



**Irvin L. Young Memorial Library**  
**431 W Center St**  
**Whitewater WI 53190**  
**Board of Trustees Regular Meeting**  
**Community Room**  
**Monday, January 19, 2015, 6:30 pm**  
**AMENDED 1/14/15, 9:30 AM**  
**Removal of Item #2 Consent Agenda**

1. Call to Order by Chairperson Hartwick at 6:31pm  
Present: Julie Caldwell, Sharon Knight, Anne Hartwick, Richard Helmick, Danielle Hudson, Cory Pepler  
Absent: none  
Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer  
Others: Cameron Clapper, City Manager, joined the meeting at approximately 7:30 pm
2. Approval of minutes of the December 15, 2014 regular meeting  
  
MSC Helmick/Knight to approve the December 15, 2014 minutes as amended  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler  
Nays: None
3. Acknowledgment of receipt of financial reports for November 2014  
  
MSC Caldwell/Hudson to acknowledge receipt of financial reports for November 2014  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler  
Nays: None
4. Acknowledgment of receipt of financial report of special revenue fund receipts for December 2014  
  
MSC Helmick/Knight to acknowledge receipt of financial report of special revenue fund receipts for December 2014  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler  
Nays: None
5. Approval of payment of invoices for December 2014
  - a) Helmick asked if this was a final invoice for the conceptual plan. Will there be more costs? Lunsford answered yes, for this conceptual plan. The next phase will incur additional costs.  
MSC Hartwick/Hudson to approval of payment of invoices for December 2014 with additional receipt provided by Lunsford  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler  
Nays: None
6. Acknowledgment of receipt of statistical reports for December 2014
  - a) Lunsford informed that there are still difficulties with running reports. She has been comparing system data with other sources of circulation statistics. Contacted other directors in Jefferson County.

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- b) Starting with January's statistics, Lunsford will use a new format.
- c) Annual DPI report will come to the Board for approval, to be submitted to DPI by March 1, 2015

MSC Caldwell/Helmick to acknowledge receipt of statistical report for Decemeber 2014  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler  
Nays: None

7. Acknowledgment of receipt of treasurer's reports for December 2014

MSC Hartwick/Peppler to acknowledge receipt of the treasurer's reports for December 2014  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler  
Nays: None

8. Hearing of Citizen Comments

- a) No comments made

9. Old Business

a) Library Building Expansion Project ~ Discussion

1. Helmick brought up concern about the exit doors from Young Adult looking too much like a front entrance
2. Members also expressed concern of visibility in the Young Adult and Children's sections
3. Concern about the entrance onto the deck through the Children's section
4. Helmick mentioned the new design fitting in with the surrounding historic homes
5. Knight suggested getting more feedback; architects presented more significant changes than originally thought
6. Lunsford reminded members that the schematics are only a concept; the layout is the most important thing right now.
7. Additional questions about downstairs spaces, particularly Local History room and storage rooms.
8. Knight wondered about the openness of the design creating more noise.
9. Hudson recommended visiting other libraries.
10. Inquiry as to if/how much the City can help with cost of the planning expenses.
11. Next steps
  - Await contract request
  - Tweaking the schematic design, and securing an estimate
  - Taking it to the public for feedback
  - Board approval of the schematic design
  - Presenting the approved design to City Council

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- b) Council and Community Communications ~ Discussion
  - 1. City will be appointing the Council representative at their next meeting (this week)

10. New Business

- a) Review of 2014 Trustee Goals and Objectives ~ Discussion
  - 1. Continue with the same objectives for 2015, removing the finished objectives
  - 2. Discussed completed objectives and added replacements
    - Trustee involvement in library activities was discussed
- b) 2015 Trustee Goals and Objectives
  - 1. Will return to and approve at the next meeting, after revisions made
  - 2. Discussion also about Staff Objectives, with much input from Lunsford. Revisions are being made. Some input made by Board members.
  - 3. Staff Objectives will be presented to Board at the February meeting

- c) Review and reapproval of Issuance of Library Cards to Minor Children of Patron with Delinquent Accounts Policy ~ Action

MSC Helmick/Knight to approve the renewal of the policy as written  
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler  
Nays: None

- d) Review of Trustees Essentials Chapter 8 ~ Discussion
  - 1. Postponed until February Board meeting

11. Reports

- a) Director's Report
  - 1. Lunsford: W3LLFEST is Sunday, March 15, 12noon-4pm
  - 2. I contacted Unique Management Services regarding discontinuing use of their services. I mailed a formal letter out December 16.
  - 3. We have completed interviews for the Customer Service Specialist and the Customer Service Assistant positions. We will be contacting references and waiting for police background checks to be completed.
  - 4. Due to a family emergency, the book sale that was scheduled for the week of January 5 was cancelled. The person in charge of the sale was unavailable and we were unable to round up enough volunteers to bring boxes of books up the stairs from the basement. We look forward to an elevator in the new addition.
  - 5. MobileCirc is still in its testing phase so it is not yet available to use.
  - 6. I chaired the first trio Directors Council meeting on January 8. Our next meeting is February 12. We appointed members to the Circulation

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Committee and the Catalog Records & Standards Committee. Their first meetings will be February 5 and 6 in Watertown. I will attend the first meetings to help them get a Chair elected and decide on who will take the minutes.

