



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, February 16, 2015, 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 Anne Hartwick at 6:31 pm
Present: Brienne Brown, Julie Caldwell, Sharon Knight, Anne Hartwick, Richard Helmick, Danielle Hudson, Cory Pepler
Absent: none
Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer
Guests: Sue Cantrell and Patrick Busch, MWFLS representatives
2. Mid-Wisconsin Federated Library System representatives re the Jefferson County Library Council's Committee on Library System Membership ~ Presentation
 - a) Sue Cantrell, Director, and Patrick Busch, System Support IT Technician, presented to the Board.
 - b) Highlighted advantages of MWFLS; namely, staff support, funding sources, reduced costs of services and subscriptions.
3. Monthly Reports
 - a) Approval of minutes of the January 19, 2015 regular meeting
MSC Hartwick/Hudson to approve minutes for January 19, 2015 regular meeting
Ayes: Brown, Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler
Nays: None
 - b) Acknowledgment of receipt of financial reports for December 2014
MSC Hartwick/Caldwell to acknowledge receipt of financial reports for December 2014
Ayes: Brown, Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler
Nays: None
 - c) Acknowledgment of receipt of financial report of special revenue fund receipts for January 2015
MSC Hartwick/Caldwell to acknowledge receipt of financial report of special revenue fund receipts for January 2015
Ayes: Brown, Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler
Nays: None
 - d) Approval of payment of invoices for January 2015
MSC Hartwick/Hudson to approve payment of invoices for January 2015
Ayes: Brown, Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler
Nays: None

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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- e) Acknowledgment of receipt of statistical reports for January 2015
MSC Hartwick/Peppler to acknowledge of receipt of statistical reports for January 2015
Ayes: Brown, Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler
Nays: None

- f) Acknowledgment of receipt of treasurer's reports for January 2015
MSC Hartwick/Hudson to acknowledge receipt of treasurer's reports for January 2015
Ayes: Brown, Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler
Nays: None

4. Hearing of Citizen Comments

- a) No comments made

5. Old Business

- a) Library Building Expansion Project ~ Discussion

1. Still communicating with Rick re: schematics

- b) Council and Community Communications ~ Discussion

1. No discussion

- c) Review & Approval of 2015 Trustee Goals and Objectives ~ Action

1. Stacey offered some changes, reorganizing the Trustee goals and organizational goals

MSC Hartwick/Caldwell to amend agenda to move item C to #11 to Reconvene to open session after closed session in #10

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

Nays: None

6. New Business

- a) Rental income from house at 413 W Center St. ~ Action

MSC Hartwick/Helmick to request a check from the city in the full amount of \$46,781

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

Nays: None

- b) Review and reapproval of Inclement Weather Policy ~ Action

MSC Hartwick/Helmick to re-approve the Inclement Weather Policy

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Nays: None

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- c) Review and approval of the state annual report for 2014 ~ Action
1. Lunsford provided a copy of page 8 of the report indicating that MWFLS “Did not provide effective leadership and adequately meet the needs of the library” with a narrative statement explaining.
 2. Concerns were expressed regarding patron and circulation decreases.
 3. Also concerns with what statistics “count” on the state report, and definitions that have changed

MSC Hartwick/Caldwell to approve the state annual report for 2014 which includes the above statement concerning Public Library System effectiveness.

Ayes: Brown, Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler

Nays: None

- d) Use of the property at 407 W Center St for Whitewater Police Department training ~ Action

MSC Hartwick/Helmick to offer the use of the property at 407 W Center St. for Whitewater Police Department training

