



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, December 18, 2017, 6:30 pm

1. Call to Order by President Hartwick at 6:30pm

Present: Brienne Diebolt-Brown, Chris Grady, Anne Hartwick, Richard Helmick, Cory Pepler, Jim Winship, Teresa Golembiewski (Alternate)

Absent: Julie Caldwell

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Consent Agenda

- a) Approval of minutes of the November 20, 2017 regular meeting*
- b) Acknowledgement of receipt of city financial reports for November 2017*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for November 2017*
- d) Approval of payment of invoices for November 2017*
- e) Acknowledgment of receipt of statistical report for November 2017*
- f) Acknowledgment of receipt of treasurer's reports for November 2017*

MSC Helmick/Winship to approve the consent agenda as presented

Ayes: Diebolt-Brown, Grady, Hartwick, Helmick, Pepler, Winship,
Golembiewski

Nays: None

3. Hearing of Citizen Comments

- a) No comments made

(Julie Caldwell arrived at 6:34pm)

4. Old Business

- a) Library Building Expansion Project

1. Approval of Charter for the Ad Hoc Marketing Committee ~ Action

1. Winship presented the Charter on behalf of the committee. The Committee will make the case for a new or expanded library, develop a marketing plan, and support the overall mission of the library.

MSC Grady/Pepler to approve the charter for the Ad Hoc Marketing Committee

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Pepler,
Winship

Nays: None

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2. Approval of partnering with the City to create a Request for Proposal
 1. Winship gave a report of the Marketing Committee's meeting with Cameron Clapper, which included discussing the issue of capital projects and where the library fits in other city priorities. Many references and questions were made in the meeting regarding the space needs assessment that was recently done.
 2. Takeaway from meeting was a suggestion to write a request for proposal for a public-private partnership for the "footprint" of needed space for the community.
 3. Work on the RFP will have to wait until the city's financial plan is completed in March 2018.

MSC Winship/Grady to approve a partnership with the City to create a Request for Proposal as discussed

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Pepler, Winship,

Nays: None

b) Council and Community Communications ~ Discussion

1. No additional details

5. New Business

a) Review of draft for 2018 annual goals and objectives

1. Added under Building Project Objectives,
 1. Add an additional bullet point: "Collaborate with the city and other stakeholders to develop a request for proposal."
 2. Strike "public/private" from the main building project goal, to now read "Build a new library as part of a development partnership."
 3. Strike the first bullet point: "Reach an accord on the plan for the size and scope of the building project."
2. Under 2018 Staff Objectives, first main bullet "Increase community awareness and use of library resources,"
 1. Add: "Increase number of library visits by 10%"

MSC Winship/Diebolt-Brown to approve the 2018 annual goals and objectives as amended

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Pepler, Winship,

Nays: None



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6. Staff & Board Reports

- a) Director's Report (see attached)
- b) Adult Services Report (see attached)
- c) Youth Educational Services Report (see attached)
- d) Programming & Makerspace Librarian Report (see attached)
- e) Board member reports
 1. Winship reported on some updates from Whitewater Leads (upcoming GIS analysis, registration progress for Imagination Station going well.) Whitewater Leads next planning meeting is Jan 26.
 2. Helmick presented some notes on a webinar about library policies. Notes attached

7. Board member requests for future agenda items

- a) Hartwick for presenting on the recent webinar attended

8. Confirmation of next meeting on January 15, 2018, 6:30 pm

- 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) Review of performance evaluations for the Library Director

Roll call vote:

Caldwell: aye
Deibolt-Brown: aye
Grady: aye
Hartwick: aye
Helmick: aye
Peppler: aye
Winship: aye

Meeting adjourned to Closed Session at 7:27 pm

Meeting adjourned at 7:58 pm

Respectfully submitted,
Cory Peppler

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Board Secretary/School District Representative

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DIRECTOR'S REPORT

December 18, 2017

- I. ADMINISTRATION**
 - a. Three work orders were submitted and completed in November:
 - i. We had a problem with the HVAC under-heating and over-heating parts of the building.
 - ii. We had a broken drawer at the front desk.
 - iii. We had a problem with one of the laptop computers.
- II. BUDGET**
 - a. The budget was passed at the November 21, 2017 Common Council meeting.
- III. PERSONNEL**
 - a. December 28 will be Karen Esparza's last day.
- IV. LIBRARY COLLECTION**
 - a. We added shelving to the adult DVD area as we weeded them in October and still did not gain enough space. The seed catalog has been moved to accommodate the extra DVD shelving.
- V. PUBLIC AND COMMUNITY RELATIONS**
 - a. We are still awaiting our Little Free Pantry. Kristine Zaballos has been following up on it and will get back to me before the end of the year.
 - b. I met with Kristine Zaballos to work out some logistical questions regarding the Winter Market.
- VI. LIBRARY BOARD RELATIONS**
 - a. None.
- VII. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**
 - a. I attended the Jefferson County Library Board meeting in Johnson Creek on Tuesday, November 28. A committee was set up to review the county strategic plan. New directors at Fort and Creek were introduced. We said goodbye to retiring Johnson Creek library director, Luci Bledsoe. We also said farewell to Sue Hartwick, who has been on the county library board for nine years and who has termed out.
 - b. I will have attended the Alliance of Public Libraries meeting on Friday, December 15 and will report on it at the board meeting.
- VIII. PROFESSIONAL DEVELOPMENT**
 - a. I participated in a webinar on using data to understand your community and measure impact on Thursday, November 30.
 - b. I participated in a webinar on understanding power, identity and oppression in the public library on Tuesday, December 5.

