

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, October 17, 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 6:34 p.m.

Present: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: Brienne Diebolt-Brown

Staff: Stacey Lunsford, Sarah Hemm, Diane Jaroch

Guests: Karol Kennedy

2. Introduction of And Discussion with Karol Kennedy, Bridges Library System Director

- Karol Kennedy gave an overview of the Bridges Library System and the services they provide. She then fielded questions from the Board. She shared the following:
 - There are 15 library systems in the state, 24 libraries in our district.
 - They provide resources and services to raise the quality of and help grow all libraries within the system.
 - Bridges maintains the catalog/CAFE and provides the delivery of materials within the system; they also provide support and management of databases and the digital library.
 - Offer consulting and marketing services provided to improve programming and services, as well as professional development.
 - Tech and budget assistance are also provided by Bridges.
 - Karol emphasized and complimented on the uniqueness of each library within the system.

3. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on September 19, 2022*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for September 2022*
- d. Acknowledgment of Receipt of Statistical Reports for September 2022*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Anderson/Retzke to approve the Consent Agenda without the August meeting Minutes.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

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

- Report from The September 29, 2022 Meeting of The Library Expansion and Renovation Steering Committee Meeting.
 - The Committee discussed revisions to marketing material drafts. They now have final versions of the Elevator Pitch, the FAQs, the Pledge Form, the Recognition Opportunities, and the Booklet. The booklet has been sent to Opportunities for printing. They will be reproducing the other documents in-house.
 - They also reported on recruitment efforts for the Campaign Planning Committee and the 100 Extraordinary Women Committee.
 - Stacey will share the Booklet with the Board next month.
 - The Campaign Planning Committee will meet in early November.

5.II. Response from The Community Development Authority Re: Library Properties on Center St And Forest Ave

- The CDA discussed the acquisition of the library properties at 407 and 409 West Center Street and 414A & B and 424 Forest Avenue at their meeting on September 15. They declined to move forward with the purchase.
- Request approval to retain the services of Tincher Realty to act as the Library Board's agent in offering the properties up for sale.

- The Grocery Co-op spoke with Stacey about the property; she shared that they may possibly be interested in it.

MSC Weigel/Anderson to approve the retention of the services of Tincher Realty to list the properties.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.III. Review and Approval of Draft Revision of The Inappropriate Behavior Policy

- Draft revision with the changes requested by trustees at the September meeting

MSC Orlowski/Berndt to approve the revised Inappropriate Behavior Policy.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

4.IV. Review and Approval of The Second Draft of The Library Programming Policy

- Draft revisions from trustee feedback at the September meeting

MSC Anderson/Orlowski to approve the revised Library Programming Policy.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6. New Business

5.I. New Business Review of Updated 2023 Library Budget

- Stacey met with the Finance Committee and raised these concerns:
 - Reduction of Walworth County reimbursement
 - City allocates a flat amount of \$470,000 annually and continues to use the Library's fund balance to balance the operational budget. These are funds that we had planned to use for the building project.
 - City is planning to give all staff 4% wage increase but is not giving the Library any additional funds to cover these increases.

- Stacey shared this information with the Board because she feels we need to be proactive with the next biannual budget.

5.II. Relinquishing Safe Deposit Box

- The Library has a safe deposit box at First Citizens State Bank. It contains the handwritten draft of Stephen Ambrose's manuscript for the first volume of his book, *Nixon*. Jim Winship contacted a dealer familiar with valuing this type of author memorabilia. There is no financial value for this item.
- Request approval to relinquish the safe deposit box and bring the manuscript to the Library for archival storage and possibly display purposes.
- Stacey will contact the bank and find out what steps need to be taken care of to relinquish the safe deposit box.

