



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, June 15, 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 Board President Hartwick at 6:32 pm

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

Absent: None

Staff Present: Stacey Lunsford, Diane Jaroch

2. Monthly Reports

a) Approval of minutes of the May 18, 2015 regular meeting

MSC Hartwick/Brown to approve minutes, as amended for the May 18, 2015 regular meeting

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

Nays: None

b) Acknowledgment of receipt of financial reports for April 2015

MSC Hartwick/Caldwell to acknowledge receipt of financial reports for April 2015

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

Nays: None

c) Acknowledgment of receipt of financial report of special revenue fund receipts for May 2015

MSC Hartwick/Brown to acknowledge receipt of financial reports of special revenue fund receipts for May 2015

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

Nays: None

d) Approval of payment of invoices for May 2015

MSC Hartwick/Caldwell to approve payment of invoices for May 2015

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

Nays: None

e) Acknowledgment of receipt of statistical reports for May 2015

MSC Hartwick/Peppler to acknowledge receipt of statistical reports for May 2015

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

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Nays: None

f) Acknowledgment of receipt of treasurer's reports for May 2015

MSC Hartwick/Grady to acknowledge receipt of treasurer's reports for May 2015

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

Nays: None

3. Correspondence

- a) Hartwick rec'd letter from Cameron Clapper regarding the Board's request for rental property monies

4. Hearing of Citizen Comments

- a) No comments

5. Old Business

- a) Library Building Expansion Project ~ Discussion

1. Lunsford received email from architects updating us on the progress of reviewing the current plans with a view of reducing costs. He will be getting updated plans to us, based on a cost limit set by the Board at the last meeting.

- b) Council and Community Communications ~ Discussion

1. No discussion

6. New Business

- a) Buy-in payment to Waukesha County ~ Discussion and Possible Action

1. Waukesha Co. gave two options for buy-in: one lump sum, or paid over five years.
2. Lunsford expressed some reservation with paying over five years, with budgets fluctuating.
3. The Board indicated the preference to pay the buy-in as a lump sum

- b) Review and reapproval of Staff Sick Leave Policy ~ Action

MSC Helmick/Hartwick to reapprove the Staff Sick Leave Policy

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

Nays: None

- c) Review and reapproval of the Inappropriate Behavior Policy ~ Action

MSC Brown/Hartwick to reapprove the Inappropriate Behavior Policy, as amended

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

Nays: None



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1. Hartwick asked about the availability of complainant form that is referenced in the existing policy.
2. Policy has been amended to refer to “written complaints” instead.

- d) Review of *Trustees Essentials* Chapter 10 ~ Discussion
1. Discussion of library policies
 2. ILYPL does post their policies on the website

7. Staff & Board Reports

a) Director’s Report

I. ADMINISTRATION

- a. Eight work requests were entered in April.
 - i. I requested that the dead shrubs be removed from the Maas house property that is adjacent to our parking area.
 - ii. I asked for a small table that was underneath the trees at the Maas house be removed.
 - iii. I asked to be put on the list to have the landscaping around the building cleaned up.
 - iv. I requested a repair or replacement of the north side handicapped door mechanism as the on/off button is sticking.
 - v. We had three folding tables delivered and taken away for a program. (2 requests)
 - vi. The Fire Exit sign on the basement door was repaired.
 - vii. We had a broken receptacle in the women’s restroom repaired.

II. BUDGET

- a. I have an item on the next TRIO Directors Council agenda to vote on allowing the Jefferson County libraries 2015 ILS Replacement Fund payment to be applied to our cost for extracting our records from TRIO. It will be moved by Alex Harvancik of Horicon on our behalf as we are technically unable to vote on financial matters since announcing our intention of leaving TRIO. I have discussed this with the directors from three of the larger libraries and they have discussed it amongst themselves and are in favor of this plan.

III. PERSONNEL

- a. Jean Hallada, Brenda Helwig, and Jess Schmid attended an all-day conference in Beloit on May 28, sponsored by the Support Staff Section of the Wisconsin Library Association. The conference was paid for with state aid grant funds through Mid-Wisconsin Federated Library System.
- b. Katlyn Traxler, Nancy Stanford, and Jessica Kurz joined our part-time staff in May.

IV. LIBRARY COLLECTION

- a. We completed a weeding project in the large print section. Work continues on weeding the adult fiction collection.

