

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, September 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 6:30 p.m.

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

Absent: Sallie Berndt

Staff: Stacey Lunsford, Sarah Hemm, Dianne Jaroch

Guests: Steve Michaelson, from the Whitewater Co-op

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on August 15, 2022*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for August 2022*
- d. Acknowledgment of Receipt of Statistical Reports for August 2022*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Doug Anderson/Brienne Diebolt-Brown to approve the Consent Agenda without the August meeting Minutes.

Ayes: Doug Anderson, Brienne Diebolt-Brown, 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.
 - i. Steve Michaelson inquired about the library's lots. Stacey shared that the lots will be discussed at the October CDA meeting.
 - ii. Doug asked if the City or the Board controlled the lots. Stacey said that lots were under the control of the Board but could not discuss further because the lots were not an agenda item.

4. Old Business

4.I. Library Building Project

- Library Building Project Report from the September 7, 2022 meeting of the Library Expansion and Renovation Steering Committee meeting.
- Also included is a copy of the report given to the Common Council at their meeting of September 6, 2022.
 - Stacey reported that the Committee received a proposal from Creative Solutions and began working with her to get the campaign documents started, which they've been working on since the 7th.
 - Expansion Committee will meet again on September 29th at 3:30 PM.

5. New Business

5.I. Approval of Plan to Discard Surplus Furniture and Shelving

- The Library has a number of tables, desks, filing cabinets, and surplus shelving in storage in one of the empty houses owned by the Library. In preparation for selling the properties, city and library staff have evaluated the items in storage and put together a plan to best dispose of the various items. Tables, desks, and filing cabinets will be taken to Wisconsin Surplus in Mount Horeb for auction. Surplus metal library shelving will be sent to recycling. Items were offered on the state listserv and no one is interested in purchasing what we have. These items have been in storage for a long time and will not be used again. Request approval for the plan of disposal.
- Stacey added that she talked with Eric Boettcher, the facilities manager, and the department is just waiting for the Board's approval.

MSC Diebolt-Brown/Anderson to approve the plan to discard surplus furniture and shelving.

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

Nays: none

5.II. Consideration of The New York Times Subscription

- The digital-option was discussed with a representative of the New York Times. The cost per year would be \$2000. Options for changing the number of papers we receive are attached. However, these are introductory prices and those prices will go up over time. (pg. 34 of the Agenda packet)
 - Doug asked how many patrons read the paper. Stacey said that was impossible to track.
 - Stacey added that she feels the cost is disproportionate relative to the amount of people who use it.
 - Bri asked if we could get someone to donate their paper copy of the paper but Stacey felt that option wouldn't be feasible either.
 - Kathy suggested stopping the subscription for now and tracking the number of complaints the library receives to gauge how many patrons read it on a regular basis.

MSC Retzke/Anderson to end the subscription to the NY Times and track the number of complaints received for stopping the subscription.

Ayes: Doug Anderson, Brienne Diebolt-Brown, Alyssa Orlowski, Jennifer Motszko, Kathy Retzke

Nays: Jaime Weigel

5.III. Request A Visit from Bridges Library System Director Karol Kennedy

- From Karol Kennedy, System Director: *One of my goals this year is to get out to more of your library board meetings. I am happy to share information about system services, how the system and libraries work together to improve library service to communities, and to answer any questions they may have. I think it can be helpful for library board members to put a face with a name and organization, and I do love meeting the people who volunteer to serve your libraries. If there is a meeting you would like me to attend, please send me the date and we'll get it on the calendar.*
- The Board is supportive of inviting Karol to the next meeting she is available to attend.

5.IV. Review and Re-Approval of The Inappropriate Behavior Policy

- Request re-approval without revision.

- The Board reviewed and discussed the points under the heading “Complaints Concerning Library Staff” to decide if the language needed to be clarified. The Board suggested revising the last two points to clarify them.
- Kathy asked if other Boards have language in their policies that are cleaner; Stacey said she will do some research and report back.
- Stacey will refer to the statute to find out if the meeting should be held in open or closed session.
- The Board made recommendations and Stacey will bring back an updated draft to the next meeting.

5.V. Review and Possible Approval of Draft Library Programming Policy

- A written programming policy has been suggested to Bridges libraries as another way to proactively provide transparency to the public on how our programs and events are chosen and funded.
- Stacey will continue working on this and bring back another draft at a future meeting.

6. Staff & Board Reports

6.I. Director’s Report ~ see attached

6.II. Adult Services Report

- Dianne hosted the *NASA: Webb’s First Light* program on August 20th and 28 people attended.
- She also created a Banned Books display for Banned Books Week.

