

Minutes of Library Board Special Sub-Committee Meeting: School Communications  
Outreach Project  
Thursday, January 21, 2021 3:30 pm  
12808 W. Hampton Avenue

Meeting was called to order by Charlene Benjamin at 3:30 pm.

Present: Georgeane Sczcygielski, Charlene Benjamin, Amy Haynes Coe, Jodi Kessel Szpizar; Library Director, Melissa Paap-Young, Youth Librarian

1. Persons Desiring to be Heard - none
2. Consideration of minutes: Jodi motioned to approve the minutes for December 3, 2020, seconded by Georgeane, motion passed and minutes were approved.
3. Old Business: School Outreach Project Update (Supporting Strategic Goal #5)
  - 3.1. Update on contact activity
    - 3.1.1. Hamilton District:
      - Amy had not had contact with anyone at Hamilton since committee last met. Noted second semester begins January 25<sup>th</sup> and many virtual students are returning in person at that time. Shared that there is a tracker on the Hamilton district website under the Covid link that allows us to see how many children are home virtually due to Covid exposures in the district at any given time.
      - Melissa sent out an update to Hamilton about events the Library is holding, they will run in the newsletters for 3 weeks.
    - 3.1.2. Immanuel Lutheran:
      - Jodi has reached out to the principal and will be sending over 100 brochures sharing information about the library for them to include in their open house and registration packets. Tentative drop off day to the school is 1/22/2021.
    - 3.1.3. St. Agnes:
      - Georgeane shared that the principal is interested in being sent any communications on library offerings that are sent to other schools or districts in the area. She was also interested in potentially bringing students over in March or April to do the outdoor story walk for a library field trip.
    - 3.1.4. Menomonee Falls:

- Melissa e-mailed Amy Swanson Kieser, contact for communications, and shared information about the library's events, what is offered etc. but she has not yet heard back.
- 3.2. Review list of current and future contacts
    - Committee updated contact sheet
  - 3.3. Develop a contact plan (for promoting future offerings or services)
    - Tabled at this time
4. New Business
    - 4.1. Video request from Brian Balfany, Hamilton District Office
      - Jodi and Library staff are working on this, they are hoping to have a draft started in the next couple of weeks
    - 4.2. Monthly book talks request from Immanuel Lutheran
      - Jodi will be contacting them sometime in the next couple weeks to check in on this
  5. Schedule next meeting – Next meeting will be Thursday, February 25, 2021 at 3:30 p.m.
  6. Adjournment – Motion to adjourn made by Jodi, seconded by Georgeane. Adjourned at 3:59 p.m.

Submitted by Amy Haynes Coe