



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, May 18, 2015, 5:00 pm
Note the change in start time

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 Chairperson Hartwick at 5:06 pm

Present: Brienne Brown, Chris Grady, Anne Hartwick, Richard Helmick,
Danielle Hudson, Cory Pepler

Absent: Julie Caldwell

Staff Present: Stacey Lunsford, Diane Deana Rolfsmeyer

Hartwick welcomed new Board members Chris Grady and Brienne Brown

2. Election of Officers

Hartwick nominated herself as president, Helmick as vice-president, Pepler as secretary, and Caldwell as treasurer (who indicated her approval before meeting.)

MSC Hartwick/Helmick to approve the nominated candidates as officers

Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler

Nays: None

3. Monthly Reports

a) Approval of minutes of the April 20, 2015 regular meeting

MSC Hartwick/Brown to approve minutes for the April 20, 2015 regular meeting

Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler

Nays: None

b) Acknowledgment of receipt of financial reports for March 2015

MSC Hartwick/Hudson to acknowledge receipt of financial reports for
March 2015

Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler

Nays: None

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

MSC Hartwick/Pepler to acknowledge receipt of special revenue fund receipts
for April 2015

Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler

Nays: None

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- d) Approval of payment of invoices for April 2015

MSC Hartwick/Hudson to approve payment of invoices for April 2015

Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler

Nays: None

- e) Acknowledgment of receipt of statistical reports for April 2015

MSC Hartwick/Pepler to acknowledge receipt of statistical reports for
April 2015

Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler

Nays: None

- f) Acknowledgment of receipt of treasurer's reports for April 2015

MSC Hartwick/Brown to approve minutes for the April 20, 2015 regular meeting

Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler

Nays: None

4. Hearing of Citizen Comments

- a) No comments made

5. Old Business

- a) Library Building Expansion Project ~ Discussion

1. Rental monies from properties purchased by the library for the
expansion project ~ Discussion and Possible Action

1. In 2015, Doug will make deductions for previous years in the
amount of \$150/year
2. Lunsford indicated that she rec'd the check for \$46,781 for Aug
2007-Dec 2014
3. Helmick acknowledged Lunsford's patience and diligence on
this request

2. Review of contract for schematic design proposal from StudioGC ~
Discussion and Possible Action

1. Hartwick reviewed past presentation from architects
2. Questions were asked through Lunsford to the architects, mostly
regarding the costs
3. One option is to redo the conceptual design, with a smaller
footprint, at further cost
4. Lunsford pointed out that, if there is no addition, something will
need to be done with the current properties on site

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5. Members reviewed the design schematics
 6. Questions about how to best proceed, the likelihood of fundraising the current amount.
 7. Brown suggested looking into area companies for sponsorships, etc.
 8. Discussion about the willingness of the community to fund such a project
 9. Hudson wondered if the cost of the schematic design was (\$157,000) prohibitive
 10. Brown wondered about parsing out sections (of the building) to allow families and organizations to fund them.
 11. Lunsford suggested giving the architects an upper spending limit, and asking them to come back with changes.
 12. Specific design details were discussed.
 13. Discussion about the upper limit to take to architects
 14. The Board directed Lunsford to ask the architects about reducing costs
 15. Discussion included a review of the history leading up to this point, regarding the building project
- b) Council and Community Communications ~ Discussion
1. Lunsford will try to get on the next City agenda to report on library system changes and votes
- c) Creation of Standing Committees –
1. Hartwick proposed a committee related to Board Development, ensuring effective board processes and roles, nominations, future committees, succession planning, orientation, training, etc.
 2. Other committee suggestions: Facilities, Fundraising, Community Relations, Building Addition,
 3. Only standing committee: Evaluation. Brown will serve on this committee.

MSC Helmick/Grady to approve the establishment of a Board Development Committee.

Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler

Nays: None

Hartwick volunteered to be committee chair. Pepler volunteered. The committee will ask a new Board member to serve.

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6. New Business

- a) Kraege collection—Report
 - 1. 28 binders have been indexed during the first year
- b) Approval of Library Director’s participation in the State Steering Group for Wisconsin Public Library Standards Revision ~ Action
 - 1. The Board approved and encouraged Lunsford in her participation of this group
- c) Play & Read AmeriCorps Grant through DPI ~ Discussion and Possible Action
 - 1. Lunsford wondered if the Community Foundation would be willing to assist.
 - 2. The Board directed Lunsford to draft a letter of application
- d) Review and approval of revised Internet Use Policy ~ Action

MSC Hartwick/Brown to approve the revised Internet Use Policy
Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler
Nays: None

- e) Review and reapproval of the Regarding Public Concerns About Library Resources policy ~ Action

MSC Hartwick/Grady to approve the Regarding Public Concerns About Library Resources policy
Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler
Nays: None

- f) Review and reapproval of the Records Retention policy ~ Action

MSC Hartwick/Pepler to approve the Records Retention policy
Ayes: Brown, Grady, Hartwick, Helmick, Hudson, Pepler
Nays: None

7. Staff & Board Reports.....7:30 pm

- a) Director’s Report
 - 1) **ADMINISTRATION**
 - a) A new dialer and IP interface were purchased for our fire alarm system with Per Mar to accommodate the update in phone service from copper-wire through AT&T to VOIP with Charter.
 - b) Nine work requests were entered in April.
 - i) The Community Room kitchen refrigerator was replaced as it had stopped working.

