

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, February 15, 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 6:32 p.m.

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

Absent: none

Staff: Stacey Lunsford, Deana Rolfsmeyer, Riley Bartsch (intern)

Guests: Cameron Clapper, Steve Hatton, Rick McCarthy and staff from StudioGC

2. Consent Agenda
 - a. Approval of Minutes of the January 20, 2021 regular meeting*
 - b. Acknowledgment of Receipt of Financial Reports*
 - c. Acknowledgment of Payment of Invoices for January 2021*
 - d. Acknowledgment of Receipt of Statistical Reports for January 2021*

MSC Brienne Diebolt-Brown/Lisa Dawsey Smith to approve Consent Agenda without the Treasurer's Report.

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jim Winship, Jennifer Motzko

Nays: none

3. Acknowledgment of Receipt of Treasurer's Reports
 - a. There is a CD that will mature in April. Request that the board vote to decide what action the treasurer should take at that time.
 - Kathy asked if the Board wanted to renew the CD. See page 26 of the packet.

MSC Lisa Dawsey Smith/Brianne Diebolt-Brown to move the assets to a liquid account instead of renewing the CD.

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jim Winship, Jennifer Motszko

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

4.I. Library Building Project

- Update from the team at StudioGC who will attend the meeting.
 - StudioGC shared the layout of the proposed expansion project.
 - Key takeaways:
 - One entrance to a Discovery Space with lots of light and high ceilings.
 - Meeting rooms, self-service area, teen area, and maker space in the foyer.
 - Night gate between foyer and library would allow the entrance area to be available for non-library hours.
 - Retractable walls to accommodate different-sized events.
 - Total square footage: 14,000 (first floor)
 - 5 additional parking spots required.
 - Lower stacks and more open space in the children's area.
 - Parent-time area with flexible furniture for caregivers.
 - Wall with manipulatives for preschool-aged children.
 - Activity room for story time and other children's events.
 - Possibility for patio/garden area off of the parking area.
 - Additional power outlets in seating areas to accommodate laptops and devices. Furniture made to work with integral power.
- Suggestions:
 - Pedestrian friendly path from Center St. to the entrance.
 - Make the bathroom more accessible to the early learning area and accommodations for nursing mothers.
 - Teen area needs more staff supervision.
 - Make something meaningful in the outdoor space.
 - Space for food pantry and community clothes closet.

- Rick and Stacey will meet to decide next steps/timeline and review the budget.

4.II. Approval of Investment Strategy for Library Funds

- The Library Expansion Committee met on January 28 to discuss possible investment strategies for library funds administered by the Board Treasurer. They have a recommendation on this for the full board to vote on.
- The Finance Director sent letters on Friday, January 29, with a requested response by noon on Monday, February 15. He plans on summarizing responses in the afternoon to present at the meeting.
 - Steve Hutton shared money market rates from 2017 to the present and the four responses he received from the mailing.
 - Expansion Committee agreed the library could invest up to \$300,000, possibly in \$100,000 increments.
 - Lisa wondered if we should look at a 6-month investment vs. 12 months due to uncertainty in the market/world.

MSC Jim Winship/Doug Anderson to invest \$300,000 with American Deposit Management for a 12-month period.

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jim Winship, Jennifer Motszko

Nays: none

6. New Business

5.I. Review and Approval of the 2020 State Annual Report ~ see attached

MSC Lisa Dawsey Smith/Brienne Diebolt-Brown to approve the 2020 State Annual Report

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jim Winship, Jennifer Motszko

Nays: none

5.II. Review and Approval of Draft Revision of The Teachers Packs

- Policy Request approval of suggested revisions.

MSC Lisa Dawsey Smith/Doug Anderson to approve the Draft Revision of the Teachers Packs

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jim Winship, Jennifer Motszko

Nays: none

5.III. Review and Possible Action on Revising the Circulation Policy

- Board member Retzke requested a review of the library's policy on what is required to obtain a library card. Suggested revisions have been put into the draft.
- Stacey reported that revisions were made to make obtaining a library card more accessible.
- It was suggested that identity cards from other countries should be an acceptable form of identification.

MSC Jim Winship/Lisa Dawsey Smith to approve the Circulation Policy with the addition of identification cards issued by other countries as an acceptable form of identification.

Ayes: Doug Anderson, Lisa Dawsey Smith, Brienne Diebolt-Brown, Anne Hartwick, Kathy Retzke, Jim Winship, Jennifer Motszko

Nays:

5.IV. Strategic Plan Activities For 2021 ~see attached

- As a starting point for discussion, we have provided a list of the library's work over the last six years with teens and the schools as two groups identified by board members as ones for the library to target
- Board brainstormed ideas to add to the strategic plan. Stacey will add those ideas and bring the revised strategic plan to next month's meeting to discuss further.

7. Staff & Board Reports

6.I. Director's Report ~ see attached

6.II. Adult Services Report ~ see attached

- On April 27th, the library will be partnering with other libraries for a presentation by Melina Meyers.

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

8. Board Request for Future Agenda Items

Confirmation of the next meeting on March 15, 2021 at 6:30 p.m. Adjourned at 8:37 p.m.

Comments in the Chat Box:

Cameron Clapper - thank you to StudioGC! We appreciate the work and effort to effectively utilize space. Thank you to the Library Board for their time on this important project!!

Minutes respectfully submitted by Jaime Weigel on February 25, 2021

I. ADMINISTRATION

- a. Four work orders were completed in January 2021
 - i. One receipt printer was offline
 - ii. The OPAC was not opening the library catalog
 - iii. We were out of sidewalk salt
 - iv. One lightbulb was out and needed replacement.

