



**Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, November 17, 2014, 6:30 pm**

**AMENDED: 7d Review of *Trustees Essentials* Chapters 6 & 7 11/14/14 2:56 p.m.**

1. Call to Order by Chairperson Hartwick at 6:32pm  
Present: Julie Caldwell, Anne Hartwick, Richard Helmick, Danielle Hudson,  
Sharon Knight, Cory Pepler  
Absent: Jim Winship  
Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Consent Agenda
  - a. Approval of minutes of the October 20, 2014 regular meeting\*
  - b. Acknowledgment of receipt of financial reports for September 2014\*
  - c. Acknowledgment of receipt of financial report of special revenue fund receipts for October 2014\*
  - d. Approval of payment of invoices for October 2014\*MSC Caldwell/Knight to approve the consent agenda  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler  
Nays: None

3. Acknowledgment of receipt of statistical reports for October 2014
  - a. Discussion of some of the increases in use of some of the databasesMSC Helmick/Hudson to acknowledge receipt of the statistical reports  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler  
Nays: None

4. Acknowledgment of receipt of treasurer's reports for October 2014
  - a. Discussion about collection development trust use and future
  - b. Lunsford gave some history of the beginning of the trust
  - c. Can leave it or transfer it over to the building fund
  - d. Discussion deferred to next month's agendaMSC Helmick/Caldwell to acknowledge receipt of treasurer's report  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler  
Nays: None

MSC Helmick/Caldwell strike the phrase "not to exceed 10% of corpus per fiscal year" from the Collection Development Trust language  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler  
Nays: None

Jim Winship joined the meeting at 6:55pm

5. Hearing of Citizen Comments
  - a. No citizen comments

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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6. Old Business

- a. Library Building Expansion Project ~ Discussion
  - Will return to browsability of collection in coordination with the (hopeful) building expansion
- b. Council and Community Communications ~ Discussion
  - Lunsford presented to City Council, with no questions asked.
  - Lunsford will be at meeting on Nov 18, where budget will be approved.

7. New Business

- a. Unique Management Services and Wisconsin State Law ~ Action
  - Discussion of the current state
  - The ILYPL has nothing in its policies regarding
  - Lunsford was directed to contact the city attorney regarding the creation of a policy for using collection
  - Lunsford was directed to add this as discussion item for next month's agenda
- b. Review of Trustees Essentials Chapters 6 & 7 ~ Discussion
  - Knight stressed the point about evaluating Director based on the written job description
  - Hudson noted the need for the board to hear staff comments *only* through the director, not directly to the Board
  - Hartwick likewise pointed out the need for Board members to direct comments to staff through the Director
  - When it comes to personal grievances, staff goes to the City, not the Board
  - Hartwick noted the change in the notes on collective bargaining, in light of changes within the state
  - Discussion about library conferences and other learning opportunities
- c. Director's Performance Evaluation Instrument ~ Action
  - Committee has met 7 times over the past three months
  - Goal to develop a new performance evaluation tool
  - Need to adjust normal timeline of evaluation, considering the time taken to
  - Recommendation by the committee:
    1. Board establish a standing evaluation committee of three members on a staggered rotation
    2. Board adopts new library director evaluation policy
    3. Board adopts new lib dir eval form
    4. Board adopts new lib dir staff eval
    5. Board adopts new timeline and checklist

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6. Board approves purchase of portable lockbox for eval storage

- Discussion ensued regarding all recommendations.

MSC Helmick/Peppler to adopt the new library director evaluation policy and instruments as corrected

Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler, Winship

Nays: None

MSC Winship/Caldwell to adopt the adjusted timeline

Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler, Winship

Nays: None

- Board directed Lunsford to pursue purchase of the lockbox
- Members noted their deep appreciation for the work done by the Eval Committee

d. **trio** participation agreement~ Action

- The letter was sent to the MWFLS, and Lunsford conveyed that they were appreciative of the letters tone.
- Lunsford expressed further frustration on miscommunications and lack of experience by MWFLS technical personnel
- Hartwick expressed concern that these problems will affect patrons

MSC Winship/Hudson to approve and sign part agreement with MWFLS

Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler, Winship

Nays: None

8. Endowment Fund Board Report

- a. Open to using funds towards building expansion, if rules allow

9. Director's Report

- a. We completed baseline performance evaluations on all non-exempt staff in October. We are expected to do annual reviews each year by March 31 for the previous year going forward.
- b. We have selected a candidate for the evenings and weekends position. We are awaiting the criminal background check and expect her to start Dec 1.
- c. I spent Election Day on campus registering students to vote. Based on the number of registration official stickers I used, I registered around 200 students between 6:30 am and 8:00 pm. It was a great experience.

