

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Online Virtual Meeting
Monday, March 20, 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 6:31 p.m.

Present: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Absent: Alyssa Orlowski

Staff: Stacey Lunsford, Diane Jaroch

2. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on February 15, 2023*
- b. Acknowledgment of Receipt of Financial Reports*
- c. Acknowledgment of Payment of Invoices for February 2023*
- d. Acknowledgment of Receipt of Statistical Reports for February 2023*
- e. Acknowledgment of Receipt of Treasurer's Reports*

MSC Brown/Andersen to approve the Consent Agenda.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, 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 Friends of The Library Review of by-laws ~ see attached

- Bri asked if it was worth delaying the decision about whether to dissolve the Friends group in order to see what kind of response we'd get if we made an announcement, perhaps at the next 100 Extraordinary Women meeting, that we were looking for a volunteer. Bri said she would be willing to make the announcement.
- The board discussed generating a list of what we're looking for (a few fundraisers, book sellers, etc.) to see if there would be an interest. The Friends group just needs one person to coordinate the group. More people might be interested if they could sign up for a specific project or to help with a certain need.
- Jaime asked how much effort it would take to restart the organization once it's been dissolved. Stacey said it wasn't too much work but it was a lot of small, tedious things.
- The board decided to delay this decision until later.

5. New Business

5.I. Revision of The Library Programming Policy ~ see attached

- We are revisiting this policy as a result of the LGBTQ+ movie night.
- Stacey reported that some public places, such as the Betty Brinn Children's Museum, have an accompanying adult policy. It basically states that an adult must be accompanying a child in order to attend a program that is aimed for children.
- Stacey shared that the City attorney has reviewed the policy but will look at it again.

MSC Weigel/Diebolt-Brown to approve the revised Library Programming Policy.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

5. II. Discussion of Demco Spaces and Sign Up Software ~see attached

- Stacey reported that Microsoft Outlook no longer meets the library's needs. They have been very pleased with the demos for Spaces and Sign Up, both are very user-friendly but costly. The software isn't needed immediately but will be needed at some point after the expansion project is completed.

- Kathy asked about using Google Calendar but the City doesn't use Google for email so that option is not very feasible.
- Kathy inquired if any other libraries in our consortium used the program. Stacey wasn't sure but knows that the Beloit Library uses it.
- Stacey shared that the software would save staff time and would eventually pay for itself.
- Kathy asked if the library has enough events to warrant the cost. Stacey feels it is since there will be additional meeting rooms to schedule after the expansion project is complete.

5. III. Approval of Closing on Friday, April 28 For Staff Development Day

MSC Anderson/Retzke to approve closing the library on Friday, April 28th for Staff Development Day.

Ayes: Doug Anderson, Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Kathy Retzke, Jaime Weigel

Nays: none

6. Staff & Board Reports

6. I. Director's Report ~ see attached

- RFID software has been installed; tagging will commence soon by staff. A volunteer is ready to be trained to work on this project for about an hour/day.

6. II. Adult Services Report ~ see attached\

- Diane reported that more people have been asking about the Parks pass.

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

- 67 people attended the LGVTQ+ movie night.

6.V. Board Reports

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.
 - Bri reported that the City is phasing out Polco and it will no longer be used.
- Jennifer would like to talk about a systematic way of training and rotating officer roles.

Comments in the Chat Box:

- None

8. Adjournment

Confirmation of the next meeting on April 17, 2023, at 6:30 p.m. Adjourned at 7:08 p.m.

Minutes respectfully submitted by Jaime Weigel on March 20, 2023

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DIRECTOR'S REPORT
March 20, 2023

I. ADMINISTRATION

- a. One work order was submitted in February.
 - i. Staff member was having difficulty with online staff email application.

II. BUDGET

- a. None.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I gave a tour of the library to Rep. Ellen Schutt on Friday, March 3.
- b. I gave an interview to the Whitewater Register about the LGBTQ Teen Movie Night on Monday, March 13.
- c. Sarah and I each received a personal call from Gov. Evers thanking us for holding the LGBTQ+ teen movie night and not being intimidated into canceling it.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the Alliance of Public Libraries (APL) meeting and the CAFÉ Council meeting on Friday, March 10. We discussed additional costs for adding a discovery layer to our CAFÉ catalog. Several library directors (including me) talked about how all the technology costs are eating into our budgets and we do not receive more money from our municipalities to offset these costs, often because of levy limits. The least expensive discovery layer option, which is also the worst looking, would be \$557 for us each year. The option that our staff liked the best would be \$1,114 for us each year. We would also expect a 3-5% increase in cost each year. The upgraded CAFÉ app is targeted to go live on May 1st. Many of the upgrades have to do with each individual library being able to make updates to their own version of the app and the ability for patrons to opt-in to push notifications about programs.
- b. I am attending the last part of the City's strategic planning process on Thursday, March 16. Diane attended the first part on Wednesday, March 8 while I was in meetings for the capital campaign.

VIII. PROFESSIONAL DEVELOPMENT

- a. I watched a one-hour webinar on Finding the Governance Solution: The Role of Government and Elected Officials at the direction of the City Manager in preparation for a joint meeting of city department heads and the Common Council later this month.

IX. STRATEGIC PLAN

- a. We had the first of our LGBTQ youth events on Tuesday, March 7.

X. CAPITAL CAMPAIGN

- a. I will be updating the Common Council at their meeting on Tuesday, March 21 on our fundraising thus far.

