diane and Deana
- 6/7: Land Acknowledgement Meeting with Jaime
- 6/8: Meeting with Diane and Deana

Professional Development:

- *Ask, Listen, Empower: Grounding Your Library Work in Community Engagement* by Mary Davis Fournier and Sarah Ostman (ALA, 2021)
- *STEAM Resources for Libraries* webinar with National Girls Collaborative Project
- *Bite-sized Outreach* webinar with WLA Outreach Services Roundtable
- *Supporting and Representing Indigenous People in the Library* webinar with WVLS