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- i. Hartwick asked about the status of the eReaders
- ii. Asked about disaster plan—will be distributed to staff on Dec 12

#### 10. Adult Services Report

- a. During the month of October I proctored 2 exams for 2 different adult students.
- b. I had the opportunity to give two tours of the Maker Space in October. The first tour was an informal tour to a graduate student at UW-Whitewater who is researching Maker Spaces in libraries for a class project. The second tour was more in depth and was given to the Delta Kappa Gamma group. I demonstrated several pieces of equipment for this group and everyone in attendance was very impressed with our space. Several have since come back for individual training and use.
- c. There were 33 people in attendance for the pumpkin carving demonstration on October 2<sup>nd</sup>, featuring Scott “Stormin” Norman, the Picasso of Pumpkin Carvers. The children in attendance were given the opportunity to help carve the pumpkin and learn the technique of carving a pumpkin by removing the top layer of the pumpkin as opposed to carving completely into it. While carving the pumpkin Scott entertained the audience with pumpkin facts and trivia.
- d. The workshop And Then There Was One was very successful with 22 people attending both sessions On October 7<sup>th</sup> and 14<sup>th</sup>.
- e. The Needle Felting Maker Monday class on October 20<sup>th</sup> had 16 in attendance. We had a nice variety of ages and everyone was very enthralled with taking a chunk of wool and turning it into a felted acorn by only using a felting needle and repetitive motion. Several in attendance came back at a later date asking for supplies so they could make more acorns at home.
- f. Our 3-D printer in the Makerspace is very near completion. Nik Chaphalkar has been calibrating and preparing the 3-D printer one evening a month. At his next visit he should be able to mount the spool of filament and take it for a test drive. We were able to purchase a spool of filament from Nasco in Fort Atkinson as they are now selling 3-D printers.
- g. I participated in a cataloging webinar on October 9th in preparation for trio.
- h. During the month of October Stacey and I began giving performance reviews to the staff. I successfully completed 8 performance reviews with the circulation staff.

#### 11. Youth Educational Services Report

- a. Preparation for 1000 Books Before Kindergarten is well under way. Our theme is Wisconsin Animals. Heather Fischer from MWFLS is creating program materials including reading logs, tri-fold brochures, stickers, and a logo to use on the registration folders and the bags. Registration folders have been purchased and the donor letter has been drafted and will be sent within the next week.

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- b. The Lego Engineering Club had their first fall meeting on Tuesday, October 21<sup>st</sup>. Seven elementary age children came and built castles, homes, and a monster jail.
- c. Attendance at the Early Literacy Classes has fluctuated. Lapsit has seen some growth and fairly steady attendance, but I would like to see higher and steadier numbers for both the Toddler and Preschool classes. In the last two weeks we have seen a lot of new faces, which is encouraging. In order to increase attendance, I adjusted the programming in both of those classes to improve the flow and to better fit the group dynamics. I will also be surveying class attendees and other interested parties over the next few weeks to determine what I can improve. In addition, I will be looking for other ways to promote the program. In December I will be able to send a newsletter to the schools thanks to the contacts that Cory Pepler provided me. I was also contacted by an intern from Walworth County's Birth to Three Program and we are seeking to schedule a meeting to determine how we can partner on projects.
- d. On Tuesday, October 21<sup>st</sup>, Stacey and I attended a meeting with the Whitewater School District to determine ways in which we could partner. One subject we discussed was having a "Library Night" at the schools to sign kids up for library cards.
- e. On Tuesday, November 4<sup>th</sup>, I attended the WLA Pre-Conference on Teen Services in Wisconsin Dells. I attended sessions on Teen Advisory Groups, passive programming, and technology. The most helpful session was on passive programming.
- f. As of Thursday, November 6<sup>th</sup>, all new books in the Children's Department are located on the same shelf near the entrance to the department. The purpose of collocating these items is to make it more accessible to patrons and to increase circulation. The new books in the Young Adult Department will be moved to a more visible location.

## 12. Board member reports

- a. Winship reported from Project 2025 group
  - Next week's topic is Greater Whitewater Committee creating website relating to education in the community (lecture series, school news, library events, etc.)
  - Promotion of Whitewater as a place to move, work, and live

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- b. Winship reminded Board that he's resigning from City Council, and expressed a desire to be on the Board in the future

- 13. Board member requests for future agenda items
  - a. Discussion of Unique Management Services and Wisconsin
- 14. Confirmation of next meeting on December 15, 2014, 6:30 pm
- 15. Adjournment by Chairperson Hartwick at 8:16pm

\* Items denoted with asterisks will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.