

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, April 19, 2021, 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

1. Call to Order at 6:31 p.m.

Present: Doug Anderson, Brienne Diebolt-Brown, Anne Hartwick, Steve Smith, Jim Winship, Jaime Weigel, Kathy Retzke

Absent: Jennifer Motszko

Staff: Stacey Lunsford, Deana Rolfsmeyer, Diane Jaroch

Guests: Amy Pozezinski and Marisa Urbina from Studio GC

2. Library Building Project ~ see attached
 - a. Studio GC will present revised options to the conceptual plan to the board at this meeting.
 - Amy began by reviewing the initial plan, she then went over the three proposed changes reflecting the feedback provided by the Board.
 - The only difference in the three revised plans is the location of the children's bathroom and mother's room. The revised plans don't alter the West/addition portion of the expansion project.
 - Comments from Amy Pozezinski regarding the West addition:
 - There will be retractable walls for the meeting rooms.
 - A small space is dedicated by the entrance for the community closet and food pantry.
 - The meeting rooms have doors leading out to the walking path and "nooks" that can hold displays.
 - The kitchen will be enlarged by about 30 sq. feet with a 2 ft counter on each side. A refrigerator will still fit but there will not be a stove. Amy recommends installing a dishwasher to clean children's toys. A coffee stand could be installed in the kitchen facing outwards towards the vestibule.

- The wall for the Maker Space is movable and can be opened for a presentation to be given to the meeting room.
 - An office space was added near the Maker Space, it could also be used for a small collaborative room.
 - Friends of the Library will be located just off of the library.
 - Bathrooms were expanded and are handicap accessible.
 - Staff work space was reduced from 6 stations to 4 stations to reflect current staff usage.
 - The existing large meeting room will be demolished; the expansion will not go closer to Church St. than the existing wall does.
 - Kathy asked about the patron services desk and if it would be blocked by a wall. Amy shared that the furniture isn't added in the plan and that the desk could be pushed out so it isn't blocked.
- Comments from Amy Pozezinski for Option 1:
 - The current Maker Space will be turned into an activity room for the adult area, which could be used as a quiet reading area.
 - The early learning area will remain in the front with an added family bathroom and mother's room. The bathroom and mother's room would require additional plumbing.
 - The adult area was moved to the bottom corner (where DVDs are currently located) with the youth area located in the corner opposite the early learning area.
- Comments from Amy Pozezinski Option 2
 - Early learning area will be moved to the bottom corner of the library (where DVDs are currently located).
 - The family bathroom and mother's room will be installed in the area that is currently used as the Maker Space.
- Comments from Amy Pozezinski Option 3
 - The current Maker Space area will be used as a children's activity room and the mother's room and family bathroom will be on the wall opposite of the staff work space.
 - Deana said the activity room in the early learning area could be used as a dedicated story time room, which she said would be wonderful.
- Meeting Rooms
 - Amy reviewed typical meeting room usage to demonstrate ways the space could be utilized.
 - Meeting room 1 - 28 rooms, will fit 9 tables and 18 chairs with a lectern.

- Meeting room 2 - 77 chairs, will fit 20 tables and 40 chairs
 - If opened up, 130 chairs in both spaces or 31 tables and 62 chairs
 - Bri asked staff if they thought the expansion was big enough. Stacey shared that currently it's a squeeze if there are 70 people in chairs. Deana felt that it would be a good amount of space.
 - Amy stated that the plan has adequate storage for the furniture and would recommend folding tables and chairs that nest.
 - Current space is 1300 sq. ft, expansion would be 1950 sq. ft.
- Site Plan
 - Existing portion of the library that will be demolished is the current large meeting room.
 - The new addition will have a meandering, pedestrian-friendly path on the west side because the grade is better on that side of the library.
 - Boulder rocks could be used for seating, children's activities could be used in the space.
 - A different surface could be used outside of the meeting rooms for an outdoor space to host groups, like the summer reading program.
 - The parking lot will have 10 additional spots to meet code.
 - Amy shared that a glass wall could be utilized in the meeting room to make a bigger indoor/outdoor connection. Doug highlighted that might not be very practical for Wisconsin.
 - Paving the path might be a better option because gravel is difficult for snow removal and is not as ADA accessible.
- Next Steps
 - Approval from the Board to see which option we prefer. If so, Studio GC will further develop the plans.
 - They will continue to attend Board meetings to share their plans and ideas.
 - Next time they will bring back budgetary items. Current plans, as presented tonight, are under budget.
 - All three plans will require excavation for the family bathroom so one option isn't cheaper than another.
- Jim proposed each Board member take two minutes to share their preference of the 3 options.
 - Jim likes the 1st option, however, the discussion last time convinced him that having a separate teen area is needed. Therefore, he prefers option 3 because it's adult, teen, and family friendly.