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V. PUBLIC AND COMMUNITY RELATIONS

- a. We have signed up for email marketing with Vertical Response and have added a sign-up form to our webpage and linked it to our Facebook and Twitter accounts. Short newsletters will go out every Friday, reminding people of upcoming events, classes, workshops, new materials, and services as well as updates from board meetings on the library expansion and the library system switch from Mid-Wisconsin to Waukesha as news comes out about those projects.
- b. I added the Summer Reading Program video to our webpage and our Facebook page and paid \$55 to boost the post to reach more people.
- c. I will be the president-elect of the Whitewater Rotary Club for 2015-2016.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I followed up with system director Connie Meyer of Waukesha on their initial strategic planning meeting for their system which was held on Friday, May 15. I was unable to attend due to family obligations but she provided me with the notes from the meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. I have definitively been named to the state public library standards revision steering group.

b) Adult Services Report

1. I held a Make It for Mom class on May 5th and was pleased with the results. Those attending the class were able to make a gift and a card for their mother or another special person in their life. We had children, college students and adults in attendance. I made the Big Shot die cutting machine available for use, and everyone took a turn learning to use it.
2. Maker Monday met on May 18th with 6 in attendance. Students learned how to cross stitch, and we had a mix of people who had learned to cross stitch at some point in their life and needed a refresher, and those who had never cross stitched before. The supplies being used for the class were from the Mobile Maker Lab, and students were able to take their project home to complete.
3. Wes Enterline from UW Whitewater was the presenter for the May 19th Seed Exchange Library program. There were 5 in attendance and Wes not only talked about eating locally, but discussed the garden on campus which grows fresh produce for the food pantry. Wes brought kale and broccoli plants for everyone who attended.
4. Jenny Wehmeier, Master Preserver from the Walworth County UW Extension, held an Introduction to Food Preservation class at the library on the afternoon of May 28th. There were 12 students and everyone was very pleased with the teacher and the knowledge they learned.
5. I proctored two online exams in May.

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c) Youth Educational Services Report

1. **Middle School Visits:** On Tuesday, May 19th I had the opportunity to give a presentation about the summer reading program to the middle school students. Cory and I also used that time to make a promotional video for the elementary schools which was then shown by Cory's library staff. It has also been posted to the library's website and Facebook page.
2. **Teen Advisory Board:** I was able to have a meeting with the Teen Advisory Board on Wednesday, May 27th to discuss the teen portion of the summer reading program. We also decided on some collaboration tools to use to schedule meetings and other events, and work on projects when we are unable to meet in person.
3. **LINCS K/1st Grade Visit:** On Monday, June 1st a class from LINCS took a field trip down to the public library to hear about the summer reading program. We also read a story to get them excited about participating this summer.
4. **Food Pantry:** On Wednesday, June 3rd Diane and I went to the food pantry to sign people up for library cards. We passed out information on the summer reading program and the seed library and signed two people up for cards. We hope to try again in the fall.
5. **Maker Course:** I am taking a month-long online course through School Library Journal on maker programs. The course begins on June 3rd.

d) Board member reports

1. Hartwick, Peppler, and Helmick met on Tuesday, June 9, 2015, at the ILYPL.
 - The committee drafted the following charge for approval from the full Board:
"The purpose of the Board Development Committee is to support and clarify effective board processes, structures and roles. The Committee will make recommendations to the full Board of Trustees and is charged with the following responsibilities:
 - a. Helping to identify and recruit new citizen representatives to the Board;
 - b. Reviewing the by-laws to ensure board practices are in compliance; and
 - c. Maintaining processes for onboarding and educating Trustees.

MSC Hartwick/Caldwell to approve the charge of the Board Development Committee

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

Nays: None

2. Board discussed the possibilities of filling a current Board vacancy.



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3. Helmick gave a report on the latest meeting of the Evaluation committee, outlining the plan for a mid-year “update” of the Director’s performance. There will be a closed session as part of the July meeting.

8. Board member requests for future agenda items
 - a) Pepler informed the Board that he will be absent from the July 20 meeting, requesting that someone take minutes for that meeting. Brown volunteered to take minutes.
9. Confirmation of next meeting on July 20, 2015, 6:30 pm
10. Adjournment at 7:36 pm