



**Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, February 15, 2016, 6:30 pm**

*Mission Statement: The Irvin L. Young Memorial Library will foster a sense of community and be a center for resources, information, and creativity for all people in the Whitewater area.*

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

Present: Julie Caldwell, Brienne Diebolt-Brown, Chris Grady, Anne Hartwick,  
Richard Helmick, Cory Peppler,

Absent: Jim Winship

Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Consent Agenda

- a) Approval of minutes of the January 18, 2016 regular meeting\*
- b) Acknowledgment of receipt of financial reports for December 2015\*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for January 2016\*
- d) Approval of payment of invoices for January 2016\*
- e) Acknowledgment of receipt of statistical reports for January 2016\*
- f) Acknowledgment of receipt of treasurer's reports for January 2016\*

MSC Grady/Caldwell to approve the consent agenda in total

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Peppler,

Nays: None

3. Hearing of Citizen Comments

- a) No comments made

(Jim Winship joined the meeting at 6:35pm)

4. Old Business

- a) Library Building Expansion Project ~ Action
  1. Follow up discussion from the Board's meeting with Troy Hoekstra with United Developers Solutions and his attorney.
  2. He outlined, in detail, how the process of developing a hotel, a clinic, and a library would go.
  3. He referenced his most recent project in Platteville, and the roles that the developer, the City, and the Library Board would play.
  4. Location was up in the air, but Hoekstra was inclined to develop near the University.
  5. Hoekstra also explained the role of the New Market tax credits (three
  6. Outlined the backing of a group of 11 investors, and their tax advantage in developing, then donating, the library to the community after seven years.

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7. Hoekstra detailed the financial outlay and timeline for the proposed project, and the needed commitment from the City and the Board.
  8. After discussion, there was a strong, unanimous consensus to move forward with a plan work with Troy Hoekstra on a development project, and communicate the same to the City Council.
- b) Council and Community Communications ~ Discussion
1. Lunsford will be presenting the annual report to the City Council, once it is approved by the Library Board President
  2. Lunsford will communicate the Board consensus regarding the development project to City stakeholders
- c) Books & Brews event ~ Update
1. Sunday, March 13, 2016, at 5:00pm.
  2. Book to be discussed *The History of the World in Six Glasses*
  3. Actual activities to be determined.
  4. Need for promotion of event
5. New Business
- a) State Annual Report ~ Action
1. Lunsford was emailed by the State that the data was for the wrong year and needs to be corrected.

MSC Winship/Helmick to charge Board President Hartwick with responsibility to review and approve the annual report on behalf of the Board when it becomes available.

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Peppler, Winship  
Nays: None

- b) Review of Fine Policy ~ Discussion and Possible Action
1. Discussed the fine policy in relation to a concern expressed to Peppler by a teacher. Concern was that the current fine structure was discouraging school-age children to check out books.
  2. Current fine structure was reviewed as was the purpose of charging fines its role and import in the annual library budget
- c) Donation of Fred Kraege realia to Whitewater Historical Society ~ Action
1. List of 41 items from the Fred Kraege of interest to the Whitewater Historical Society was presented to Board

MSC Helmick/Caldwell to donate the items to the Historical Society  
Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Peppler, Winship  
Nays: None

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- d) Review of Bulletin Boards/Pamphlets Policy ~ Action
1. No suggested changes to the previous policy from Director Lunsford
  2. No questions or comments about policy from the Board.

MSC Diebolt-Brown/Grady to reapprove the Bulletin Boards/Pamphlets Policy

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Pepler, Winship  
Nays: None

- e) Review of *Trustees Essentials* Chapter 17 ~ Discussion
1. Diebolt-Brown led discussion about history of public libraries, membership in library systems, and collaboration among libraries.

6. Staff & Board Reports

a) Director's Report

1. ADMINISTRATION

- i) Eight work orders were submitted.

2. BUDGET

- i) The final budget numbers came in. After removing the Library board expenditures from the actual operating expenditures, we underspent our budget by only \$2,833.00.

3. PERSONNEL

- i) Jean Hallada, a customer services specialist who has worked here for the past five years, has submitted her resignation, effective March 4, 2016. Molly Parrish, the HR Coordinator, is in the process of advertising the position.

4. LIBRARY COLLECTION

- i) The collection remains static while we await access to the Polaris reports module.

5. PUBLIC AND COMMUNITY RELATIONS

- i) I have been highlighting the various databases available to use through Bridges in our weekly newsletter.

6. LIBRARY BOARD RELATIONS

- i) None.

7. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- i) I attended the Assembly hearing for AB-609, the return of library materials bill. This bill would clarify the statutory language allowing all libraries to choose to use collection agencies and/or local law enforcement to aid in retrieving never-returned library materials. I was scheduled to speak in support if there were any individuals there to speak in opposition after the library panel members finished their testimony. As it happens, there was no one there to speak in

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opposition, so I was able to decline to speak and simply register my support.

8. PROFESSIONAL DEVELOPMENT

i) None.

b) Adult Services Report

1. We had 3 people attend our January Maker Monday class. We worked with polymer clay and used the craft oven from the Maker Space to bake the clay. Those in attendance were very creative and really enjoyed working with the clay and the tools provided by the library.
2. Unfortunately no one showed up for our first Adulting 101 class that Deana and I hosted together. Our first class was demonstrating how to sew on a button. Perhaps we will have more attendance at the February class which will demonstrate basic first aid techniques. This is a new class Deana and I created for 2016 to help older teens and new adults learn essential skills they may not have learned in other areas of their life.
3. On January 25th I attended the annual Adult Programming Meeting hosted by Bridges Library System and the Milwaukee County Library System. The adult services librarians from both systems meet once a year to share program ideas and presenters. At the beginning of the meeting each library system met alone, and then after an hour both systems met together to share resources and ideas. It was very helpful and the group is considering meeting twice a year in the future and perhaps partnering with another library system.
4. On January 26th I attended the Café Cataloging Meeting. I was able to learn more about cataloging with the new Polaris system from the Waukesha librarians who have been using Polaris for a few years. The group also worked on updating the existing cataloging manual.

c) Youth Educational Services Report

1. **Winter Read:** As of the end of January, we had 56 participants registered for our first ever Winter Read! Participants who register receive a raffle ticket every time they check out books from the Youth Services Department. There are five different prize packages that participants can enter to win.

In addition to prizes, we have had several events in conjunction with this program, including a Family Fort Day, a yoga program presented by Brienne, and a Teddy Bear Sleepover.

2. **Summer Reading Program Workshop:** On Friday, January 29<sup>th</sup> I attended a workshop hosted by Bridges Library System. Amanda

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Struckmeyer, one of the editors of the CSLP manual, presented several ideas to use during this year's summer reading program.

3. **Create Lab:** This continues to be a popular program. In January, we crash landed on Mars and used selected materials to create a shelter. This month we will be creating structures and catapults intended for a siege.
4. **Reading with Rover:** This program has not seen the participation numbers I had hoped for. If numbers do not increase through spring, I may consider hosting this program on Saturdays next fall.

- d) Board member reports
  1. None

7. Board member requests for future agenda items
  - a) None

8. Confirmation of next meeting on March 21, 2016, 6:30 pm

9. Meeting adjourned at 7:30 pm.

Respectfully submitted,

Cory Pepler  
Secretary/School Board Representative

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