

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Online Virtual Meeting  
Monday, February 21, 2022, 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 and Roll Call at 6:30pm

Present: Jennifer Motszko, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown, Doug Anderson, and Jaime Weigel.

Absent: Kathy Retzke

Staff: Stacey Lunsford and Diane Jaroch

Guests: Andra Matthews

2. Consent Agenda

- 2.I. Approval of Minutes Approval of the minutes of the regular meeting of January 31, 2022\*
- 3.II. Acknowledgment of Receipt of Financial Reports\*
- 3.III. Acknowledgment of Payment of Invoices for January 2022\*
- 3.IV. Acknowledgment of Receipt of Statistical Reports for January 2022\*
- 3.V. Acknowledgment of Receipt of Treasurer's Reports\*

MSC Jim Winship/Jaime Weigel to approve the Consent Agenda.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown, Doug Anderson, and Jaime Weigel

Nays: none

3. Hearing of Citizen Comments

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 Library Building Project

1. Update from the Library Expansion and Renovation Steering Committee meeting of February 16, 2022.

- Went through fundraising consultant proposals (5 proposals submitted) and will be interviewing three companies - Sweeney Group, Baker Street Group, and Ter Molen Group
- Need to edit the proposed questions documents - committee members should each edit with a different colored text, edits should be done by March 3rd. Questions will be sent to the consultant companies on March 11th.
- The committee will meet the week of March 14th.

##### 4.II Review and Approval of the Final Draft of the 2022 Strategic Plan Activities

- Strategic Goal 1: include menstrual products in the bathrooms as well.

MSC Doug Anderson/Brienne Diebolt Brown to approve the 2022 Strategic Plan Activities.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown, Doug Anderson, Jaime Weigel

Nays: None

#### 5. New Business

##### 5.I. Review and Approval of the 2021 State Annual Report

MSC Jim Winship/Doug Anderson to approve the 2021 State Annual Report.

Ayes: Jennifer Motszko, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown, Doug Anderson, and Jaime Weigel

Nays:

#### 6. Staff & Board Reports

6.I. Director's Report ~ see attached

6.II. Adult Services Report ~ see attached

6.III Youth Educational Services Report ~ see attached

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

6.V. Board Reports

1. Report on Trustee Training Week: "Library Director Succession Planning" - Jaime Weigel
  - a. See attached
  - b. Stacey talked about
    - i. IT has access to all of her work files, which are organized
    - ii. Board members do often fill in until new director is filled or it's common for retired library directors to fill in as interim
    - iii. HR files are available through city HR
    - iv. Diane is back up to payroll
2. Board Development Committee - Jaime Weigel
  - a. Looked at ends of terms for current board members
    - i. Anne and Jim's terms end on April 30th
  - b. Need two new recruits - brainstormed possible people who might like to apply to serve
  - c. Hope to have applicants by end of February/beginning of March
  - d. Will talk about setting a slate of Board officers for next year

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.

8. Confirmation of the next meeting March 21st at 6:30pm.

Meeting adjourned at 7:29 pm.

Minutes respectfully submitted by Jennifer Motszko on February 21, 2022

DIRECTOR'S REPORT  
February 21, 2022

**I. ADMINISTRATION**

- a. Nine work orders were submitted in January.
  - i. There was considerable ice on the sidewalk in front of the library and the two properties we own.
  - ii. The heat in Deana's office wasn't working.
  - iii. One of the front desk computers wasn't printing.
  - iv. Leaves were blocking the drain at the bottom of the steps leading down to the northeast door of the basement.
  - v. I requested that the New Fiction bookshelf be removed.
  - vi. I requested that the framed whiteboard on the New Fiction bookshelf be removed and left in the staff work room.
  - vii. The Community Room carpet needed spot cleaning.
  - viii. I requested that Torrie's email account be deactivated after her last day.
  - ix. After an email server upgrade, we lost our connection to the meeting room calendars temporarily.

**II. BUDGET**

- a. The Finance Office and I completed adjustments to the final 2021 expenditures in preparation for the annual audit.

