

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, November 21, 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 6:35 p.m.

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

Absent: Kathy Retzke

Staff: Stacey Lunsford, Sarah French, Diane Jaroch

Guests: Dave Stone

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on October 17, 2022*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for October 2022*
- d. Acknowledgment of Receipt of Statistical Reports for October 2022*
- e. Acknowledgment of Receipt of Treasurer's Reports*

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

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, 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

5.I. Library Building Project

- The Campaign Planning Committee held its first meeting on Thursday, November 3.
 - Stacey shared the that group went over marketing materials at the meeting and made revisions.
 - Next meeting will be on November 29th at 7 PM
- The 100 Extraordinary Women Committee held their first meeting on Wednesday, November 16.
 - Stacey reported that the committee went over marketing materials at the meeting. They also decided that money raised would go to outside area/wi-fi.
 - Next meeting will be held on November 29th at 5:30 PM.

5.II. Library Contribution Agreement

- Jim and Julie Caldwell have pledged money to the Capital Campaign and have requested an agreement for the disbursement of the funds.
- Stacey brought the agreement to the Board seeking approval.

MSC Diebolt-Brown/Orlowski to approve the Library Contribution Agreement.

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

Nays: none

5.III. Discussion of The Land Acknowledgment Statement Process

- Jaime updated the Board on the recent work on the Land Acknowledgement Statement. She and Sarah French decided to reach out to Tribal leadership to seek their input via formal letter and asked board members if they thought the letter should be signed by the Board, the Library, or both.
- Stacey recommended reaching out to the City first and Brienne offered to do that.
- Since the letter had not been written yet, Jaime offered to bring it back next month for the Board to review before sending it.

5. New Business

5.I. Review and Approval of Draft Revision of Public Concerns About Library Resources Policy

- Stacey made a couple of style changes, corrected the title of the Youth Educational Services Librarian and added one additional rule that has been suggested by the library system.
- Board suggested adding wording to specify that only residents of the area served by the library, specifically those residing in Rock, Walworth, and Jefferson Counties, are allowed to submit reconsideration forms.

MSC Weigel/Diebolt-Brown to approve the Public Concerns About Library Resources policy as amended.

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

Nays: none

5.II. Review and Approval of Draft Revision of Request for Reconsideration of Library Resources Form

- This is tied to the Public Concerns About Library Resources Policy and has been updated and revised to meet current system recommendations.
- Board suggested adding the following wording to the form: "The complainant must complete the form in full and sign it."
- Discussion took place regarding adding a statement about disinformation.
- Stacey will bring back a revised draft next month for the Board to review.

5.III. Review of Library Director Evaluation Policy and Procedures

- As there are several newer board members, the Board reviewed these documents.
- The Board reviewed the timeline and it was noted that there is a discrepancy between the dates listed on the procedure and the ones written on the policy.
- Stacey will send out a director evaluation form for the Board to complete. Board members will need to complete the evaluation and mail it back to Jennifer Motszko.
- The Library Performance Evaluation Committee will meet in the next month to review the process. Members include Jennifer Motszko, Brienne Diebolt-Brown, and Sallie Berndt. Brienne agreed to set up that meeting.

5.IV. Approval of the 2023 Annual CAFE Addendum

- This is the addendum we sign each year to update our member agreement with the CAFE consortium

MSC Anderson/Diebolt-Brown to approve the Library's member agreement with the CAFE consortium.

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

Nays: none

5.V. Review of The POLCO Summer Reading Program Survey

6. Staff & Board Reports

6.I. Director's Report ~ see attached

- Library Legislative Day will be held in February. If anyone is interested in attending, a group can ride together.

6.II. Adult Services Report ~attached

- Dianne reported that no one has checked out a State Parks pass yet as part of the "Check Out WI State Parks" pilot program. The program will run through March. It will be featured in the display case in the near future to help promote it.

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

- Sarah has received a lot of positive feedback on the Spice of the Month Club.