- Bri's biggest concern was the family bathroom so she likes all three options.
 - Kathy likes the 3rd option because the early learning area is in the back and will be less distracting for the other areas. Potential there for a lot of fun activities.
 - Anne agreed with Kathy for the same reasons.
 - Steve said he supports whatever option Stacey and staff prefers.
 - Doug likes options 1 and 3 but supports the librarians' preference.
 - Jaime prefers the 3rd option for the dedicated early learning space for story time and the flow of foot traffic.
 - Lisa Dawsey Smith (attending the meeting as a citizen) prefers option 1 because of plumbing concerns.
 - Dianne likes option 3 because it would be a dream for the children's librarian but recommended moving Deana's office closer to the early learning area.
 - Deana likes options 1 and 3. She likes 3 for the dedicated story time space that's specifically designed for young children. Her concern is that her office would be far removed. In the 1st design, her office would be closer to where she needs to be and she'd have more access to the teen area. Jim asked if her office could be located north of the mother's room. Deana shared that Fort has a reference desk located right outside of the librarian's office.
 - Stacey said that all of the options are good ones but is in favor of the one that gets built.
 - From Studio CG: Amy likes option 3 for the foot traffic flow and having the early learning area away from the main lobby. If the children are near the lobby there might be echoing due to the high ceiling. Marisa prefers option 3 for similar reasons.
- Jim asked about having an outdoor space to the south of the entrance. Amy shared that there's a possibility to expand the sidewalk for tables there but Rick's original idea was incorporated into the footpath area on the west. The possibility of adding a space for tables north of the proposed addition, adjacent to the footpath, was discussed.
 - Anne shared that it would be helpful if we had a walking tour of the expansion with the architects. She suggested that we could possibly schedule a special session or meet earlier to maximize daylight hours.

3. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the special meeting of March 8, 2021 and the minutes of the regular meeting of March 15, 2021*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for March 2021*
- d. Acknowledgment of Receipt of Statistical Reports for March 2021*

e. Acknowledgment of Receipt of Treasurer's Reports

MSC Brienne Diebolt-Brown/Kathy Retzke to approve Consent Agenda

Ayes: Doug Anderson, Brienne Diebolt-Brown, Anne Hartwick, Steve Smith, Jim Winship, Jaime Weigel, Kathy Retzke

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. Review of And Possible Action on Market Appraisals ~ see attached

- This was brought back from the March 15, 2021 meeting for further discussion and consideration.
- Stacey reported that the library block is part of a new tax district. The City is interested in acquiring the properties for potential future development and putting the value into the expansion, rather than selling them for profit to pay for the expansion. The Board is supportive of this.

6. New Business

6.I. Review of Draft Revisions to The Wireless Internet Access Policy

MSC Brienne Diebolt-Brown/Doug Anderson to approve the revised Wireless Internet Access Policy

Ayes: Doug Anderson, Brienne Diebolt-Brown, Anne Hartwick, Steve Smith, Jim Winship, Jaime Weigel, Kathy Retzke

Nays: none

7. Staff & Board Reports

6.I. Director's Report ~ see attached

- Library will resume regular hours on Monday, May 3rd.

6.II. Adult Services Report ~ see attached

- 153 views for her DIY bird feeder projects.
- 3 people attended the Big Read book discussion.
- 350 people have already signed up for the Melinda Myers talk.

6.III Youth Educational Services Report ~ see attached

- Currently have 5 people signed up for the Citizen Science Challenge.
- Tonight was the second Whitewater Leads - Dolly Parton read aloud with Lisa Dawsey Smith as the guest reader.

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

- Torrie was absent because she was leading an activity for the adult ELL program at the high school.
- Stacey shared that Torrie received the Libraries Transforming Communities grant that she wrote and will begin publicizing it.
- Various other activities have been planned in conjunction with Arbor Day and World Migratory Day in May.