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- ii) A small table was moved from the basement to the Maas house for storage.
 - iii) The National Library Week banner was put up and taken down. (2 requests)
 - iv) A variety of storage boxes were taken down to the basement for storage.
 - v) The lock on my office door was repaired.
 - vi) Plexiglas was installed once again in the door of the Little Free Library as it had been broken by vandals.
 - vii) Four sets of wire shelves used during tax season were taken to the basement for storage.
 - viii) Items on the fire inspection were corrected.
- 2) BUDGET**
- a) We have replaced Envisionware as our time and print management software at a savings of \$780 per year. Papercut will be our new product and will be a one-time only cost of \$515.
- 3) PERSONNEL**
- a) All staff participated in Active Shooter training presented by Detective Sergeant Dan Meyer and Detective Bill Becker of the Whitewater Police Department on Wednesday, May 6. A PowerPoint presentation about what to look out for and the options-based reaction protocol of Hide-Run-Fight was presented from 9:00 am -10:00 am and then staff members were trained in how to take down a shooter. Following that, three different scenarios were run in which staff had to use the different options effectively depending on the situation.
 - b) SusanKay Johnson and Deana Rolfsmeyer attended the two-day Wisconsin Association of Public Libraries conference in Wisconsin Rapids on May 7 and 8.
- 4) LIBRARY COLLECTION**
- a) We are completing the adult fiction weeding for the year. A large portion was completed by our spring practicum and intern students from UW-Whitewater, Kayla Linke and Delanie Sharpe. Delanie will be our practicum student next fall.
- 5) PUBLIC AND COMMUNITY RELATIONS**
- a) I attended the Brain Fitness Fair hosted by Seniors in the Park from 1:00-3:00 pm on Wednesday, April 15. We had our intern download free brain games from the Apple Store and I demonstrated the games to approximately a dozen participants.

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- b) From a patron re the literature drop on Make a Difference Day: She loved the bags that were handed out. She did not realize everything that was available here.
- 6) **LIBRARY BOARD RELATIONS**
 - a) None.
- 7) **LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**
 - a) The Jefferson County Board of Supervisors voted 30-0 in favor of withdrawing from Mid-Wisconsin Federated Library System and joining with Waukesha County in creating a new two-county federated library system at their meeting on Tuesday, May 12. The next step is for the Waukesha County Board of Supervisors to change their ordinance to allow for a multi-county library system rather than their current one-county system at their meeting of June 23.
- 8) **PROFESSIONAL DEVELOPMENT**
 - a) None.
 - b) Adult Services Report
 - 1) The topic for the monthly Seed Exchange Library program on April 16th was Saving Native Seeds. There were representatives here from The Wild Ones and Tree City to present the topic. The library now has a small refrigerator that will house native seeds that need refrigeration before they are ready to be planted. These seeds are available for patrons to take home and plant.
 - 2) Maker Monday met on April 20th with 4 in attendance. Our Practicum student Kayla and staff member Suzanne hosted the class on knitting. The supplies being used for the class were from the Mobile Maker Lab.
 - 3) I proctored one online exam this month.
 - c) Youth Educational Services Report
 - 1) **Northlands Storytelling Conference:** On Sunday, April 26th I attended a session on The Power of Heroes at the Northlands Storytelling Conference in Lake Geneva. The presenter had ideas for activities that could be used for the summer program, including the Batman Game, and also provided us with several good resources on the hero theme.
 - 2) **Family Fun Night at Washington Elementary School:** On Friday, May 1st I attended Family Fun Night at Washington Elementary School. We had a bookmark activity for the kids to do, information regarding the library and the summer reading program, and we were able to sign one child up for a library card.
 - 3) **WAPL:** SusanKay Johnson and I attended the Wisconsin Association of Public Libraries conference in Wisconsin Rapids from May 8th-May 10th. I attended sessions on teaching early literacy to parents, hosting writing clubs for elementary students, and providing online reader's advisory, among several others.

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- 4) **If You Give a Librarian a Book:** Our Laura Numeroff party was successful with 10 attendees who participated in the Moose Muffin Challenge, the Pancake Relay Race, and Pin the Chocolate Chip on the Cookie. My favorite part of the program was when the children took one of the display books and had their own storytime after they finished the other activities.
 - 5) **Early Literacy Classes:** Attendance at our early literacy classes has increased substantially. The numbers for Rhyme Time have remained steadily high and attendance at Little Listeners and Growing Readers has nearly doubled.
 - 6) **1000 Books Before Kindergarten:** In April we had 5 new registrations for *1000 Books Before Kindergarten* for a total of 33 kids registered for the program. In addition 8 children reported reading-one at the 800 level.
- d) Board member reports
- 1) Report of the standing Evaluation Committee meeting of the Irvin L. Young Memorial Library Board of Trustees, April 15, 2015.
 - a) Attendees: Sharon Knight, Richard Helmick & Anne Hartwick
 - b) The purpose of this standing committee is to oversee the director's annual evaluation process. It is a committee of three current trustees.
 - c) Committee is making the following recommendations to the Board:
 - i) The composition of the committee shall be determined at the same meeting as the election of the officers.
 - ii) The committee shall be comprised of three members:
 - A senior member (trustee with 3-4 years' experience)
 - A junior member (trustee with 2-3 years' experience)
 - A freshman member (trustee with 0-1 years' experience)
 - iii) The chair shall be the senior member of the committee unless the board or committee decides otherwise.
8. Board member requests for future agenda items
- a) None
9. Confirmation of next meeting on June 15, 2015, 6:30 pm
10. Adjournment at 6:48pm

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