

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, May 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 6:38 p.m.

Present: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke

Absent: Jaime Weigel, Doug Anderson

Staff: Stacey Lunsford, Diane Jaroch

2. Election of Officers

a. Nomination Slate

- i. President - Jennifer Motszko
- ii. Vice President - Doug Anderson
- iii. Secretary - Brienne Diebolt-Brown
- iv. Treasure - Kathy Retzke

MSC Berndt/Diebolt-Brown to approve the election of officers.

Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke

Nays: None

3. Consent Agenda

- a. Approval of Minutes Approval of the minutes of the regular meeting on April 17, 20, 2023\*
- b. Acknowledgement of Receipt of Financial Reports
- c. Approval of Receipt of Statistical Reports
- d. Acknowledgement of Receipt of Treasurer's Reports

MSC Retzke/Diebolt-Brown to approve the Consent Agenda.

Ayes: Sallie Berndt, Brienne Diebolt-Brown, Jennifer Motszko, Alyssa Orlowski, Kathy Retzke

Nays: None

4. Approval of Minutes of the April 19, 2023 Board Development Committee Meeting

MSC Orlowski/Motszko to approve the Board Development Committee Minutes.

Ayes: Jennifer Motszko, Alyssa Orlowski

Nays: None

5. 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.

6. Old Business

6.I Library Building Project

Stacey shared about the 100 Extraordinary Women event. There was a lot of helpful feedback! Donations will still be accepted until donor plaques are ordered.

Leadership Committee Meeting will start fundraising on June 1st. Committee members are still meeting with major donors. Donations will be taken to reach the final goal. Stacey shared about a thermometer to show the campaign's progress and other community aspects. Discussion about Friends of the Library.

6.II Review and Revision of the Meeting Rooms Policy - see document attached

- Tabled until June's meeting.

7. New Business

7.I. Discussion on Staff Development Day Training

- Stacey shared about flow of procedures and how to improve emergency situations. Active shooter training with PD. Discussion about training.

## 8. Staff & Board Reports

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

- Stacey shared about the APL meeting - database will have an upgrade on June 6th. Databases were discussed – Gale Courses will be discontinued at the end of 2023. We will be looking at demonstrations of LinkedIn Learning and Universal Class as possible substitutes.

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

### 8.III. Youth Educational Services Report - see attached

- Kathy shared about a program being implemented with elementary school aged kids for the summer!

### 8. IV. Programming & Makerspace Librarian Report ~ see attached

- Stacey discussed the traveling Veterans Museum.

### 8.V. Bridges Library System Staff Report - see attached

## 9. Board Reports

- a. Report on Multicultural Heritage Showcase participation - Jaime Weigel and Sallie Berndt
  - i. Sallie shared about the WHS Heritage Showcase. Sallie shared that materials, flyers, etc. were helpful. Sallie is hoping that attending that event will bring in new patrons to the library and have more community members receive a library card!

## 10. Board Request for Future Agenda Items

- a. Return to Review and Revision of the Meeting Rooms Policy.

## 11. Confirmation of Next Meeting

- a. June 19, 2023, 6:30 PM

## Comments in the Chat Box:

- None

## 12. Adjournment

Confirmation of the next meeting on June 19, 2023, at 6:30 p.m. Adjourned at 7:17 p.m.

Minutes respectfully submitted by Alyssa Orlowski on May 15, 2023.

**DIRECTOR'S REPORT**  
**May 15, 2023**

**I. ADMINISTRATION**

- a. Nine work orders were submitted in April.
  - i. Two lightbulbs needed to be replaced.
  - ii. One staff laptop needed troubleshooting.
  - iii. The National Library Week banner needed to be put up and then taken down again.
  - iv. We inquired about recycling our old flashlight batteries.
  - v. My work cell phone was upgraded.
  - vi. We took down the bulletin board in the children's area and put the quilt back up.
  - vii. The hand sanitizer dispenser for patrons needed refilling.
  - viii. We have been having problems with all of our OPACs which are old. New ones have been ordered and Tim in IT is working on setting them up.

**II. BUDGET**

- a. None.

**III. PERSONNEL**

- a. Staff have completed 1-2 of the 3 Wisconsin Libraries Talk About Race webinars.

**IV. LIBRARY COLLECTION**

- a. RFID tagging ran into a snag. There was a setting that staff didn't realize wasn't being saved and that needed to be reset each time scanning recommenced. They are in the process of going back and correcting the problem in the previously scanned adult fiction area.

**V. PUBLIC AND COMMUNITY RELATIONS**

- a. I did a presentation at the May Federation of Women's Clubs meeting at Bassett House.

**VI. LIBRARY BOARD RELATIONS**

- a. None.

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

- a. I will have attended the May 12 Alliance of Public Libraries meeting and will report on it at the board meeting.
- b. I will have attended the Role of Elected Officials training along with the Common Council and other department heads on May 10 and will report on it at the board meeting.
- c. I spoke with the director of the Prairie Lakes Library System about the Walworth County library funding formula. He is planning to meet with the Walworth County Administrator and Finance Director soon and will bring up the possibility

of adjusting the funding formula for Burlington and Whitewater to again reimburse us as home county libraries.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. I completed three webinars on ChatGPT, the artificial intelligence software and how it might be used by library staff and patrons to enhance research and writing goals.

**IX. STRATEGIC PLAN**

- a. I talked about the Friends' defunct status at the 100 Extraordinary Women celebration event and several people spoke with Kelly Davis afterwards about helping to revitalize the group.

**X. CAPITAL CAMPAIGN**

- a. This is on the agenda.

DRAFT

## **Adult Services Report May 2023**

### **Report:**

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

I organized staff interviews for Zac Popke, who is creating a video for our social media platforms to highlight the library and library staff.