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

6.V.I Board Report

- Report from Jim Winship on webinar "Social Work in Rural and Small Libraries."
 - Jim shared that the core values of social work and librarianship have a lot in common. Suggested looking for patterns in the library and "themes of need."
 - Make resources available for patrons, including brochures and phone numbers. Suggested moving the library's resources to a more apparent location, perhaps by the food pantry.
 - Suggested having a workshop for staff to increase knowledge of available community resources so they're better able to recommend them to patrons.

8. Board Request for Future Agenda Items

- Board Development Committee will have a report in May

Confirmation of the next meeting on May 17, 2021 at 6:30 p.m. Adjourned at 8:15 p.m.

Comments in the Chat Box: none

Minutes respectfully submitted by Jaime Weigel on April 30, 2021

Library Director Report

I. ADMINISTRATION

- a. Nine work orders were submitted in March.
 - i. Two public laptops needed maintenance.
 - ii. The outside light at the north entrance was flickering.
 - iii. Two staff computers needed maintenance.
 - iv. The National Library Week Banner had to be hung up.
 - v. The sink the staff work room was dripping.
 - vi. One of the light bulbs in the large display case had burned out.
 - vii. A new 2D scanner was scheduled for installation at the front desk.

II. BUDGET

- a. None.

III. PERSONNEL

- a. 2020 performance evaluations for all staff have been completed. The final step is the in-person meeting to discuss 2021 goals for each employee.

IV. LIBRARY COLLECTION

- a. Staff continue to change the spine labels in the adult nonfiction collection. They are verifying any titles listed as “missing” in the catalog are actually missing so that when the project is over, we can update the catalog according to what they find.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. Lisa Dawsey Smith has resigned from the library board following her election to the Whitewater Common Council. Jennifer Motszko has indicated that she would be interested in taking the open position. Cameron Clapper and Lynn Binnie are expected to confirm her appointment at the Tuesday, April 20 Common Council meeting.

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I attended the Alliance of Public Libraries meeting on Friday, April 9. 2022 budget priorities were discussed as well as a bulk licensing purchase of Zoom Enterprise.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended the first of two 3-hour trainings on streamlining programs and services in the library on Tuesday, April 6. The second training will be Tuesday, April 20.

IX. STRATEGIC PLAN

- a. None.

X. PANDEMIC RESPONSE

- a. I am planning to reopen the library to the public for our regular hours on Monday, May 3.

Adult Services Report April 2021

Upcoming Programs:

April 26: Virtual Gardening: Plants that Attract Birds & Butterflies at 10:00 a.m.

April 27: Melinda Myers Presents: Well Loved Wisconsin Garden Plants at 6:30 p.m.

Report:

Fifty-five people viewed my Supplies for Growing Seeds Indoors, virtual gardening program on March 8th and forty-four people viewed my Growing Seeds Indoors, virtual gardening program on March 22nd.

In addition to the reference questions answered through our online service, Tidio, I answered ten additional questions from our patrons during the month of March.

Virtual Meetings/Webinars/Training Sessions Attended:

March 15: Library Board Meeting

March 17: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

March 10: Meeting with Suzanne and Angela from Bridges to discuss Virtual Memory Cafes

March 10: Meeting with our practicum student, Riley and her professor, Dr. Nelson

March 25: Bridges Circulation Meeting

April 06: Meeting with Deana and Torrie to discuss SRP

April 13: Meeting with Stacey, Deana, Torrie and prospective student worker

April 14: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

April 14: Safety Committee meeting

Youth Educational Services Report April 2021

Storytimes

Storytimes are now being broadcast on WWTV on Saturday mornings between cartoons. During our summer reading program, storytime will be hosted outside on the library lawn.

Dolly Parton Imagination Library Read Alongs

The first Read-Along for Whitewater LEADS will be held on Monday, April 12th at 6:00 p.m. on Zoom and the Whitewater LEADS Facebook page. Chancellor Watson will be reading “The Beach is Loud” by Samantha Cotterill.

- The specifics of this program were planned by Chancellor Watson and myself.
- Titles were chosen based on the recommendation of the LEADS board.
- The library is allowing the use of its Zoom account to host.
- Advertising was provided by Knight Public Affairs.

Citizen Science Challenge

The Citizen Science Challenge began on April 5th and will run until April 30th. This challenge is hosted on our Beanstack site.