**III. PERSONNEL**

- a. We have selected a new Programming and Makerspace Librarian. Sarah Hemm will be starting in her new position on Monday, February 28.

**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. The Alliance of Public Libraries meeting for February was canceled due to lack of agenda items.

**VIII. PROFESSIONAL DEVELOPMENT**

- a. None.

**IX. STRATEGIC PLAN**

- a. None.

**X. PANDEMIC RESPONSE**

- a. No change.

## **Adult Services Report February 2022**

### **Report:**

I trained three people on the 3-D printer on February 10th.

I put materials out in the Makerspace for patrons to make Valentine's Day cards. Quite a few people have taken advantage of this service.

### **Collection Development:**

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

I created four book displays for the month of February.

I added several new Binge Boxes to the collection during the month of January. The Binge Box collection was featured in the large lobby display case for January. The display, combined with featuring this collection at the circulation desk, has increased the circulation of the Binge Boxes. We currently own forty- two different Binge Box titles, with more to come.

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

January 24: Meeting with practicum student Andra Matthews

January 25: Meeting with Laurie Freund from Bridges

January 26: Jefferson County Reducing Recidivism Coalition Meeting

January 26: Staff Meeting with Stacey and Deana

January 28: Meeting with Kristin Mickelson

January 31: Library Board Meeting

February 02: Staff Meeting with Stacey and Deana

February 04: Programming & Makerspace librarian interviews

February 09: CVMIC Performance Evaluation Review Kick-off webinar

February 09: Staff Meeting with Stacey, Deana, Andra

## **Youth Educational Services Report February 2022**

### **Upcoming Programs and Outreach Visits**

- Storytimes on Wednesdays at 9:30 & 10:30 a.m.
- Che-Mystery on Tuesday, February 15<sup>th</sup> at 6:00 p.m.
- Stress-Less Saturday on February 19<sup>th</sup> at 1:00 p.m.
- Library card registration at middle school parent-teacher conferences on February 21<sup>st</sup> & 24<sup>th</sup>.
- Library card registration at 4K registration on March 2<sup>nd</sup>.
- Stress-Less Saturday on March 5<sup>th</sup> at 1:00 p.m.

### **Storytime**

Attendance at storytime has been relatively high, particularly for the second session. We average five participants at the 9:30 a.m. session and ten participants at the 10:30 a.m. session.

### **Stress-Less Saturdays**

We have two consistent attendees at Stress-Less Saturdays. Our therapy dogs cancelled our January date, but we are hoping to reschedule them in March. Other activities we have done include pencil painting, Shrinky-dinks, and custom notebook making.

### **Mad Science Teen/Tween Programs**

We had three participants for the Comic Book Heroes Art Workshop. Said participants invented a superhero, determined their superpowers, and used that information to craft an appropriate costume.

There were nine participants registered for Che-Mystery. Less than half of those participants attended the program.

### **Girl Scout Tour**

On Saturday, February 12<sup>th</sup> I hosted a local Girl Scout troop and gave them a behind-the-scenes tour of the library. Ten girls were introduced to lesser-known parts of our collection, such as Playaways, Adventure Packs, and STEM kits. They were also taken to the tech services department to learn about how books are processed. One lucky Girl Scout was chosen to be our “book” while we demonstrated unboxing, sorting, cataloging, processing, and finally, checkout to a patron. The troop also decorated our bulletin board for Library Lover’s Month as an act of service.

### **Penguin Random House Grant**

At the end of last year we applied for a grant to purchase middle grade and YA books to give away in the YAAASSS bags. We were notified this week that we will not be recipients of that grant.

### **Meetings & Trainings**

January 12<sup>th</sup>: Staff meeting with Stacey and Diane.

January 19<sup>th</sup>: Staff meeting with Stacey and Diane.

January 26<sup>th</sup>: Staff meeting with Stacey and Diane.

February 2<sup>nd</sup>: Staff meeting with Stacey and Diane.

