

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, April 17, 2023, 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 6:33 p.m.

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

Absent: Jaime Weigel

Staff: Stacey Lunsford, Diane Jaroch

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on March 20, 2023\*
- b. Acknowledgment of Receipt of Financial Reports\*
- c. Acknowledgment of Payment of Invoices for March 2023\*
- d. Acknowledgment of Receipt of Statistical Reports for March 2023\*
- 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, Jennifer Motszko, Alyssa Orłowski, Kathy Retzke

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 Follow-Up on Demco Spaces and Sign Up Software

- Stacey met with city manager to discuss budget. They discussed a better way to reserve rooms. John suggested having one uniform platform city wide. Discussed with IT person, RecDesk will be the program tested.

#### 5. New Business

##### 5.I. Discussion of Board Officer Orientation

- Requested by Motszko
- Ideas for onboarding new members/officer positions
  - Understanding the roles of president and secretary
- Possibility of recruiting people earlier - Fall
- Discussed in person vs. virtual attendance and time of day
  - Board discussed various time options and pros of having a hybrid option for meetings.
  - Discussion about possible meeting times.
  - We plan to revisit this on our August agenda.

##### 5. II. Review of Suggested Revisions to The Meeting Rooms Policy

- Recommend discussion of changes to the current policy. There are some suggested changes but also some areas that perhaps no longer serve our mission and input from the board is required on what changes need to be made, if any. Those areas are highlighted without suggested language changes.
- Board agreed with Stacey's changes and will revisit the section on exclusions.

MSC Anderson/Diebolt-Brown to approve suggested revisions to the meeting rooms policy.

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

Nays: None

##### 5. III. Discussion of Representation at The May 6 Multicultural Event at Whitewater High School

- An ESL teacher from the middle school contacted us about having a table with book displays and signing people up for library cards at this event. No staff are available to do this. If any trustees are willing to do this, we can discuss the logistics.
- 3-4 trustees willing to help with this event.

- People interested in signing up for library cards need to have a Photo ID with address on it. They could also get a temporary library card if they don't have that information available at the time.
- There is a rolling tote of the materials that will be ready to use on May 5th.

## 6. Staff & Board Reports

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

- Stacey discussed 100 Extraordinary Women event. 120 women signed up! Goal has been exceeded. Stacey will be speaking about the building project at the event.
- A community member wants to take the leadership role for Friends of the Library!
- The Alliance of Public Libraries meeting - discussed in great depth all the databases that are paid for and looking at purchasing software to make the catalog more user friendly. Trying 3 different products.
- One of Stacey's book reviews is in Library Reads this month and Family Tree magazine featured Irvin L. Young Memorial Library about newspaper digitization!

### 6. II. Adult Services Report ~ see attached

- Diane shared that there are still some park passes left, and that five people checked them out this month.

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

- Positive feedback from UWW Employee Wellness Fair

### 6.V. Board Reports

- a. Kathy Retzke reported money from CDS was moved into the money market account. Whitewater Community Foundation is collecting the funds for the Capital Campaign and will be investing them for the library.

## 7. Board Request for Future Agenda Items

- a. Current status of Capital Campaign will be discussed at the May Library Board Meeting.

### Comments in the Chat Box:

- None

## 8. Adjournment

Confirmation of the next meeting on May 15, 2023, at 6:30 p.m. Adjourned at 7:26 p.m.

Minutes respectfully submitted by Alyssa Orłowski on April 17, 2023.

## **DIRECTOR'S REPORT**

April 17, 2023

### **I. ADMINISTRATION**

- a. Five work orders were submitted in March.
  - i. Two lightbulbs needed to be replaced.
  - ii. Several staff members had printer driver issues on their computers.
  - iii. The staff entrance lock needed repair.
  - iv. Tables needed to be taken down in the Community Room for a program.

### **II. BUDGET**

- a. I discussed the budget with the City Manager at our monthly meeting. Staff members and I are continuing to do our 360 review of the budget.

### **III. PERSONNEL**

- a. None.

### **IV. LIBRARY COLLECTION**

- a. RFID tagging has commenced. We have started in the adult fiction area. A volunteer is working one hour a day tagging items. The technical services staff are tagging in the stacks and tagging adult fiction items as they are returned so none are missed. At the rate staff are going, I predict that it will take approximately 360 hours to complete the print collection.

### **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 April 14 Alliance of Public Libraries meeting and will report on it at the board meeting.
- b. I am part of the team planning the annual employee appreciation luncheon which will be a picnic at Cravath Lake park in June.

### **VIII. PROFESSIONAL DEVELOPMENT**

- a. I attended a one-hour training session on the new CAFÉ app which will launch by early summer. We have greater capability to customize what our app looks like. I have changed the colors to our library brand colors as a first step.
- b. I attended the monthly Wisconsin Library Association Intellectual Freedom Special Interest Group meeting where we had a presentation by a librarian from Illinois who was forced to cancel her Drag Queen Bingo program due to threats of violence from protestors.

### **IX. STRATEGIC PLAN**

- a. A community member has expressed interest in helping us revitalize the Friends, using the capital campaign momentum. I will be meeting with her to discuss.
- X. CAPITAL CAMPAIGN**
- a. The 100 Extraordinary Women has reached our goal and our celebration event is scheduled for May 6 at the Community Engagement Center from 11 am – 1 pm.

## **Adult Services Report April 2023**

### **Report:**

To date we have had five people check out a Wisconsin State Park Pass.