MSC Anderson/Weigel to relinquish the safe deposit box and store Ambrose's manuscript of *Nixon* at the library.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.III. Revision of The Position Descriptions for The Assistant Director and The Youth Educational Services Librarian

- Both of these positions currently have a requirement that they qualify for a State of Wisconsin Public Librarian Grade 1 Certificate. This was not always a requirement for these positions at our library and it is not a requirement by the state for any position other than a Library Director. There is a cost of \$50 to get the certification for each position. The main objective is for the two positions to maintain a high level of continuing education which will remain in the position description. This change would only affect the certification process and the additional costs, neither of which truly benefit the library. Request the requirement for Grade 1 certification be removed from these position descriptions.

MSC Retzke/Anderson to approve the revision of the position descriptions for the Assistant Director and the Youth Educational Services Librarian.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5.IV. Review and Approval of The Whitewater Community Foundation Fiscal Sponsorship Conduit Agreement

- The Whitewater Community Foundation has agreed to act as the Library's fiscal sponsor and conduit for the expansion and renovation project. Request approval of the agreement.
- Doug asked what happens if there are excess funds; Stacey said that will be determined later after funds have been raised.
- This is a multi-year proposition that will be revisited annually.
- An administration fee of 1.5% of the total project fund per year will be charged, which Stacey felt was the best possible deal available.

MSC Anderson/Retzke to approve the Whitewater Community Foundation Fiscal Sponsorship Conduit Agreement.

Ayes: Doug Anderson, Sallie Berndt, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

7. Staff & Board Reports

6.I. Director's Report ~ see attached

- Suzanne Haselow received a \$1,000 grant from AARP for her Memory Cafe kits.

6.II. Adult Services Report ~attached

- Jaime complimented the staff on the awesome display in the case. Stacey shared that there's a game attached to it with prizes.

6.III Youth Educational Services Report ~ see attached

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

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

- The Trustee Appreciation dinner was very successful. Doug and Jennifer attended and enjoyed the keynote speaker. Jennifer shared that ILYML display board that Sarah made looked amazing.

8. Board Request for Future Agenda Items

- Update on the Land Acknowledgement Statement
-
- Trustee Training Week reports
 - November: Materials Challenges, Sense & Cents of Building Projects

- December: Parliamentary Procedure, From Stories to Action
- January: Recruiting & Retaining Library Staff
- 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 November 21, 2022 at 6:30 p.m. Adjourned at 7:42 p.m.

Comments in the Chat Box:

- none

Minutes respectfully submitted by Jaime Weigel on October 27, 2022

DIRECTOR'S REPORT
October 17, 2022

I. ADMINISTRATION

- a. Nine work orders were submitted in September.
 - i. The locking mechanism on one of the men's restroom stalls fell off.
 - ii. I requested access on my desktop to files that are in the sequestered Volunteers drive.
 - iii. Printing software had to be updated on the new circ computers.
 - iv. A patron lodged a complaint about the crumbled pavement at the end of the sidewalk near the handicapped parking spot in the parking lot and that the handicapped spot sign was twisted (due to a patron driving into it.)
 - v. Two patron laptops needed troubleshooting.
 - vi. One staff laptop needed troubleshooting.
 - vii. A child defecated in the children's area. Library staff cleaned it up but a work order had to be put in for carpet cleaning for the stains.

II. BUDGET

- a. I attended the Finance Committee meeting on Tuesday, October 11. I will report on that at the meeting.

III. PERSONNEL

- a. Deana Rolfsmeyer is on a 12-week leave of absence for health reasons. Sarah, Diane, and I have split up her tasks among us.

IV. LIBRARY COLLECTION

- a. None.

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 October Alliance of Public Libraries meeting and will report on that at the meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. I completed an online management webinar on building resilience.

IX. STRATEGIC PLAN

- a. None.

X. CAPITAL CAMPAIGN

- a. The design of the marketing materials is nearly complete.
- b. Staff have labeled 100 return envelopes.
- c. Staff have labeled 25 file folders.

Adult Services Report September 2022

Report:

On August 20th I hosted the NASA @ Your Library: Webb's First Light presentation, and it was a huge success. Twenty-eight people attended, many of which engaged in conversation with the presenter. Our NASA ambassador, Dennis Roscoe, Ph. D., did an excellent job and received many compliments. I served a beautifully decorated cake from the Sweet Spot, which was completely consumed. I have included a photo at the end of my report.