7. The Irvin L. Young Auditorium's new Development Director, Shawn Werner, contacted us about partnering for another Big Read. The title chosen is *My Ántonia* by Willa Cather. The Auditorium will be presenting a show, *Call Me William* about Willa Cather, as their centerpiece for the Big Read. I have sent them our letter of support for the application and suggested two programs for our library, one on genealogy, "Our Immigrant Ancestors," that will tie in with services that we offer (Family Search Affiliate Library program, digital newspapers, Ancestry.com and HeritageQuest) and an all-day event in which we have demonstrations of typical pioneer activities that people can try out hands-on. We can tie that to our Seed Exchange Library and our Create-It Lab. The Big Read would be in November 2015.
8. We will again be a weigh-in location for the 2015 Slimdown Challenge sponsored by Whitewater Wellness.
9. The Jefferson County Library Council set up an exploratory committee to review our options for library system membership. We received this email update from Sue Hartwick, President of the JCLC:

*We had our first meeting on January 7<sup>th</sup> to begin the process of reviewing our library system affiliation options. We heard back from all five systems to which we do, or could potentially, belong and they have all expressed interest in us. They have each completed the questionnaire we sent out and some have sent us additional information.*

b) Adult Services Report

1. We welcomed antique appraiser Mark Moran back to the library on December 10<sup>th</sup> and as always he was very popular. 40 people brought items to be appraised and there were several people in attendance who simply wanted to observe the process. I have already booked Mark for September 23<sup>rd</sup>, 2015. Those in attendance are always so grateful that we offer this service for free, and several asked if they could make a donation.
2. 10 people attended Maker Monday. We made greeting cards and decorated gift containers. Our new Big Shot manual die cut machine was available for use and everyone enjoyed seeing how it worked in comparison to the Cricut machine. The simplicity of the machine was a big draw.
3. I proctored one online graduate exam during the month of December.



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c) Youth Educational Services Report

1. Early Literacy Classes

- We have a new line up of early literacy classes starting January 13<sup>th</sup>. Rather than having Lapsit, Toddler, and Preschool classes we now have Rhyme Time, Little Listeners and Growing Readers. Age restrictions have been removed and parents are encouraged to sign up for the classes based on the content and what they feel is appropriate for their child.
- In addition, the library has purchased learning manipulatives for the children to engage with after class is finished. Manipulatives include soft building blocks, toy cars, connect builders, and motor jars.
- Other changes include using monthly rather than weekly themes, an increase in repetitive content, and an increase use of nursery rhymes.

2. LEGO Engineering Club

- December saw our highest level of attendance yet with 13 kids participating in making “Something to get to Grandma’s House”. My personal favorite was the rocket powered unicycle.

3. 1000 Books Before Kindergarten

- Planning and preparation continues for the kick-off of this program on January 31<sup>st</sup>. Thanks to the generous donation of funds and time from our Friends of the Library group, Curious George will be making an appearance at this event, which will include a thirty minute storytime and a craft.
- Whitewater Leads has organized a book drive in order to both promote the program and to generate books that can be left in locations convenient to individuals who have difficulty getting to the library. Their volunteers will be dropping off bags at every household in Whitewater on the 24<sup>th</sup> of January and picking them up on the 31<sup>st</sup>. Flyers regarding the 1000 Books program will be included with the bags.

4. Teen Advisory Board

- We held our first Teen Advisory Board meeting on Monday, January 12<sup>th</sup>. The Teen Advisory Board is open to students ages 13-18. The TAB is responsible for planning and implementing teen programs, making recommendations for the collection, and has the opportunity to advise me on the teen space. While interest in the group was expressed, we had no attendees.

5. Collection Management

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- I am in the process of weeding out the juvenile fiction section. My hope is to move all of the paperbacks into that area in order to acquire more space within the children's department. In addition, I hope to increase the circulation of all of these items by keeping them collocated. I also hope to find room for a series section.

12. Board member requests for future agenda items

- a) No additional requests made

13. Confirmation of next meeting on February 16, 2015, 6:30 pm

14. 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."

Items to be discussed:

1. Terminated employee grievance
2. Review of performance evaluations for the Library Director

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

Caldwell, aye  
Knight, aye  
Hartwick, aye  
Helmick, aye  
Hudson, aye  
Peppler, aye

Meeting was closed to the public at 8:01 pm

Lunsford, Jaroch, and Clapper left the meeting after the Termination discussion and before the Director evaluation discussion.

Respectfully submitted,  
Cory Peppler  
Secretary/School District Representative

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