### **Collection Development:**

I assembled three book displays for adults for the month of April.

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

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

March 20: Library Board Meeting

March 22: Staff meeting with Stacey, Deana, and Sarah

March 22: Infosec Training: Mobile Security

March 29: Staff meeting with Stacey and Deana

## **Youth Educational Services Report April 2023**

### **Upcoming Programs**

#### Homeschool Hangout

- April 14<sup>th</sup>: Curriculum Swap
- May 26<sup>th</sup>: Telescope Clinic

### **Current Projects**

- Shifting materials in the children's department.
- Weeding
- Summer Reading Program
- Table at 4K Registration

### **March Homeschool Hangout**

Professor Juk Bhattacharyya taught our homeschool families all about earthquake science. In addition to bringing manipulatives for participants to use to create their own earthquakes, Professor Bhattacharyya had the whole group participate in movement activities to simulate the different kinds of earthquake waves and how they travel.

### **ESL Visit**

40 members of Jorge Isla's ESL class received a guided tour of our library on Wednesday, April 5<sup>th</sup>. Many of them registered for library cards after the tour.

### **New to the Children's Collection**

- Penworthy STEAM-to-Go Kits.
- Tonieboxes.

### **Meetings and Trainings**

March 22: Staff meeting

March 29<sup>th</sup>: Staff Meeting

April 6<sup>th</sup>: Bloodborne Pathogens Training

April 12: Staff meeting

April 13<sup>th</sup>: CCBC Visit

## Programming & Makerspace Librarian Report

April 2023

### Programs:

- 3/16: Little Makers (22)
- 3/20: Youth Art Month take/make kits (60)
- 3/21: Reflect & Realign Journaling Workshop (17)
- 3/22: Boost Your Budget with ARDC (5)
- 3/23: Maker Club (13)
- 3/27: Mindful Mondays Book Club (16)
- 4/3: Spring take/make for kids (60)
- 4/4: Let's Talk Tomatoes w/Ruth Flescher (13)
- 4/5: Storytime (25)
- 4/11: Dungeons & Dragons (12)
- 4/12: Storytime (28)

### Upcoming Programs:

- 4/13: Little Makers
- 4/14: Fiber Friday
- 4/17: Spice of the Month Club
- 4/18: Financial Fitness Family Night
- Wednesdays: Storytime
- 4/20: Maker Club
- 4/21: Michael Velliquette Art and Mindfulness Workshop
- 4/24: Mindful Monday Book Club
- 4/25: Native American Policy Eras and Contemporary Legacies (UWW faculty)
- 4/25: For Teens: Duct Tape & Doritos
- 4/27: Fiesta de Primavera (in collaboration with UWW student org, Latinos Unidos)

### Makerspace Use:

- 3/14: Craft supplies
- 3/15: VHS to digital
- 3/15: VHS to digital
- 3/18: Craft supplies
- 3/18: Craft supplies
- 3/20: 3D printer
- 3/21: 3D printer
- 3/22: Scanner
- 3/22: 3D printer
- 3/26: Craft supplies
- 3/26: Craft supplies



- 3/26: Craft supplies
- 3/27: Scanner
- 3/37: 3D printer
- 3/27: Craft supplies
- 3/27: Craft supplies
- 3/27: Craft supplies
- 3/27: Sticker mural
- 3/28: Craft supplies
- 3/28: Craft supplies
- 3/28 Craft supplies
- 3/29: Craft supplies
- 3/29: Scanner
- 3/30: Craft supplies
- 4/5: Scanner
- 4/5: Craft supplies
- 4/5: Craft supplies
- 4/6/23: 8 mm to digital
- 4/8: 3D printer
- 4/8: Craft supplies
- 4/8 Craft supplies

Makerspace Training Appointments: 4 hours

Equipment & Technology:

- I am very happy to report that the two new laptops are working well and all of our Makerspace equipment is back up and running.
- I purchased 2 wireless mice and 2 USB hubs to go with the new laptops.

Donations:

- Bluetooth Vinyl Record Turntable (patron)
- Movie vouchers from Whitewater Cinemas for the Dungeons & Dragons group

Other Updates:

- I received a phone call from Governor Evers and State Senator Mark Spreitzer to offer their support and thanks for offering the LGBTQ+ teen movie night.
- Applied for a Gage Marine 150<sup>th</sup> Anniversary grant
- 4/6: I tabled at the UWW Employee Wellness Fair and gave out goodie bags and promoted library card signups, programs, services, etc. I spoke with 62 people. There were many comments about how much people love the library, what a great job we are

doing, how they enjoy the Libby app, etc. In addition, I received the following specific questions/comments:

- Positive feedback about the LGBTQ+ movie night
- Positive feedback about our display cases in the lobby
- “Love all the programs you are doing at the library”
- Question about VHS to digital conversion and some other Makerspace questions
- Several questions about how to renew library cards
- “Love your events and I can see a noticeable difference”
- “Glad to see the City represented here”
- Excited about the Tonieboxes
- Question/interest about how to join the Friends of the Library group

Meetings:

- 3/15: Will Eisner Grant Committee
- 3/15: Staff meeting
- 3/21: WAA board meeting
- 3/22: Staff meeting
- 3/27: WLA Intellectual Freedom SIG
- 3/12: Staff meeting

Professional Development:

- Infosec Mobile Security
- Libby Deep Search and Notify Me training