II. BUDGET

- a. None.

III. PERSONNEL

- a. All staff remain healthy.

IV. LIBRARY COLLECTION

- a. We signed up with Baker & Taylor Sustainable Shelves and I sent the first weeding list to the company. They valued the list and sent back the split between resale items and recycling items. I am now awaiting the appropriate labels to be sent to us. The items are separated, boxed, and ready to go once that happens.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We continue to partner with a volunteer in Prairie Village to provide access to our large print collection onsite. I put together another 60 books to go out to them.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the Alliance of Public Libraries meeting on Friday, February 12. I will give a report at the meeting on Monday.

VIII. PROFESSIONAL DEVELOPMENT

- a. Compassion Resilience Facilitator training is complete The Bridges team is now planning the rollout of the training to interested staff in the system with an intended start date in April.

IX. STRATEGIC PLAN

- a. This will be covered on the agenda at the meeting.

X. PANDEMIC RESPONSE

- a. No change.

Adult Services Report for the Month of January 2021

Seventy people viewed my Homemade Bird Suet & Feeders, virtual gardening program on January 11th and sixty-four people viewed my Caring for Houseplants, virtual gardening program on January 25th.

On January 28th I had four people attend the Identity Theft: Protect and Prevent program, presented by Jeff Kersten, from the Wisconsin Bureau of Consumer Protection. The program was very well done and the information he provided was very timely. Everyone could benefit from the information he presented.

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

At the end of January there were twenty people registered for the 2021 Community Reads Challenge in Beanstack.

Virtual Meetings/Webinars/Training Sessions Attended:

January 06: Library Staff Meeting with Stacey, Deana, Torrie, and Suzanne

January 07: Bridges Circulation Meeting

January 13: Library Staff Meeting with Stacey, Deana, Torrie, Suzanne, and Riley (practicum student)

January 19: Met with Riley to discuss her semester projects

January 21: Need to Know: Social Engagement & Removable Media cyber training

January 26: Marketing in a Pandemic: Tips, Tricks & Tools webinar

January 27: Library Staff Meeting with Stacey, Deana, Torrie, Suzanne,

January 28: Identity Theft: Protect & Prevent program

January 28: Bridges Circulation Meeting

January 28: Library Building Committee Meeting

Youth Educational Services Report February 2021

Programs

Storytimes are still being posted to Facebook and YouTube on Tuesdays and Thursdays. We will be counting the number of 1-minute views each video receives in a four-week period for the annual report statistics. This is a change from tracking the virtual reach.

Our Beanstack Reading Challenges have the following participants:

- Mindfulness Challenge: 24
- Winter Read: 19
- 1000 Books before Kindergarten: none registered on Beanstack
- 800 Books before 18: 5

Partnerships

- We are continuing to partner with Fort HealthCare and W3 on the Mindfulness Challenge.
- The Chamber of Commerce has asked us to be a partner for their Storytelling Festival taking place in October.
- Torrie and I partnered with the Young Auditorium for their Family Fun Week program.
- Kathy, Torrie, and I have been developing a school/public library partnership through a few different activities. Kathy forwarded information about Beanstack to the school staff in the hopes that we can increase participation on that platform and provide the teachers an additional literacy tool to use. We are also working on a survey that teachers can fill out to give us ideas of how the public library can be of assistance. Lastly, the three of us would like to meet to discuss delivering teen subscription bags, the summer reading program, and other ways to promote library services.

Committee Assignment

Whitewater LEADS is planning to host virtual read-a-longs of the Dolly Parton Imagination Library books and I have volunteered for the planning committee.

Meetings and Trainings

- Polaris Webinar on January 19th
- Project READY meeting on January 26th
- Staff Meeting on February 3rd
- Youth Services Meeting on February 9th
- Staff Meeting on Inclusive Services on February 9th
- Project READY on February 9th
- Black History Month tools on PBS Webinar on February 10th
- Community Foundation meeting February 11th (for Whitewater LEADS)

Programming and Makerspace Report January 2021

Programs

Date	Program	Live attendance	1-Minute+ views	Kits distributed
Jan 4	Children's Craft		28	53
Jan 11	Adult Craft		22	33
Jan 18	Health Disparities and Race	310		
Jan 19	Children's Craft		18	27
Jan 19	Bizarre History of Wisconsin	26	32	
Jan 25	Adult Craft		12	50

Meetings

- 1/6 Staff meeting
- 1/13 Staff meeting
- 1/12 World Migratory Bird Day and Arbor Day with City
- 1/22 Library Partners for Big Read with Young Auditorium and participating libraries
- 1/27 Staff meeting

Professional Development

- 1/27 Grant Writing 101
- 1/28 Finding the Right Teen Engagement Fit for You

Outreach

Deana and I put together a Storytime and activity for Young Auditorium's Family Fun Week (Feb 7-13)

Makerspace

- 1/5 Makerspace appointment 3D Printer
- 1/6 Makerspace appointment VHS to DVD
- 1/23 Makerspace appointment craft supplies
- 1/29 Makerspace appointment VHS to DVD and Cassette to Digital
 - Some Makerspace users expressed a desire to have their personal recordings stored on a flash drive rather than a DVD so we decided to purchase a new piece of equipment for the Makerspace. This new addition will copy VHS recordings on to a thumb drive rather than a DVD. It has already been used once.
 - We have a new thermal laminator that is available for patrons to use in the Makerspace. We have different sized pouches for the laminator and will charge 15 cents per pouch.