

**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, February 15, 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 6:37 p.m.

Present: Sallie Berndt, Alyssa Orłowski, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: Doug Anderson, Brienne Diebolt-Brown

Staff: Stacey Lunsford, Diane Jaroch

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on January 18, 2023*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for January 2023*
- d. Acknowledgment of Receipt of Statistical Reports for January 2023*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Retzke/Orłowski to approve the Consent Agenda.

Ayes: Sallie Berndt, Alyssa Orłowski, 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.

4. Old Business

4.I RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT 407/409 WEST CENTER STREET, WHITEWATER, WISCONSIN

MSC Weigel/Berndt to approve the resolution for the sale of real estate located at 407/409 West Center St, Whitewater WI

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

Nays: none

4.II RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT 413 WEST CENTER STREET, WHITEWATER, WISCONSIN

MSC Orlowski/Weigel to approve the resolution for the sale of real estate located at 413 West Center St, Whitewater WI

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

Nays: none

4.III RESOLUTION APPROVING THE SALE OF REAL ESTATE LOCATED AT 414/414A FOREST AVENUE, WHITEWATER, WISCONSIN

MSC Retzke/Weigel to approve the resolution for the sale of real estate located at 414/414A Forest Ave, Whitewater WI

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

Nays: none

4.IV. Review and Approval Of 2023 Strategic Plan Activities

MSC Weigel/Orlowski to approve the 2023 Strategic Plan Activities.

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

Nays: none

5. New Business

5.I. Approval of the 2022 State Annual Report

- Jennifer asked for clarification about public services and reference services offered during COVID-19 (p. 25). Stacey clarified that this question was asking if these services had been impacted as a result of the pandemic.

MSC Retzke/Berndt to approve the 2022 State Annual Report.

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

Nays: none

5. II. Review and Re-Approval of The Book Clubs Policy

- No revisions. Request reapproval.

MSC Orlowski/Retzke to approve the Book Clubs Policy.

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

Nays: none

5. III. Friends of The Library Board Meeting Future of the Friends of the Library

1. Recruitment plan

2. Dissolving the group

- Stacey is currently doing all of the work of the Friends group.
- The board discussed the benefits of continuing or dissolving the group.
- Will vote next month about whether the group should be dissolved. The Friend of the Library's Bylaws will be added in the meeting packet for the board review prior to voting.

6. Staff & Board Reports

6. I. Director's Report ~ see attached

- Stacey shared an incident regarding a patron filming in the library. She said she provided the patron with the library's policy regarding filming. He or she left but logged a complaint with the City.

6. II. Adult Services Report ~attached

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

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

6.V. Board Reports

Trustee Training Week reports

1. Stories and Action - Jennifer

- The main topic of this webinar was about people's motivation behind funding a library.
- Motivating and messaging points were shared in the webinar.
- Libraries are still grappling with the long-term effects of the pandemic on services and how to market in the changing world.

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.

8. Adjournment into Closed Session I. Adjournment into Closed Session NOT TO RECONVENE per Wisconsin State Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

- Item to be discussed:
 - a) Performance evaluation for the Library Director

MSC Orlowski/Berndt to approve moving into closed session not to reconvene.

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

Nays: None

Comments in the Chat Box:

- None

Minutes respectfully submitted by Jaime Weigel on February 15, 2023

Confirmation of the next meeting on March 20, 2023, at 6:30 p.m.

DIRECTOR'S REPORT
February 15, 2023

I. ADMINISTRATION

- a. Ten work orders were submitted in January.
 - i. Requested that the stained-glass art piece given in memory of a long-time volunteer be hung in the Community Room.
 - ii. The south side handicapped door button was frozen.
 - iii. Sarah's computer was shutting itself down.
 - iv. The makerspace laptop is not functioning.
 - v. One of the OPACs was responding sluggishly.
 - vi. Someone dumped a box of books and a broken cart outside the staff door; requested it be hauled away.
 - vii. Requested recycling of plastic CD cases
 - viii. The evacuation map in the periodicals are needed to be remounted.
 - ix. A box of duplicate yearbooks to be taken to the basement for storage.
 - x. Our phone service was not allowing patrons to hear us when we answered the phone.

II. BUDGET

- i. The budget amendment approved at the February 7 council meeting included an additional \$15,000 to balance the library's operating budget.

III. PERSONNEL

- a. None.

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 attended Library Legislative Day on Tuesday, February 7 and met with Sen. Steve Nass regarding library system funding in the upcoming biennial budget.
- b. I will have attended the February 10 Alliance of Public Libraries meeting in Sussex and will report back on anything of note at the meeting.
- c. I attended the annual Cities and Villages Mutual Insurance Company work plan meeting with the rest of the City department heads on Wednesday, February 1.
- d. I will have attended the monthly Whitewater Leads board meeting on Wednesday, February 8. I will be presenting a proposal for the group to fund the book purchases for the teen/tween subscription bag program for those interested kids who don't have library cards.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended seven hour-long webinars of the Wild Wisconsin Winter Web Conference on January 25 and 26.

IX. STRATEGIC PLAN

- a. This is on the agenda.

X. CAPITAL CAMPAIGN

- a. 100 Extraordinary Women will have met on Wednesday, February 8 and the Leadership Committee will have met on Thursday, February 9. If there is anything of note to report on, I will do so at the meeting.

DRAFT

Adult Services Report February 2023

Report:

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

February is Library Lovers Month and I created a book display to highlight this event, and purchased heart shaped suckers for patrons to take with them. Sarah made buttons for staff to wear this month.

Collection Development:

The adult Spanish materials, including informational pamphlets, have all been moved to the Young Adult area. It is so nice to have all of the Spanish materials together in an area with decent lighting.