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Adult Services Report March 2023

Report:

To date we have had four people check out a Wisconsin State Park Pass. The “Check Out Wisconsin’s State Parks” program has been extended until December 31st. Libraries who have remaining passes may continue to check them out. I have advertised the program on our social media outlets, and since doing so two people have come in to check out a pass. Now that the weather is getting warmer I imagine we will have more interest in the program.

Collection Development:

The nonfiction books from the Wisconsin Collection have been moved out of the Spacesaver storage area and now live where the children’s Spanish books were previously housed. Suzanne created an attractive display to help draw attention to this collection. They have been circulating well.

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

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

Virtual Meetings/Webinars/Training Sessions Attended:

February 14: Acquisitions Module training with Stacey and Deana

February 15: Staff meeting with Stacey, Deana, and Sarah

February 15: Library Board meeting

February 20: Infosec training: Travel

February 21: All staff meeting

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

March 01: Staff meeting with Stacey, Deana, and Sarah

March 03: RFID planning meeting

March 08: Staff meeting with Stacey, Deana, and Sarah

March 08: City Strategic Planning session

March 10: Bloodborne Pathogens V2 training

March 15: Staff meeting with Stacey, Deana, and Sarah

Youth Educational Services Report -- March 2023

Upcoming Programs

March 24th: Homeschool Hangout geology presentation by UW-Whitewater Professor Juk Bhattacharyya.

Current Projects

- Weeding in preparation for RFID
- Creating an affirming space for LGBTQIA youth
- Summer Reading Program

February Homeschool Hangout

UW-Madison treated our homeschool families to several fun and informative physics demonstrations through their outreach program, The Wonders of Physics. The program was presented by none other than Haddie McLean, former meteorologist for Channel 3000. The fire tornado demonstration was particularly entertaining.

ESL Class Visit

Sarah and I met with Jorge Islas to discuss a library tour for his ESL class. The tour will take place in April and will be followed by activities in the Community Room.

Tonieboxes

I am in the process of adding Tonieboxes to our children's collection. Tonieboxes are small speakers that connect with characters (Tonies) to play children's songs and stories. If you are interested, you can learn more about them here: <https://us.tonies.com/>

Meetings and Trainings

March 1st: Staff meeting with Stacey, Diane, and Sarah

March 3rd: RFID Training

March 6th: Meeting with Stacey, Sarah, and WWPD

March 8th: Staff meeting with Stacey, Diane, and Sarah

Programming & Makerspace Librarian Report -- March 2023

Programs:

- 2/8: Storytime (30)
- 2/9: Maker Club: Valentines (11)
- 2/14: For Teens: Dancing & Donuts (5)
- 2/15: Storytime (27)
- 2/21: Dungeons & Dragons
- 2/24: LEGO and a Movie (15)
- 2/27: Mindful Monday Book Club (25)
- 2/28: Joshua Kapfer Author Visit (8)
- 3/1: Storytime (21)
- 3/6: Spice of the Month: Fenugreek (58)
- 3/7: For Teens: LGBTQ+ Movie Night (67)
- 3/8: Storytime (32)
- 3/13: Dungeons & Dragons (9)
- 3/14: Pi and Pie Day (28)

Upcoming Programs:

- 3/16: Little Makers
- 3/20: Youth Art Month take/make kits
- 3/21: Reflect & Realign Journaling Workshop
- 3/22: Boost Your Budget with the ADRC of Walworth County
- 3/23: Maker Club
- 3/27: Mindful Mondays Book Club
- 4/3: Spring take/make for kids
- 4/4: Let's Talk Tomatoes with Ruth Flescher
- 4/5-5/17: Storytime
- 4/6: Tabling at UWW Wellness Fair
- 4/11: Dungeons & Dragons
- 4/12: Tabling at 4K Registration
- 4/13: Little Makers
- 4/14: Fiber Friday

Makerspace Use:

- 2/8: Craft supplies
- 2/9: VHS to digital
- 2/11: Valentines
- 2/11: Craft supplies
- 2/13: Craft supplies
- 2/13: Valentines

- 2/14: Craft supplies
- 2/15: VHS to digital
- 2/23: Craft supplies
- 2/28: Craft supplies
- 2/28: Accuquilt
- 3/1: Craft supplies
- 3/2: Craft supplies
- 3/7: Craft supplies
- 3/13: Craft supplies
- 3/13: Craft supplies

Makerspace Training Appointments: .75 hours

Equipment & Technology:

- We now have an additional VHS-to-digital converter to be circulated outside of the library. This was a patron request, and will expand this popular service.
- We purchased two new computers to run the Makerspace equipment.

Donations:

- Art book from patron
- Small canvases from patron
- Paper from patron

Other Updates:

- Provided take & make kits for the Cabin Fever Women's Day program at Seniors in the Park (26)
- We received 3 backpacks from NASA at the Library. They include a telescope, books, and more. They also sent us 2 tactile/Braille books about Earth.
- 62 people returned canvases for the Itty Bitty Art Show, which is in the large display case for the month of March.
- Put up a collaborative sticker mural in the Makerspace

Meetings:

- 2/8: Staff meeting
- 2/15: Staff meeting
- 2/27: Met with Latinos Unidos UWW student org
- 3/1: Staff meeting
- 3/1: Met with Jorge Islas Martinez and Deana

- 3/2: Met with community Pride planning group
- 3/6: Met with Chief Meyer, Stacey, and Deana
- 3/8: Staff meeting

Professional Development:

- Infosec Travel Security
- Immigration Law presentation by Christopher & DeLeon Law Office

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