6.I.V. Board Reports

- Trustee Training Week reports
 - Doug reported on the 'Making Sense & Cents of Building Projects' webinar; he found that our library has met all of their recommendations already.
 - Jaime reported on the webinar titled 'Materials Challenges and Your Library from the Trustee Table.'
 - Several of the recommendations were addressed already tonight in the Public Concerns about Library Resources policy and Reconsideration of Library Resources Form.
 - It was also stressed in the webinar that the role of Board members is to respect the work of the trained, professional staff and give them the space needed to do their work.
 - Other recommendations included allowing only a three-minute speaking period in meetings for residents served by the library and not allowing passages from materials to be read aloud, as they would be taken out of context and,

therefore, could be misunderstood.

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

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.

Confirmation of the next meeting on December 19, 2022 at 6:30 p.m. Adjourned at 7:47 p.m.

Comments in the Chat Box:

- none

Minutes respectfully submitted by Jaime Weigel on November 22, 2022

DIRECTOR'S REPORT
November 21, 2022

I. ADMINISTRATION

- a. Seven work orders were submitted in October.
 - i. Request to reinstall Shoretel voice message application shortcut on circulation computers.
 - ii. Request to install new battery in the clock located in the periodicals area.
 - iii. Request to troubleshoot camera on staff laptop that was not working.
 - iv. Request to replace the dead Universal Power Source in the basement for the library network.
 - v. Request to troubleshoot a public laptop that was not powering on.
 - vi. Request to repair the power strip that had pulled away from the wall, located in the Makerspace behind the 3D printer.
 - vii. Request to troubleshoot a staff computer that was reacting sluggishly and making loud troubling noises.

II. BUDGET

- a. The amended 2023 City budget passed at the November 15 Common Council meeting.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. I am continuing to weed in the Children's Picture Book area.

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 November 11 Alliance of Public Libraries meeting in Oconomowoc. The group voted to continue our current database subscriptions: AncestryLibrary, Morningstar Investments, Consumer Reports, and NovelistPlus. We discussed book challenge sessions at the Wisconsin Library Association annual conference and what individual libraries are doing to update their policies, training, and procedures. Library Legislative Day in February was brought up. This is in "ask" year so it is important that library staff and trustees show up to talk to their legislators about the importance of fully funding the library system budgets.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. The end-of-the-year review will be on the December agenda along with discussion of activities for 2023.
- X. CAPITAL CAMPAIGN**
- a. I have a demonstration set up with Bloomerang, a donor management software company. This is the product that was used by Watertown Public Library for their successful capital campaign.
 - b. I have been working with the graphic designer to incorporate the suggested changes to the campaign brochure. A draft will be ready for the next campaign planning committee meeting scheduled for Tuesday, November 29.

Adult Services Report November 2022

Report:

The pilot program, "Check Out Wisconsin's State Parks", which we were invited to participate in, finally launched on November 9th. The park passes and accompanying materials did not arrive in time for us to launch the program on the anticipated November 1st kick off date. So far no one has checked out a pass.

I assisted Stacey and Sarah with the redesign of our new website.

The scavenger hunt in the children's area this month is Dinosaurs on the Loose, in honor of Dinovember.

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 November. One of the displays I created in the children's area is a collaboration with the WUSD for the 2023 WEMTA Battle of the Books.

Virtual Meetings/Webinars/Training Sessions Attended:

October 12: Staff meeting with Stacey and Sarah

October 17: Library Board Meeting

October 19: Staff meeting with Stacey and Sarah

October 21: Infosec training: Social Safety

October 26: Check Out Wisconsin State Parks Meeting

October 26: Staff meeting with Stacey and Sarah

November 09: Meeting with high school students

November 09: Staff meeting with Stacey and Sarah

November 16: Staff meeting with Stacey and Sarah

Programming & Makerspace Librarian Report

Sarah French

November 2022

Programs:

- 10/21: Sing, Dance, Thrive w/Noelle Larson (27)
- 10/24: Spice of the Month Club (60)
- 10/25: For Teens: Frankentoys (7)
- 10/26: Storytime (20)
- 10/27: Duct Tape Halloween Accessories (3)
- 10/28: Sing, Dance, Thrive w/Noelle Larson (11)
- 11/1: Dungeons & Dragons (18)
- 11/2: Storytime (27)
- 11/4: Homeschool Hangout (30)
- 11/4: Sing, Dance, Thrive w/Noelle Larson (26)
- 11/7: Crafty Cinema (10)
- 11/7: Effigy Mounds Presentation w/Kori Oberle (25)
- 11/8: Intro to Fan Fiction & Fandoms w/Amelia (4)
- 11/9: DINOvember take & make activity for kids (84)
- 11/9: Storytime (18)
- 11/11: Sing, Dance, Thrive w/Noelle Larson (13)
- 11/15: Maker Club: Invent Your Own Board Game (18)

Upcoming Programs:

- 11/18: How to Use the Libby App
- 11/21 and 12/15: Spice of the Month Club
- Storytime every Wed. through Dec 14
- 11/29: Common Scams & Frauds Presentation w/Jeff Kersten, Agency Liaison for the WI Bureau of Consumer Protection
- 12/1: Gingerbread House take & make kit for kids
- 12/5: Hour of Code
- 12/6, 12/13, 12/20: Handmade for the Holidays programs for adults

Makerspace Use:

- 10/12: Craft supplies
- 10/17: Beads
- 10/17: Fabric
- 10/19: 8mm to digital
- 10/20: Craft supplies
- 10/20: Craft supplies
- 10/20: Craft supplies

- 10/21: Craft supplies
- 10/24: Craft supplies
- 10/25: Crochet
- 10/25: Craft supplies
- 10/27: Paper
- 10/27: Knitting
- 10/27: Craft supplies
- 10/28: Craft supplies
- 10/28: Letter punches
- 11/1: Knitting
- 11/7: Craft supplies
- 11/7: Fox keychain
- 11/11: Cricut, pastels
- 11/12: Craft supplies
- 11/14: Craft supplies

Makerspace Training Appointments: 1.5 hours

Equipment & Technology: I purchased an 8mm reel so that I can train people on the new conversion equipment.

Donations: We received two books written and illustrated by Laurie Narad, a local artist who worked with Studio 84 to create an alphabet picture book featuring her paintings of animals. Laurie also participated in our Summer Storyteller series last summer and her video was very popular. Sadly, Laurie recently passed away but she was able to see her book finished and produced, and wanted the library to have copies. We put one copy in the children's section and the other in the Whitewater room.

Other Updates:

- Class visit to Dr. Watson's Children's Literature class at UWW to talk about read aloud tips and how to select picture books.
- Gratitude Tree interactive display on the Children's bulletin board
- YAAASSS Bags: 24 participants for November
- Helped to update the program speakers list for SEWI
- Worked on website updates
- A volunteer, Amber R., worked with me for 10 hours.
- Andrea from WHYsconsin, a radio show on WPR, tabled in the library's lobby on 11/7 to gather questions from the community.

Meetings:

- 10/12: Staff meeting
- 10/13: Tiffany Helgerson, YS Coordinator, Monona Public Library
- 10/18: Whitewater Arts Alliance
- 10/19: Staff meeting
- 10/24: WLA Intellectual Freedom SIG
- 10/24: SEWI Adult Public Programming
- 10/26: Staff meeting
- 10/26: Amber R., volunteer
- 10/31: Alyssa Strzyzewski, Adult Services Librarian, Port Washington
- 11/1: Katy Daixon Photography
- 11/3: Michael Velliquette, UW-Madison
- 11/7: Land Ack. meeting w/Jaime W.
- 11/9: Staff meeting
- 11/9: Whitewater Arts Alliance

Professional Development: None