Fifty-five patrons participated in the passive program, Guess How Many Bookworms, which we provided during National Library Week.

### **Collection Development:**

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

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

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

April 17: NLW meeting with Stacey, Deana, and Zachary Popke

April 17: Library Board Meeting

April 18: Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving Toward Equity webinar

April 20: Bridges Circulation Meeting

April 20: Infosec Training: IoT

April 28: Staff Development Day

May 03: Staff meeting with Stacey, Deana, and Sarah

## **Youth Educational Services Report May 2023**

### **Upcoming Programs**

May 26<sup>th</sup>: Homeschool Hangout

### **Completed and Upcoming Outreach Events**

April 12<sup>th</sup>: WWUSD 4K Registration

May 10<sup>th</sup>: WW3 Mental Health Book Box Award Ceremony

June 1<sup>st</sup>: Student Pride Support Night

### **CCBC Visit**

The Bridges Library System arranged a visit to the Cooperative Children's Book Center in Madison for anyone wishing to attend. Their staff provided book talks on several diverse titles, an overview of their resources for collection development and materials challenges, and a tour of the facility.

### **Homeschool Hangout**

Our curriculum swap was unsuccessful, with no attendance.

### **Shifting**

Materials in the children's department have been shifted to provide better flow and better lighting for browsing.

### **Meetings and Trainings**

April 12<sup>th</sup>: Staff meeting

April 17<sup>th</sup>: National Library Week meeting with Zachary Popke

April 18<sup>th</sup>: Beyond Diversity 101 Webinar

April 19<sup>th</sup>: Interview with Zachary Popke for National Library Week video

April 24<sup>th</sup>: Dynamic Shelving Webinar

April 26<sup>th</sup>: Staff meeting

April 28<sup>th</sup>: Staff Development Day

May 2<sup>nd</sup>: Meeting with Suzanne to discuss the Great Whitewater Retro Bake-Off

May 3<sup>rd</sup>: Staff meeting

May 4<sup>th</sup>: How to Move Past Midwest Nice

May 9<sup>th</sup>: Meet with Sarah to discuss summer programming

## Programming & Makerspace Librarian Report

Sarah French

May 2023

### Programs:

- 4/13: Little Makers (7)
- 4/14: Fiber Friday (5)
- 4/17: Spice of the Month Club (60)
- 4/18: Financial Fitness Family Night (9)
- 4/19: Storytime (24)
- 4/20: Maker Club (10)
- 4/21: Michael Velliquette Workshop (9)
- 4/24: Mindful Monday Book Club (12)
- 4/25: Native American Policy Eras and Contemporary Legacies (12)
- 4/25: For Teens: Duct Tape & Doritos (0)
- 4/26: Storytime (24)
- 4/27: Fiesta de Primavera, (42)
- 5/1: String Art Flowerpot take & make for kids (60)
- 5/2: Zero-proof Mixology (8)
- 5/3: Storytime (25)
- 5/8: For Teens: Paint & Sip (9)
- 5/10: Storytime (25)

### Upcoming Programs:

- 5/12: Fiber Friday
- 5/15: Spice of the Month adult take/make
- 5/16: Badger Aces author visit
- 5/17: Storytime
- 5/18: Maker Club
- 5/20: WisLUG Brick Showcase
- 5/22: Mindful Monday Book Club
- 5/23: Composting 101
- 5/25: Little Makers
- 5/30: Pint Size Polkas

### Makerspace Use:

- 4/14: Craft supplies
- 4/15: Rubber band loom
- 4/15: Rubber band loom
- 4/17: Craft supplies
- 4/20: Craft supplies

- 4/20: Craft supplies
- 4/22: VHS to digital
- 4/24: Sticker poster
- 4/26: Cassette to digital
- 4/26: VHS to digital
- 4/29: Bead kit
- 5/3: Craft supplies
- 5/4: Craft supplies
- 5/5: VHS to digital
- 5/6: 3D Printer
- 5/6: Craft supplies
- 5/6: Craft supplies
- 5/6: 3D Printer
- 5/8: Craft supplies
- 5/8: Craft supplies
- 5/9: Craft supplies

Makerspace Training Appointments: 4.75 hours

Equipment & Technology: No changes.

Donations: None.

Other Updates:

- Deana and I tabled at the 4K registration. We talked to 71 people total and gave out info.
- Created a video for Working for Whitewater's Wellness (shared on FB)
- Small display case featuring yard games available for check out.
- Coordinated with the WI Veterans Museum, SCLS, and Bridges to borrow the traveling exhibit, Wisconsin Remembers: A Face for Every Name. The exhibit features a photo for each of the 1,161 Wisconsinites officially listed on the Vietnam Veterans Memorial in Washington, D.C. and additional photos for names that are listed on The Highground Vietnam Veterans Memorial in Neillsville, WI. We featured the exhibit 4/27-5/18.
- Generac reached out for sponsorship opportunities and I requested \$600 to help cover the cost of one of the Makerspace laptops.
- We were not selected for a Gage Marine grant.

Meetings:

- 4/20: Becky Gloss
- 4/20: Tiffany from Monona Library
- 4/26: Staff meeting
- 5/3: Masood Akhtar from United Against Hate

- 5/3: Staff meeting
- 5/4: WAA meeting
- 5/9: Meeting with Deana
- 5/10: Staff meeting

Professional Development:

- WI Libraries Talk About Race: *Beyond Diversity 101: Micro-inequities, Implicit Bias, and Moving toward Equity*
- Infosec: Internet of Things
- Staff workday trainings (fire/tornado, active shooter, materials challenges, privacy)
- WI Libraries Talk About Race: *How to Move Past Midwest Nice Towards Safety and Belonging*
- CLEL *Choose your own adventures: Research-based play experiences that work for libraries*