6.III Youth Educational Services Report ~ see attached

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

- Bri shared that the Tuesday’s Farmers Market would like to add some crafts/maker activities next year as a future consideration for the library.
- Alyssa inquired about the Ice Age Trail presentation. Sarah said that it will be held on September 27th at 5:30 PM. She hopes to promote the Ice Age Trail backpack that is available for checkout.
- The library has received the 8mm film converter. Sarah wants to spend some time working with it before making it available to the public.

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

- Stacey reported that the automated system is currently down but is being worked on.
- Trustee Appreciation Dinner will be held on October 4th.

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.
- Update on the Land Acknowledgement Statement and Trustee Training Week reports have been added to next month's agenda.

Confirmation of the next meeting on October 17, 2022 at 6:30 p.m. Adjourned at 7:22 p.m.

Comments in the Chat Box:

- none

Minutes respectfully submitted by Jaime Weigel on September 28, 2022

DIRECTOR'S REPORT
September 19, 2022

I. ADMINISTRATION

- a. 16 work orders were submitted in August.
 - i. Pipes under sink in handicapped restroom are not insulated per ADA recommendation – Not completed
 - ii. Center Street handicapped door plate needed adjustment
 - iii. Access to Volunteers-only network drive for library staff working on digitizing the cemetery records
 - iv. The bubbler sensor was malfunctioning
 - v. Lightbulbs out in Makerspace
 - vi. Receipt printer at middle checkout computer not functioning
 - vii. Scanner at check-in computer not functioning
 - viii. Polaris client needed to be reinstalled on circulation and ILL computers after equipment upgrade
 - ix. OPAC #1 would not connect to the Internet
 - x. Loose carpeting needed to be re-glued in the staff work room.
 - xi. The staff entry doorbell was malfunctioning
 - xii. Fire inspection report that the quarterly inspection of the sprinkler system was not done-It was done but the sprinkler inspector had not noted it prominently enough for the fire inspector to see
 - xiii. Fire inspection report that the emergency lighting is not functioning
 - xiv. New printer software needs to be installed by the IT administrator so that printers work with Polaris reports on circulation and ILL computers after equipment upgrade
 - xv. MS Office 365 kept shutting itself down while attempting to schedule the meeting room calendars
 - xvi. The interior window of the Whitewater Room was very dirty and needed cleaning

II. BUDGET

- a. City management staff worked on updates to the biennial budget for 2023.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. Diane, Deana, and I are preparing the collection for RFID tagging to commence in 2024.

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 Jefferson County Finance Committee review of the county library budget on Thursday, September 15.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

IX. STRATEGIC PLAN

- a. None.

Youth Educational Services Report September 2022

Upcoming Programs

August 17th-October 5th: Storytime
September 23rd-25th: Storyteller's Festival
September 26th: Homeschool Hangout
October 1st: Pride Rally

Outreach

- On Wednesday, August 17th Sarah and I attended school registration at Lincoln Elementary. We handed out flyers about library programs and services to approximately 160 people.
- Storyteller's Festival
 - We are providing the Story Walk for the second annual Storyteller's Festival. This year's book is *Strictly No Elephants* by Lisa Mantchev.
 - We were also asked to stock and staff a reader's tent on Saturday. We will be bringing donated books and library information for anyone who wishes to stop in and read a spell.
- I was asked to visit Dr. Dwight Watson's children's literature class to give tips on reading aloud. He and I are coordinating on a date.

Homeschool Hangout

On Friday, August 19th Kori Oberle hosted a History's Mysteries program for our Homeschool Hangout group. Two of our homeschool families learned about the history of the Birge Fountain through Kori's fun, interactive program.

#Bookstagram

Now that summer is over, I have been working on creating and posting Instagram content. Reels are posted weekly on Tuesdays or Wednesdays.

Collection Management

I attended a meeting with Stacey and our Ingram representative on Tuesday, September 6th to learn how to use our new ordering platform.

Sustainable Shelves has resumed operations, which means I can resume weeding in the Youth Services Department. The goal is to have the collection up-to-date by the time we begin RFID tagging.

Meetings/Continuing Education

August 17th: Staff meeting with Stacey, Diane, and Sarah.
August 24th: Diversity Audit Webinar
August 24th: Staff meeting with Stacey, Diane, and Sarah.
August 25th: Bridges Youth Services Summer Celebration.

August 31st: Staff meeting with Stacey, Diane, and Sarah.

September 1st: Meeting with Sarah and Noelle Larson regarding music and movement classes.