Collection Development:

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

I created four book displays for the month of August. For the month of September, I have collaborated with Deana on a book display in honor of Banned Book Week, which runs from September 18th – 24th.

Virtual Meetings/Webinars/Training Sessions Attended:

August 15: Library Board Meeting

August 16: Library Expansion and Renovation Steering Committee Meeting

August 16: Proctored an Exam

August 17: NASA @ My Library Final Report Webinar

August 17: Staff meeting with Stacey, Deana, and Sarah

August 23: Infosec Training: Just the Facts: Safe Web Browsing

August 31: Staff meeting with Stacey, Deana, and Sarah

September 07: Staff meeting with Stacey, Deana, and Sarah

September 12: Proctored an Exam

Adult Services Report October 2022

Report:

Our library was invited to participate in the pilot phase of an exciting new program the Wisconsin Library Association (WLA) and its Wisconsin Association of Public Libraries (WAPL) division are developing in partnership with the Wisconsin State Parks system and Friends of Wisconsin State Parks.

“Check Out Wisconsin’s State Parks” will offer Wisconsin library card holders the chance to visit any Wisconsin State Park for free. Each vehicle pass is valid for one day of the patron’s choosing. The pilot program is being offered at no cost to participating libraries thanks to generous funding from the Wisconsin State Parks System, Friends of Wisconsin State Parks, Nicolet Federated Library System, and Southwest Wisconsin Library System. Twenty Wisconsin libraries (including our library) have been selected for an invitation to participate in this pilot program based on several factors including community demographics, WLA affiliation, and a desire by the pilot program committee to evaluate the program’s functionality in a variety of library sizes and locations. If the pilot program is successful, WLA and the Wisconsin State Parks System hope to expand the program in the future. The program will kick off on November 1st.

Collection Development:

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

I created five book displays for the month of September. Deana and I collaborated on a book display in honor of Banned Book Week, and the Daughters of the American Revolution and I collaborated on a book display for Constitution Week.

Virtual Meetings/Webinars/Training Sessions Attended:

September 14: Staff meeting with Stacey, Deana, and Sarah

September 15: Mental Health in Library Customer Interactions

September 21: Staff meeting with Stacey, Deana, and Sarah

September 21: Bridges Circulation Meeting

September 22: Infosec training: Cybersecurity Awareness

September 27: Piper Webs Training Session

September 28: Staff meeting with Stacey, Deana, and Sarah

September 29: Graphic Design Crash Course Webinar

September 29: Library Expansion and Renovation Steering Committee Meeting

October 5: Staff meeting with Stacey, Deana, and Sarah

October 6: Beyond the Post: Making Social Media Work for Your Library Webinar

Youth Educational Services Report October 2022

Storyteller's Festival

The library provided the Story Stroll for the second annual Storyteller's Festival. This year's book was *Strictly No Elephants* by Lisa Mantchev. In addition, we provided free books for the children's tent. Each book contained instructions on obtaining a library card.

Homeschool Hangout

On Monday, September 26th we hosted Wild in Wisconsin for our homeschool families. Wild in Wisconsin is one of the outreach programs offered by the Milwaukee Public Museum. Students who participated in this program learned about habitats and ecosystems.

Pride Rally

On Saturday, October 1st I represented the library at the second annual Pride Rally. I had a table set with library information and LGBTQ-themed picture books. I was also offered an impromptu opportunity to read a story at the children's reading nook.

YAAASSS Bags

We have resumed our teen book subscription service. We had 21 students request bags. All students will be receiving a free book.

Meetings and Trainings

September 21st: Staff meeting.

September 27th: Website training with Piper Webs.

September 28th: Staff meeting.

September 29th: Graphic Design Crash Course.

October 3rd: Bloodborne Pathogens training.

October 5th: Staff meeting.

