



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

Present: Julie Caldwell, Brienne Diebolt-Brown, Chris Grady, Anne Hartwick,
Absent: Richard Helmick, Cory Peppler, Jim Winship
Staff Present: Stacey Lunsford, Deana Rolfsmeyer

2. Consent Agenda

- a) Approval of minutes of the June 20, 2016 regular meetings*
- b) Acknowledgment of receipt of financial reports for May 2016*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for June 2016*
- d) Approval of payment of invoices for June 2016*
- e) Acknowledgment of receipt of statistical reports for June 2016*
- f) Acknowledgment of receipt of treasurer's reports for June 2016*

MSC Grady/Diebolt-Brown to approve the consent agenda in total
Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick
Nays: None

Cory Peppler joined the meeting at 6:55pm

3. Hearing of Citizen Comments

- a) No comments made

4. Old Business

- a) Library Building Expansion Project ~ Update
 1. No updates at this time
- b) Council and Community Communications ~ Discussion
 1. No updates at this time
- c) Planning next "Books on Tap" event ~ Update
 1. September 9, 2016, is the date, tentatively. Diebolt-Brown will confirm the date.
 2. Caldwell will contact Wendy Staller at Staller Winery

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Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



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5. New Business

- a) Review of 2016 goals and objectives ~ Discussion
 1. Reviewed Trustee portion of goals and objectives.
 2. Each board member will attend a webinar during an upcoming Wisconsin Trustee Training Week (August 22-26) and report back in a future board meeting.
 3. Lunsford reported back on the progress that staff is making on the goals and objectives.
- b) Budget ~ Discussion
 1. Lunsford explained each line item and answered board members' questions
- c) 25th Anniversary Celebration ~ Discussion
 1. July 28, 2016.
 2. Details about the event, and promotion was outlined.
- d) Review and reapproval of the Circulation policy ~ Action
 1. The only suggested changes relate to the types of material in circulation

MSC Caldwell/Grady to re-approve the Circulation policy with updated language relating to terms
Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Pepler,
Nays: None

- e) Review of *Trustees Essentials* Chapter 20 ~ Discussion
 1. Caldwell led a discussion about ADA rules as they pertain to the library.
 2. Comment that we appear to be in compliance, based on details in the chapter.

6. Staff & Board Reports

- a) Director's Report
 - I. **ADMINISTRATION**
 - a. Four work orders were sent in and completed in June.
 - b. The Street Department have sent summer workers over 3-4 times to weed the landscaping.
 - II. **BUDGET**
 - a. I received the Master Personnel Payroll document from the city finance department. I reviewed the information, made one change to the hours for Jessica Schmitz to be in compliance with the state

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WRS minimum number of hours requirement and changed the wage for Deana Rolfsmeyer to be in compliance with the Federal Overtime Ruling minimum salary requirement. I returned the document to Karen Dieter.

III. PERSONNEL

- a. We had another salary compensation committee meeting on July 13. We have made little progress in shaping a compensation plan that would offset the City's inability to pay the wages recommended by the wage and classification study that was started two years ago. A subcommittee was formed to study how other organizations have converted their benefits to reflect changing work cultures and I volunteered to work on the subcommittee.

IV. LIBRARY COLLECTION

- a. We have weeded the adult CD collection.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Whitewater Leads cancelled their July meeting.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I have been asked to serve on a committee for the Wisconsin Public Library Consortium that manages the state's digital library. From Stef Morrill, director of Wisconsin Library Service:

The WPLC Bylaws Workgroup will review the bylaws of the consortium and improve language to better reflect the purposes of WPLC, clarify roles and relationships of the Steering Committee and Board, and any other warranted changes.

The Board made the decision to form the workgroup at their June meeting, and it will consist of three representatives from the WPLC Board, two representatives from the Steering Committee, and one "library at large" member. In this way, both the systems and contributing libraries will have equal representation on the body.

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We are hoping you would consider being the "library at large" member.

The plan is to have a phone meeting in the next month or so to kickoff the work and then to meet in October in person to discuss the purpose of WPLC and how to reflect that purpose in the bylaws. We'll work on revising language until the end of the year by email and then we'll send the new version to the WPLC Board in January. I would imagine that the time commitment outside the meetings will be fairly minimal -- reviewing versions and offering feedback.

- b. I attended the Alliance of Public Libraries meeting on July 15.
Details to be given at the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

b) Adult Services Report

1. Maker Monday was held on June 20th and the theme for this month was flowers. Participants were able to create a bouquet of flowers using paper, embellishments, and equipment from the Maker Space. There were four people in attendance and the flowers created were each very unique.
2. Tammie Begotka did a great job presenting The Basics of Selling on eBay on the evening of June 22nd. I had twelve people attend the workshop and they all left knowing exactly how to create an account on eBay and begin selling items. Tammie had many helpful hints from personal experience, and gave those in attendance her contact information should they need help once they were home and in the process of setting up their account on eBay.
3. Four people attend the Garden Apron workshop on June 25th. I had all of the supplies ready and after watching an instructional YouTube video on how to create a garden apron from an old pair of jeans, everyone started creating their apron. One of those in attendance had missed the Maker Monday paper flowers workshop, so I brought out some of the supplies and she was able to make a bouquet after she finished her apron. I have had several patrons who were

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unable to attend this workshop approach me asking for directions for the garden apron.

4. Twenty-four people have signed up for the Adult Summer Reading Program. Youth Educational Services Report

c) Youth Educational Services report

1. **Summer Reading Program:** We currently have 280 children and teens registered for the summer reading program, which is a 21% increase in participants from last summer. We have had increases in the birth-5K group and in the 1st-5th grade group, and a slight decrease in teen participation.
2. **Performers:** We have had some excellent performers this summer including comedy duo Miller & Mike, children's musician Duke Otherwise, and Dianne Moller from the Hoo's Woods Raptor Center. The Hoo's Woods program was by far our best attended, with roughly 100 audience members. Both Miller & Mike and Duke Otherwise were provided by the Bridges Library System.
3. **Programs:** Our programs have been well attended, with Its aMAZE-ing and Life-Sized Games Day having the highest participation with about 60 kids in attendance. Crafternoons have also gotten a positive response and have had about 20-30 kids participating. In addition, we are getting participation in our teen programs this year. The Animation Workshop and the Chocolate Games both had 12 participants!

d) Board member reports

1. None

7. Board member requests for future agenda items

- a) None

8. Confirmation of next meeting on August 15, 2016, 6:30 pm

9. Adjournment at 7:31pm

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