Ayes: Brown, Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler

Nays: None

7. Staff & Board Reports

a) Director’s Report

1. Jessica Schmid is our new Customer Service Specialist. She works 27 hours a week. She previously worked at the Palmyra public library for 3 ½ years. Alex Miller is our new Customer Service Assistant. He works evenings and every other Saturday. He is in the National Guard and is a recent graduate of UW-Whitewater.
2. MobileCirc is back and Deana is planning to take one of our iPads to a school event at the end of the month.
3. I successfully handed off the Circulation and Catalog Records & Standards Committees to their new chairs at meetings on February 5 and 6th in Watertown.
4. The Jefferson County Library Council’s exploratory committee met with system staff from South Central Library System, Arrowhead Library System, Waukesha County Federated Library System, Lakeshores Library System, and Mid-Wisconsin Federated Library System to ask questions about services and costs if we were members of their respective systems. Library directors attended all of the meetings and asked questions as well. We are now in the process of filling out feedback sheets for the committee, which meets on the 17th. Initial impressions are that the Jefferson County libraries are very interested in leaving Mid-Wisconsin and joining another system. We will see how this plays out over the next few weeks as people meet to discuss this in more depth.

b) Adult Services Report

1. There was a nice turnout for Maker Monday on January 19th. Our project this month was Hexagon Paper Piecing which involved sewing by hand. Participants made a series of hexagon shaped fabric pieces which they could then sew together to create a coaster, table runner, or even a quilt. This was a fun, quick, versatile project; perfect for those cold, winter months.

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2. The Seed Exchange Library kick-off program on the 15th was a huge success. Everyone is very excited that the library is offering this service and having programs related to the seed library.
3. Stacey and I interviewed 12 people for the position of Customer Service Assistant and Customer Service Specialist during the week of January 9-14th.

c) Youth Educational Services Report

1. 1000 Books Before Kindergarten: Our kick-off event on January 31st was a success! 23 people attended and 14 children were registered for the program. An additional eight children have registered since that event for a total of 22 children registered. Our goal was to register 50 children in the first year.
2. Drive-in for a Story: This program was a tremendous success. Boxes were provided for children to create their own car/airplane/rocket. After their vehicles were complete, the children sat inside them for a few stories as if they were at a drive-in theater. We had 21 participants and many interesting creations made.
3. Family Film Friday: The library hosted a movie day on Friday, January 23rd. We had 12 participants who watched Monsters University.
4. Summer Reading Program Workshop: I attended the MWFLS Summer Reading Program workshop in Horicon on Thursday, February 5th. There was a roundtable discussion among the youth services librarians about various performers, activities, and resources that are being used for the summer program. We also heard from Beth Haffenbredl, a DNR Educator about programs that she can bring to the libraries. Lastly, we were able to train on some of the equipment that MWFLS has purchased for the system, such as the MakerBot, the Cricut Explore, and the sewing machine.

d) Board member reports

1. Hudson asked about the feasibility of a policy regarding vaccinations. Lundsford stated that, on legal grounds, no policy prohibiting non-vaccinated patrons could be created.
2. Future involvement by board members in library activities: Members are encouraged to report those activities in future board member reports

8. Board member requests for future agenda items

- a) Potential collaboration between pub lib and Whitewater Community Foundation
- b) Review of the next chapter of the Trustee handbook
- c) Possible future board committees

9. Confirmation of next meeting on March 16, 2015, 6:30 pm

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10. Adjournment into Closed Session **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.".....7:50 pm

Items to be discussed:

1. Review of performance evaluations for the Library Director

MSC Hartwick/Helmick to adjourn into closed session. Stacey Lunsford, Diane Jaroch, and Cameron Clapper were present with board permission. Roll call vote:

Brown, aye

Caldwell, aye

Knight, aye

Hartwick, aye

Helmick, aye

Hudson, aye

Peppler, aye

Meeting was CLOSED to the public at 7:54 pm

Meeting was RECONVENED to open session at 8:48 pm

11. Discussion of 2015 Goals and Objectives
- a) Discussed a reorganization/clarification of the objectives for the organization, trustees, and staff.
 - b) Members will review the goals and objectives.

12. Meeting adjourned at 9:02 pm

Respectfully submitted,

Cory Peppler
Secretary/School Board Representative