A special book display was assembled on the Information Desk in honor of Martin Luther King, Jr. Day.

I assembled four book displays for adults for the month of February.

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

Strategic Goals:

During the 2023 year I will be sharing social media posts from vetted community organizations on our Facebook page.

I created a HappyLight station for patrons to use while in the library.

Virtual Meetings/Webinars/Training Sessions Attended:

January 11: Staff meeting with Stacey and Deana

January 18: Staff meeting with Stacey, Deana, and Sarah

January 18: Library Board Meeting

January 23: Infosec training: Phishing

January 25: Staff meeting with Stacey, Deana, and Sarah

February 1: Staff meeting with Stacey and Sarah

February 8: Staff meeting with Stacey, Deana, and Sarah

Youth Educational Services Report February 2023

Upcoming Programs

February 28th: Homeschool Hangout “The Wonder of Physics”.

March 24th: Homeschool Hangout Geology presentation by UW-Whitewater Professor Juk Bhattacharrya.

Current Projects

- Weeding in preparation for RFID tagging.
- Seeking input from other libraries about creating Tween collections.
- Summer Reading Program.

Completed Projects

- Previously uncategorized Celebrations books have been categorized and the section has been reorganized alphabetically by celebration. New spine stickers and shelf labels were created.
- All Spanish language materials have been relocated to a visible shelving section in the Young Adult Department, with the exception of the adult Spanish DVDs. This area allows for easy access to children’s, teens, and adult materials, has better lighting, and is overall more inviting.
- The Penworthy STEAM to Go Kits purchased at the end of last year have been cataloged.

YAAASSS Bags

- There were seven requests for February.

Scavenger Hunt

- 48 people participated in the January scavenger hunt.

Meetings and Trainings

January 18th: Staff meeting with Diane, Stacey, and Sarah.

January 24th: All staff meeting.

January 26th: Staff meeting with Diane, Stacey, and Sarah.

Programming & Makerspace Librarian Report

Sarah French

February 2023

Programs:

- 1/17: Beaded snowflake take & make craft for kids (57)
- 1/18: Storytime (33)
- 1/19: Maker Club: Perler Beads (22)
- 1/20: Homeschool Hangout (21)
- 1/23: Mindful Mondays Book Club (35)
- 1/24: Local Landmarks at Risk (48)
- 1/25: Storytime (24)
- 1/27: For Teens: Totes & Notes (5)
- 1/31: Dungeons & Dragons (15)
- 2/1: Storytime (25)
- 2/2: Valentine Owl take & make for kids (60)
- 2/6: Spice of the Month take & make for adults (60)

Upcoming Programs:

- 2/8: Storytime
- 2/9: Maker Club: Valentines
- 2/14: For Teens: Dancing & Donuts
- 2/15: Storytime
- 2/16: Little Makers
- 2/21: Dungeons & Dragons
- 2/22: Storytime
- 2/24: LEGO and a Movie
- 2/27: Mindful Mondays Book Club
- 2/28: Author visit with Joshua Kapfer
- 3/1: Storytime
- 3/6: Spice of the Month Club
- 3/7: For Teens: LGBTQ+ Movie Night
- 3/8: Storytime
- 3/14: Pi and Pie family night

Makerspace Use:

- 1/10: 3D Printer
- 1/18: Craft supplies
- 1/18: Yarn
- 1/19: Craft supplies
- 1/20: Polymer clay
- 1/21: Valentines
- 1/21: Craft supplies
- 1/23: Valentines
- 1/23: Valentines
- 1/25: Craft supplies
- 1/25: Craft supplies
- 1/26: Crat supplies
- 1/26: VHS to digital
- 1/27: VHS to digital
- 2/1: Craft supplies
- 2/1: Craft supplies
- 2/1: Craft supplies
- 2/2: Craft supplies
- 2/2: Valentines
- 2/2: VHS to digital
- 2/3: Craft supplies
- 2/4: Valentines
- 2/4: Valentines
- 2/4: VHS to digital
- 2/5: VHS to digital
- 2/5: Craft supplies
- 2/6: VHS to digital

Makerspace Training Appointments: 3 hours

Equipment & Technology:

- 3D printer, Cricut machine, scanner, and digital creation software have not been available for several weeks due to technical issues. Both of the Makerspace laptops are down, and IT has not been able to put the software on a public laptop. We may need to purchase a new laptop for the Makerspace. I have several people waiting to use the 3D printer and the Cricut machine.

Donations: Yarn from patron

Other Updates:

- 1/19: Radio interview with Andrea from WCLO about the Itty-Bitty Art Show
- I had 85 participants pick up a canvas for the Itty-Bitty Art Show, which will be in the large display case during the month of March.
- Small display case for February: Black History Month featuring the topic of Black Resistance in Public Libraries and the history of library segregation. Thanks to Stacy for the idea.
- Large display case for February: Jessica S. (staff) brought in her Beatles collection and we created an “All You Need is Love – and a Library” display.
- Connected with a group working on “pride planning” throughout the community to support LGBTQIA+ folks. I will be attending their meetings and offering library collaboration.

Meetings:

- 1/18: Staff meeting
- 1/24: All staff meeting
- 1/24: ALSC PSR Committee
- 1/26: Staff meeting
- 1/30: WLA Intellectual Freedom SIG
- 2/1: Staff meeting
- 2/2: Toured Wisconsin Makers with Chris Spangler

Professional Development:

- Infosec phishing course
- Wild WI Winter Web Conference sessions:
 - *A Sustainable Approach – Following the Lead of the Community*

- *No More Neutral: How to Use Marketing to Position Your Library in Challenging Times*
- *The “Marketing Funnel” Approach to Customer Engagement*

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