Programming & Makerspace Librarian Report

Sarah French

October 2022

Programs:

- 9/14: How to use the Libby app at Seniors in the Park (12)
- 9/20: For Teens: Anime Movie Night (12)
- 9/21: Maker Club (15)
- 9/22: Job Services Help Desk w/Walworth Co. Job Center (4)
- 9/27: Ice Age Trail Presentation (16)
- Sept. Spice of the Month Club take/make kit (60)
- 10/1: Sing, Dance, Thrive! Kick off w/Noelle Larson (38)
- 10/3: Sock Pumpkin adult take/make craft (18)
- 10/4: Dungeons and Dragons (15)
- 10/6: Homeschool Hangout: A Visit with Abe Lincoln (15)
- 10/6: The Political Abe Lincoln: Honest Abe on Campaigns and Elections (5)
- 10/7: Sing, Dance, Thrive! Session 1 w/Noelle Larson (36)
- Science in a Bag kits, courtesy of the WI Science Festival (50)
- 10/10: Job Services Help Desk w/Walworth Co. Job Center (3)
- 10/11: Maker Club: Minecraft Paper Circuits (3)

Upcoming Programs:

- Noelle Larson will have 4 more sessions for Sing, Dance, Thrive!
- Halloween Needlepoint take/make craft for kids
- Spice of the Month Club (through May)
- 10/25: Frankentoys & Halloween movie/snack for teens
- Storytime Wednesdays at 9:30 am, 10/26 through 12/14
- 10/27: Duct Tape Halloween Accessories
- 11/4: Homeschool Hangout w/Milwaukee Public Museum
- 11/7: Crafty Cinema
- 11/7: Effigy Mounds Preserve Presentation with Kori Oberle
- 11/8: Intro to Fan Fiction and Fandoms
- 11/9: DINOvember take/make activity

Makerspace Use:

- 9/13: Craft supplies
- 9/16: Craft supplies
- 9/17: 3D printer
- 9/21: Scanner
- 9/22: Craft supplies
- 9/23: Craft supplies
- 9/26: 3D printer
- 9/30: Craft supplies
- 9/30: Craft supplies
- 10/1: Craft supplies
- 10/1: Craft supplies
- 10/1: Craft supplies
- 10/1: Craft supplies
- 10/1: Craft supplies
- 10/1: Craft supplies
- 10/3: Craft supplies
- 10/4: Paper
- 10/6: Punches
- 10/7: Craft supplies
- 10/7: Craft supplies
- 10/8: Punches
- 10/8: Polymer clayMakerspace Training Appointments: 1.25

Equipment & Technology:

- Purchased equipment to convert 8mm film to digital
- Ordered 3D printer filament and updated instructions -- added tips and resources
- Established fee for the button maker. 1st button free and then 10 cents per button

Donations: None

Other Updates:

- Created poster for Bridges Library Trustee Appreciation event
- 21 participants for October YAAASSS Bags
- Continued work on Native American collection audit
- I helped several patrons with one-on-one technology training
- Worked on the Makerspace pages for the new website

Meetings:

- 9/14: Staff meeting with Stacey, Diane, and Deana
- 9/20: Whitewater Arts Alliance board meeting
- 9/23: Bridges Makerspace Librarians meeting @Waukesha
- 9/26: WLA Intellectual Freedom SIG

- 9/27: Website training
- 9/27: ALSC Program and Services Recognition Committee
- 9/28: Staff meeting with Stacey, Diane, and Deana
- 9/30: IArtLibraries interview with Laura Damon-Moore
- 10/3: Denise Maple and Lori Frison
- 10/5: Staff meeting with Stacey, Diane, and Deana

Professional Development:

- *Advancing a Culture of Creativity in Libraries: Programming and Engagement* by Megan Lotts (ALA, 2021)
- *Mapping the Imaginary: Supporting Creative Writers through Programming, Prompts, and Research* by Hanick, Bateman, and Pierce (ALA, 2019)

Telling Your Library's Story, WiLSWorld Shorts webinar