February 3<sup>rd</sup>: Bridges Youth Services meeting with a presentation by the Wisconsin Homeschool Parent Association.

February 9<sup>th</sup>: Staff meeting with Stacey and Diane.

**Trustee Training Week - 2021**  
**Jaime Weigel**

*Departures and Arrivals: Transitions and Succession Planning*

Presented by Kathy Hall and Kathy Parker

Video: <https://vimeo.com/591736814>

**Topic** - Successful planning and transitions from one library director to another

**Key Idea**

Necessary to have a plan in place long before the transition takes place and keep the plan up to date in the event of an unplanned departure or absence.

**Role of Board of Trustees**

Searches for and selects the new director, which may take 3-6 months for a thorough search. In the meantime, the library may need to hire an interim director. Board may need to be more active with day-to-day staff in the absence of the director during the search. They suggested having a written succession plan to ensure a smooth transition.

**Essential Files**

Suggested making a list and files of pertinent information so day-to-day operations can continue and organize files for easy access.

- **Personnel**

- Procedures of key library staff
- Organization chart and staff list that includes titles, contact information, and hourly rate/salary
- Most recent employee handbook, salary structure, and pay increase schedule
- Health plans and benefits (including who is on and who isn't)
- Tax forms, like I9
- Job descriptions for each position
- Job duties for each staff member
- Employee evaluations, disciplinary actions, plans for improvement, accolades
- Direction evaluation process

- **Finances**

- Budget (past budgets, timeline for planning, required filings)
- Monthly financials
- Audits (where kept, who does these, timeline)
- Key Information (accounting, contact info, login and passwords for banks, bonds, banking and credit cards, internal controls/fraud protection, check signing)
- Board should be aware of and understand financial reports, history of tax receipts, how money is handled, etc.)

- **Board of Trustees**
  - Contact list of Board members
  - Committees and members
  - Bylaws and general library policies
  - Annual timeline
  - Records retention & other legal documents
  - Community outreach efforts
  - Current projects
  - Strategic Plan
  - Current, pending, or past lawsuits
  
- **Building**
  - Capital improvement plan
  - Master plan - all facility work done and when it was accomplished
  - Emergency plan - procedures, contacts, etc.
  - Strategic Plan
  - Blueprints of the building, including renovations
  - Current and needed projects
  - Vendors and contracts
  - Insurance
  
- **Technology**
  - Technology Plan, including replacement cycle
  - Inventory list
  - Logins and eFiles
    - Ideally a centralized password management system for entire library
    - Databases, servers, security cameras
  - Map of different technologies and how they are mapped on servers
  - Website & social media - logins, who is responsible for maintaining?
  - Info about server (where located) & wifi, including hotspots
  
- **Community Connections**
  - List of community contacts & how they interact with the library, including:
    - City staff
    - Library attorney
    - Local organizations
    - Churches, shelters, and other social services
  - Major events held in the community
  - Neighboring library directors and other networking groups
  - Board is responsible for introducing new director to key community members, consider hosting an Open House

### **To Ensure a Smooth Transition**

- Start this process early
- Filing system should be simple and transparent
- New office should be clean and organized
- Records retention - should be organized and available for review

### **In the Event of a Sudden Departure**

- The Board may hire an interim director or elevate a current staff member to fill the role until a new director is hired.
- Board members may do this work, alone or in conjunction with an interim director.
- Payroll and bills still need to be paid in the absence of a director.
  - Payroll records have valuable info about staff
  - Does the director pay this or is there an accounts payable person?
  - What are the funding sources?
- Past minutes of Board meetings are also valuable resources

### **Roles During the Transition**

- New director - be a sponge and learn as much as possible
- Outgoing director - review all documents, files, policies, etc. mentioned above, make sure they are available and easy to find, prepare first Board packet with the new director
- Board - be available and accessible to the new director, may need to be more involved depending on the size of the library and if outgoing director is not available, may also need to prepare first Board packet with the new director

Presenters wrote *The Public Library Director's Toolkit*, available from ALA store (\$5 off coupon with code: PLDT21) and on Amazon.com