



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

2. Monthly Reports

a) Approval of minutes of the February 16, 2015 regular meeting

MSC Hartwick/Caldwell to approve minutes for February 16, 2015 regular meeting

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

Nays: None

b) Acknowledgment of receipt of financial reports for February 2015

MSC Hartwick/Helmick to acknowledge receipt of financial reports for February 2015.

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

Nays: None

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

MSC Hartwick/Helmick to acknowledge receipt of financial report of special revenue fund receipts for February 2015

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

Nays: None

d) Approval of payment of invoices for February 2015

MSC Hartwick/Brown to approval payment of invoices for February 2015

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

Nays: None

1. Questions asking for clarification on some of the databases

2. Question asking for clarification of the fire/security

e) Acknowledgment of receipt of statistical reports for February 2015

MSC Hartwick/Hudson to acknowledge receipt of statistical reports for February 2015

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

Nays: None

1. Concern expressed about the decreasing numbers of library visits and general circulation.

2. Acknowledgement of increase in e-circulation

3. Reports on what patrons are saying they like, such as laptop access.

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

MSC Hartwick/Helmick to acknowledge receipt of treasurer's reports for February 2015

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

Nays: None

1. Knight acknowledged a balance from an at-risk grant from a number of years ago. Question about what to do with that fund.
2. Deana will order a few titles specifically with that money to close out the fund.
3. Knight also asked about the status of a Friends of the Library account for the roof. Lunsford will investigate, but is fairly sure that money has been spent.

3. Hearing of Citizen Comments

- a) No comments made

4. Old Business

a) Library Building Expansion Project ~ Discussion

1. Creation of committees for the library expansion project ~ Discussion and Possible Action
 - a. Library expansion committee vs. fundraising committee. Suggestion was to have very specific focus for a committee (i.e. "fundraising" committee) made up of three members of the Board
 - b. First step of the committee will vet the fundraising agency, present to larger Board for approval of agency, and then assemble a larger fundraising committee from the community.
 - c. Knight suggested being sensitive to potential upcoming changes in the Board membership in determining initial committee.
 - d. Suggestion that committee should include the treasurer.
 - e. Suggested timeline: Contract is presented at April meeting and committee formed at May meeting.
 - f. Inquiry about who was on the last fundraising committee to seek their experience, and how it was handled last time.
2. Lunsford still has not received a final contract from the contractor. Should be here by next Board meeting.
3. Helmick asked what the next step will be once the contract is presented by contractor. Lunsford suggested an RFP for a fundraising agency. A number of fundraising agencies were named in conversation.

b) Council and Community Communications ~ Discussion

1. No discussion at this time

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

1. Hartwick suggested change to the 2nd Objective under Staff Goals to read: "Each staff member will participate in at least one continuing education opportunity during the year."

MSC Hartwick/Caldwell to approve with changes the 2015 Trustee and Organizational Goals and Objectives

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

Nays: None

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5. New Business

- a) Creation of committees in support of goals and objectives ~ Discussion and Possible Action
1. Hartwick suggestion a “Promotions” committee to help educate the Board as to the activities of the library as well as helping library staff with promotional ideas.
 2. Another suggestion for an “Onboarding” committee for new board members.
 3. Hudson expressed concern that any committee needs to have a clear focus
 4. Brown suggested the use of the banner across Main Street, citing the comments she has heard from new professors that have recently moved to town.
 5. Hartwick cited other library boards who have standing committees to accomplish some of the legwork needed
 6. Jaroch cited that Watertown had a Building committee and Finance committee.
 7. Knight expressed that every Board is different. Finance committee might not be necessary. Even a treasurer is only needed when there are outside funds that are not administered by the city.
 8. Lunsford and Helmick stressed that even with a ‘standing’ committee, there should be a definitive start and stop to activities/charges.
 9. A promotion committee could build some communication pieces that could later be leveraged during fundraising.
 10. Tabled the assembling of a Promotion committee until April meeting

b) Collaboration with the Whitewater Community Foundation ~ Discussion

1. Foundation is very excited about working more with youth in the community, but they are struggling with where to begin. Looking to partner with the library and generate ideas and activities.
2. Helmick suggested that the Foundation could help with promotion and fundraising projects.
3. Lunsford suggested that a future Promotions committee could work with the Foundation to establish relationships and cooperation with various

c) Request approval of a quote from the Wisconsin Historical Society for digital copies of the Whitewater Register from January 2008 through December 2013 ~ Action

MSC Helmick/Peppler to approve the quote from the Wisconsin Historical Society for the digital archiving of the Register to be paid out of the collection development trust

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

Nays: None

d) Review of quote for VPN tunnel from Whitewater to Mid-Wisconsin Federated Library System for use with Envisionware software ~ Discussion and Possible Action

1. Allows to authenticate users and managing printer through Sirsi-Dynex
2. Concern about the future relationship with MWFLS
3. Getting other quotes for VPN tunnel access; likely can get service for much lower cost
4. No action taken at this time

e) Review and reapproval of Claims Returned Policy ~ Action

1. Helmick asked for clarification about the 90 day time frame

MSC Hartwick/Caldwell to reapprove Claim...

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

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Nays: None

- f) Review and reapproval of Wireless Access Policy ~ Action
1. Helmick asked for clarification regarding Skype and other activities that would be disruptive. Staff tries to accommodate by steering them to the Whitewater Room, etc.