September 6th: Meeting with Stacey and Ingram representative to learn how to use iPage.

Programming & Makerspace Librarian Report

Sarah French

September 2022

Programs:

- 8/12: Light-up Constellation Canvas (17)
- 8/15: Maker Club (14)
- 8/18: Concert in the Park craft (14)
- 8/23: For Teens (3)
- 8/25: Concert in the Park craft (6)
- 8/29: Galaxy Slime (42)
- 9/1: Concert in the Park craft (12)
- 9/6: Fidget Take & Make (74)
- 9/8: Concert in the Park craft (0)
- 9/13: Family Game Night (14)

Adult Summer Reading Program results:

- 42 registered
- 88 buttons were collected (adults could take 1 button/week)
- 5 bingo sheets were turned in for prizes
- 32 attended adult programs

Summer Storytellers results: Facebook views: 2107, YouTube views: 86

Upcoming Programs:

- 9/14: How to use the Libby app at Seniors in the Park
- 9/19: Spice of the Month Club adult take/make kit
- 9/20: For teens: Anime movie night, boba tea and mochi making
- 9/21: Maker Club: Suncatchers
- 9/22 and 10/10: Job Services Help Desk with Amanda from the Walworth Co. Job Center
- 9/27: Ice Age Trail presentation with Gary Hitchcock
- 10/3: Sock pumpkin take/make kit for adults
- 10/4: Dungeons and Dragons (teens and adults)
- 10/6: Abraham Lincoln presentation for homeschoolers in the morning, for adults in the evening
- 10/10: Kids take/make: Halloween cross stitch craft
- 10/11: Maker Club: Minecraft paper circuits

Makerspace Use:

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|------------------------|------------------------|---------------------------|
| • 8/16: Craft supplies | • 8/19: Craft supplies | • 8/23: Craft supplies |
| • 8/17: Yarn, stamps | • 8/19: Craft supplies | • 8/23: Beading kit |
| • 8/17: 3D printer | • 8/22: Stamps | • 8/25: Laminator, Sizzix |
| • 8/17: Craft supplies | • 8/22: Stamps | • 8/25: Craft supplies |
| • 8/17: Craft supplies | • 8/22: Cross stitch | • 8/26: Craft supplies |
| • 8/18: Craft supplies | • 8/23: Craft supplies | • 8/26: 3D Printer |
| • 8/18: VHS to digital | • 8/23: Craft supplies | • 8/26: Craft supplies |
| • 8/19: Button maker | • 8/23: Craft supplies | |

- 8/26: Cricut
- 8/27: Vinyl to CD
- 8/29: 3D Printer
- 8/27: Craft supplies
- 8/31: Craft supplies
- 8/31: Craft supplies, stamps
- 9/2: Sizzix, Cricut
- 9/6: Craft supplies
- 9/9: VHS to DVD
- 9/9: Craft supplies
- 9/9: Craft supplies
- 9/12: Cassette to CD
- 9/12: Craft supplies
- 9/13: 3D printer, VHS to digital
- 9/13: Craft supplies

Makerspace Training Appointments: 8.5 hours

Equipment & Technology:

- Deleted old files and updated both Makerspace laptops
- Upgraded the CD burning software on the Makerspace laptop
- Purchased new cutting mats for the Cricut
- Our film scanning equipment is outdated and needs to be replaced

Donations:

- Decorative paper and bookmaking instructions from patron
- Crayons from Jess (staff)

Other Updates:

- Assisted Deana with Pizza Party
- Delivered materials to Lakeview Elementary School for their registration day
- Outreach visit to Lincoln Elementary School for their registration day, talked to over 100 people and gave out info about upcoming programs, how to register for a library card
- Submitted final NASA grant report. We hosted 8 programs with a total attendance of 203.
- Digitized VHS tapes for Suzanne's archival project

Meetings:

- 8/15: Fall Programming meeting w/Deana
- 8/16: Whitewater Arts Alliance board meeting
- 8/17: Staff meeting w/Stacey, Diane, and Deana
- 8/22: WLA Intellectual Freedom SIG
- 8/31: Staff meeting w/Stacey, Diane, and Deana
- 9/1: Meeting w/Noelle Larson and Deana
- 9/7: Staff meeting w/Stacey, Diane, and Deana
- 9/7: Land acknowledgement meeting w/Jaime
- 9/13: Meeting with Amelia P.

Professional Development:

- *Effective and Efficient Meetings: Parliamentary Procedure*, WI Trustee Training Week webinar
- *Community Conversations: Learning Facilitation Skills*, ALA E-course