Adult Services Report for the Month of November 2017

Three people attended the monthly book group What Are You Reading on November 14th.

Twenty-eight people participated in the Maker Monday workshop on November 20th. The project this month was creating fall luminaries with Mason jars, fake leaves, and Mod Podge. I worried I might not have enough supplies for everyone, but I did. This project was very popular with everyone who attended.

The Wellness Program with Dr. Richard Hansen on November 29th was very informative. Ten people were in attendance and there was a nice discussion at the end of the presentation. Dr. Hansen was very kind and stayed after the program to address any additional questions or concerns anyone had. He presents his programs for free as he wants to help people live as healthy and as long as they can.

Meetings/Workshops Attended:

November 06, Whitewater Leads Meeting

November 08, Libraries Transform Meeting

November 10, Jefferson County Drug Free Coalition Meeting

November 20, Library Board Meeting

November 29, Library Board Marketing Committee Meeting

Youth Educational Services Report December 2017

Young Adult Advisory Council

Our young adult group spent their November meeting preparing for their trivia program. They generated over sixty questions for three rounds of trivia. They also selected prizes and created promotional material. Unfortunately, there was no turnout for the trivia program itself, which took place on December 5th. The teens and their parents had a good time going through the questions and seeing what they remembered.

Winter Wonderland

20 people made snow globes at our Winter Wonderland program. Many participants liked the activity so much that they made multiple globes.

Early Literacy Classes

Our fall session of early literacy classes wrapped up on November 30th. We had several new faces in Rhyme Time this session. Many were under a year old. I look forward to working with them for the next few years.

December Board Report

Programming and Makerspace Librarian

Wobble Cats

Nov 6, 2017

- **47 people attended**
- Mix of adult, children, and college students
- Tammy from Community cats brought 2 of her cats, one that lived with her, one foster
- Informal explanation of CH and shelter with time to play with the cats
- Will do this again.

Dietary Restriction Thanksgiving Recipe Exchange

Nov 17, 2017

- **No Attendance**
- Registration should be a thing next year
- Maybe run it as a month long drop off with “cook book” at the end
- Pair with a display?

Broke Holidays

Card Making

Nov 30, 2017

- **27 in Attendance, 14 Children/ 13 Adults**
- Great Family event
- Many people made several cards
- The Minc Machine was a huge hit (Need to get more of the premade card sayings)
 - Maybe print off pictures for next year of winter things
- Have Glitter station next time to minimize sparkle disaster. Parents are the only ones to handle glitter.
- People wanted demos so demos or Pin-sperations for next time
- Card Making materials are left in the Makerspace for further use/ to get more people in there.

Ornaments

Dec 7, 2017

- **Expected 14, 22 in Attendance, 10 Children/ 12 Adults**

December Board Report

Programming and Makerspace Librarian

- **Of those who pre-registered 6 did not show up, those who did not register still managed to get an ornament with the leftovers.**
- Lots of fun with a lot of interest
- Shrinky Dinks were available and were a big hit with everyone
 - Might have more patterns next time
 - Great way to keep kids busy as adults worked
 - Need addition foil tray to keep shrinks flat while in the oven. A few got ruined and ruined some kids' days.
 - Kit is now made and people can check them out to use in the Makerspace to make their own anytime after oven training.
- Had enough materials
 - kids loved the pom poms
- Had a slide show going of Pin-sperations and other craft books which people really liked.

MakerSpa

Dec 14, 2017

- **28 People Registered out of 25 Slots**

Tee Shirt Totes

Dec 21, 2017

Hour of Code

Dec 9, 2017

- **8 in Attendance plus 1 Adult stayed/ 7 Registered**
- Hosted by WI STEM for Kids
- We provided laptops and space they ran the program
- Kids were allowed to choose between Minecraft or Moana Hour of Code program
 - Everyone chose Minecraft
- There were 2 coaches present and I assisted when needed otherwise the kids were really good about helping each other out.

Gave each of the kids who attended information about the Super STEM Series starting in January.