MSC Hartwick/Hudson to approve the Wireless....

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

Nays: None

- g) Review of *Trustees Essentials* Chapter 8 ~ Discussion
1. Discussion about the need to align the budget with the goals and objectives
 2. Trustees should be involved in the budget process.
 3. *Trustee Essentials* Chapter 8 might need to be updated due to significant changes in the way libraries are funded.
 4. Line item vs. Program: City uses line item, but program budgets are a little easier for communicating and comparison.

6. Staff & Board Reports

a) Director's Report

1. I received my certification from the American Library Association-Allied Professional Association as a Certified Public Library Administrator on February 27. Over the past three years, I have completed seven courses in managerial and administrative competencies: Planning and Management of Buildings, Fundraising and Grantsmanship, Management of Technology, Budget and Finance, Organization and Personnel Administration, Marketing, and Politics and Networking. I am one of 78 graduates of the program. My certification period is for five years, from now through May 2018. In order to recertify, I must complete 60 hours of continuing education related to management or one of the competencies during that five-year period. This is separate from the 100 hours of continuing education that I am required to complete every five years for certification for the State of Wisconsin, although there can be overlap if the continuing education fits the criteria for the CPLA.
2. The Jefferson County Library Service Board met on Monday, March 2. During that meeting the following motion was passed unanimously:
“Move that the board approves the preliminary recommendation made by the Jefferson County Library System Review Committee to continue talks with the Waukesha County Federated Library System with regard to the possibility of Jefferson County joining that system, and to schedule a special meeting of the Jefferson County Library Board sometime in late March to review the decision made by the WCFLS Board of Trustees at their March 17th meeting and act on a proposal if one is so offered.”
3. I plan to attend the Waukesha County meeting on March 17th.
4. I completed the Whitewater Police Department Citizens Academy on February 25. The Citizens Academy is offered to a selected group of 12 community members from different demographics to give them in-depth, hands-on experience in the type of training and work that police officers engage in. It was a six-week program of four hours each Wednesday. We covered narcotics, OWI stops and sobriety tests, vehicle stops, defense and arrest tactics, tasers, dispatch, crime scene investigation, sensitive crimes interviews, and firearms. I won the Top Gun award for my rifle marksmanship!
5. March 26, 5pm at Jefferson Public Library—voting on joining the consortium (pending WCFLS's decision on the 17th).

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b) Adult Services Report

1. We debuted our new AccuQuilt Go Cutter machine and Big Shot die cutting machine during Maker Monday on February 16th. Those in attendance had a chance to try out both machines. We also took a tour of the Maker Space.
2. The Compost program on the 19th was successful. It was a cold evening, but we still managed to have a sizeable crowd. Linda Holmes did an excellent job of teaching everyone how to start composting and there was much discussion among those in attendance. Steven Helwig brought herb seedlings for everyone to take home. This program was part of the Seed Exchange Library programming for 2015.
3. The Wisconsin Association of Free & Charitable Clinics held a Health/Insurance Fair at the library on February 10th. There were representatives here from several insurance companies, all of which had bi-lingual staff on hand. Those attending the fair were able to get their blood pressure checked for free, learn about heart health, breast health and good nutrition.
4. I proctored two online exams this month.

c) Youth Educational Services Report

1. Snow Dogs: The library participated in Freeze Fest by offering the Snow Dogs program again this year. We had seven carting dogs in attendance, including a standard Schnauzer and a Great Pyrenees. We had 48 individuals in attendance, which is fewer than last year, but not surprising considering the below zero temperatures.
2. LEGO Engineering Club: Our last LEGO meet had 20 children in attendance, building everything from a fire testing mill, to a computer, to a helicopter landing pad.
3. University Collaboration: On Friday, February 20th I met with both Dr. Anna Courtier, the Science Outreach Coordinator at the University and with Shannon Dozoryst, the Director of Education and Outreach at the University to discuss opportunities for collaboration. Dr. Courtier and her students will be developing a science workshop that we will use as part of our summer reading program this year. Ms. Dozoryst and I will be working together to promote each other's programs and will be looking to share performers in the future.
4. Early Literacy Classes: Attendance at Rhyme Time has remained consistent with the occasional drop in attendance due to weather. Attendance at both Little Listeners and Growing Readers has increased.
5. 1000 Books Before Kindergarten: In February we had 14 children register for the program, bringing us to 28 participants total. We also had 7 children report their first 100 books and one child report her first 200.
6. Literacy for LINCS: On February 26th, Stacey and I were invited to participate in a literacy event at LINCS. We provided participants with information about the library and the various children's programs we offer, signed two children up for their first library card, and raffled off three free books. Our booth was visited by approximately 50 individuals.

d) Board member reports

1. None

7. Board member requests for future agenda items

- a) Action on creating a Promotion committee

8. Confirmation of next meeting on April 20, 2015, 6:30 pm

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9. 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.”7:45 pm

Items to be discussed:

1. Terminated employee grievance
2. Review of development goals and objectives for the Library Director

MSC Hartwick/Caldwell to adjourn into closed session. Roll call vote:

Brown, aye

Caldwell, aye

Knight, aye

Hartwick, aye

Helmick, aye

Hudson, aye

Peppler, aye

Meeting was CLOSED to the public at 7:58 pm

Director Lunsford remained in closed session by permission of the Board.

Respectfully submitted,

Cory Peppler

Secretary/School Board Representative