- Participants must earn five badges in order to complete the program.
- Each badge requires the participant to complete one of four activities listed under the badge.
- Activities include things such as tree identification, tracking cloud cover for NASA, counting squirrels, and doing a garbage audit in your household.

Spanish Language Books

I have started weeding and shifting our Spanish youth materials collections in order to make them more visible.

Meetings & Trainings

March 31st: Staff meeting with Stacey, Diane, and Torrie.

April 6th: Summer Reading Program meeting with Diane and Torrie.

April 6th: Project READY meeting.

April 7th: Staff meeting with Stacey, Diane, and Torrie.

April 8th: Responding to Prejudicial Comments from Customers Webinar.

April 8th: Whitewater LEADS meeting.

Programming and Makerspace Report May 2021

Coming soon...

Programs

- 5/27 Fiber Therapy Craft Group (virtual)
- 6/7 Community Art Project Craft! (take-and-make)
- 6/8 Sexual Assault Awareness - New Beginnings of Whitewater (virtual)
- 6/9 Plant Swap! (Library's outdoor patio)
- 6/14 Adult Craft (take-and-make)
- 6/15 The Power of Positive Parenting (virtual parenting seminar series)
- 6/19 Watercolor Art Workshop for kids (Outdoors on the library lawn)
- 6/21 Children's Craft (take-and-make)
- 6/22 Raising Confident, Competent Children (virtual parenting seminar series)
- 6/24 Fiber Therapy Craft Group Meeting (virtual)
- 6/28 Adult Craft (take-and-make)
- 6/29 Raising Resilient Children (virtual parenting seminar series)
- 6/28 Dan Gogh Teen Drawing Workshop: Drawing 101 @6:00 p.m. (virtual)
- TBD Teen Cupcake Wars (in-person, location TBD)
- 7/6 Children's Craft (take-and-make)
- 7/12 Adult Craft (take-and-make)
- 7/15 Epilepsy Families Southeast WI (virtual)
- 7/19 Children's Craft (take-and-make)
- 7/26 Adult Craft (take-and-make)
- 7/29 Fiber Therapy Craft Group (virtual)

Events

- 6/7 – 7/24 Collecting pieces for a community project. Patrons are encouraged to decorate a butterfly and return it to the library. The artwork will be on display in the Library during August.
- 6/14 ESL Class Library Tour
- Starting 7/13 Deana and I will be attending Family Fun Nights at the outdoor amphitheater to do Summer Reading Program sign-ups and craft activities/games.

April 2021

Programs

Date	Program	Live attendance	1-Minute+ asynchronous views	Kits distributed
4/5	Adult Craft		38	59
4/7	Conservation@Home	12	13	
4/10	Finding Reliable Health Info	2	2	

4/12	Children's Craft		15	44
4/19	Adult Craft		19	37
4/20	Home Improvement Contracts	1		
4/26	Arbor Day Craft		36	69
4/29	Fiber Therapy Craft Group	3		

Meetings

- 4/6 The Birds and the Trees event meeting
- 4/6 Summer Reading Program staff meeting
- 4/8 Planning meeting for Positive Parenting Seminar Series
- 4/14 Staff meeting
- 4/19 Met with Rogers InHealth to discuss possible teen program
- 4/20 Planning meeting for Positive Parenting Seminar Series
- 4/20 Met with Milwaukee LGBT Community Center to discuss possible program
- 4/21 Staff meeting
- 4/28 Staff meeting
- 4/29 Staff meeting

Outreach

- 4/19 Visited kids during ESL class at the high school. Presented a storytime and craft activity for 5 kids.

Projects

- 15 teens signed up to receive YAAASSS (Young Adult Amazingly Awesome Super Subscription Service) Bags from the library. Bags are currently available for pick-up/school delivery.

Trainings

- 4/5 LTC Facilitation Training: Coaching Call 1
- 4/14 Digital Storytelling and Advocacy: How Stories Can Support Progressive Change
- 4/21 Grant Orientation Webinar
- 4/22 LTC Facilitation Training: Coaching Call 2
- 4/27 Grant Marketing Webinar
- 4/28 Reimagining School Partnerships during the Pandemic

Makerspace Appointments

- 4/12 Audio conversion equipment
- 4/14 VHS to Digital
- 4/15 Audio conversion equipment
- 4/21 VHS to Digital
- 4/22 3D Printer
- 4/26 Audio conversion equipment
- 4/28 VHS to Digital

4/30 Craft supplies