



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, October 20, 2014, 6:30 pm
Amended 10/14/14; 10:40 am
Removal of 2. Election of Officers**

Moving 7b TRIO Participation Agreement up to 7a. from 7b.

1. CALL TO ORDER

The meeting was called to order by Chairperson Hartwick at 6:31pm

Present: Julie Caldwell, Sharon Knight, Anne Hartwick, Richard Helmick, Danielle Hudson,
Cory Pepler, Jim Winship

Absent: None

Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. CONSENT AGENDA

- a) Approval of minutes of the September 15, 2014 regular meeting*
- b) Acknowledgment of receipt of financial reports for August 2014*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for September 2014*
- d) Approval of payment of invoices for September 2014*

Helmick requested that item c) be pulled.

MSC Helmick/Knight to approve items a), b), and d) of Consent Agenda

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

Nays: None

Abstain: None

Discussion about special revenue (item c) questioning the line items that are over 100%.

Lunsford explained that it was a line assignment error for most of them. Others were items that simple cannot be accurately budgeted.

MSC Helmick/Winship to acknowledgment the receipt of financial report of special revenue fund receipts for September 2014

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

Nays: None

Abstain: None

3. Acknowledgment of receipt of statistical reports for September 2014

Discussion: Difficulty with running statistical reports during the migration. Until the system is fixed, Lunsford will provide stats for only those items that are accurate at future board meetings.

MSC Helmick/Hartwick to acknowledge receipt of statistical reports for September 2014

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

Nays: None

Abstain: None

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4. Acknowledgment of receipt of treasurer's reports for September 2014
MSC Helmick/Caldwell to accept receipt of treasurer's reports for September 2014
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Pepler, Winship
Nays: None / Abstain: None
5. HEARING OF CITIZEN COMMENTS
 - a) No formal Library Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Library Board discusses that particular item.
No citizens present for comments.
6. OLD BUSINESS
 - a) Library Building Expansion Project ~ Discussion
 - Hartwick acknowledged the work put into the documents/timelines provided. Lunsford created timeline based on items that appeared in agendas and minutes past. Helmick inquired about the level of detail in the accounting. Knight said she would look into it. Hartwick will review the dates of the listening sessions to include in timeline/documentation to better demonstrate community outreach.
 - Previous questions about Restricted Funds answered in document (pg.28) provided by Lunsford.
 - Discussion ensued about the accounting of the rent monies on library properties. A report will be presented at a future meeting.
 - Next step on building project: architect to present sketches of project. Drawings will be provided to Board by December 1st, in time for review before December board meeting.
 - b) Council and Community Communications ~ Discussion
Budgets currently underway, to be presented to Council on Tuesday, October 28 at 6:30pm. Board members are encouraged to attend.
7. NEW BUSINESS
 - a) TRIO participation agreement ~ Discussion and Possible Action
 - Lunsford reported on Directors' Council meeting. Dustin Foust, Mid-Wisconsin Federated Library System (MWFLS) Services Technician, reported on features that were accidentally omitted from contract. Missing features would cost \$25,000. Different product found at cost of \$15,000. General displeasure with SirsiDynix and lack of transparency and accountability from the MWFLS Director, Sue Cantrell

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[Discussion regarding 7(a) continued]

- Lunsford expressed frustration with library systems making decisions about ILS. She feels that there is a lack of clear boundaries in the influence that systems think they have. Alternatives were discussed, though none seem very feasible at the present time; all options will likely result in higher costs. Many unanswered questions regarding need for IT staff.
- According to Lunsford, TRIO is still a good idea. The lack of confidence is in the people managing it.
- The current library budget is inaccurate due to the unforeseen additional costs of the new TRIO system.
- Winship recommended a letter from the Board expressing concerns about Sue Cantrell/SirsiDynix to the MWFLS Board. Winship and Hartwick will draft said letter in the next week. Draft will be sent to all board members for their review. When providing feedback or approval on letter, board members should reply only to the sender and not reply all.
- Lunsford expressed that there are no concerns, from her or the other directors, with the contract language itself.

MSC Helmick/Hudson tabling the decision to sign the TRIO participation agreement until November meeting and to send a letter of concern on behalf of the board to MWFLS Board of Trustees.

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

Nays: None

Abstain: None

b) 2015 Budget ~ Action

- Knight asked why no mention of the expansion in 2015 Major Objectives (46). It will be amended before being presented. Helmick asked about the Performance Measures; expressed concern about ‘dropping’ circulation affecting ability to garner support for expansion project. Winship and Knight wondered if electronic checkouts could be reflected in the performance measures. Winship pointed out that “lower numbers” could also signify the lack of physical space and that we are “at capacity.”
- Discussion ensued about how to showcase all aspects of library performance, not just physical circulation.
- Questions about overtime line item on Library Facility report. It was an erroneous entry.

MSC Helmick/Caldwell to approve the budget to submit to City Council

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

Nays: None

Abstain: None

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c) Disposition of used e-readers ~ Action

Lunsford recommends donating them to a non-profit.

MSC Hartwick/Winship to donate used old e-readers and iPad to the Wisconsin Independent Learning College (for young adults with autism)

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

Nays: None

Abstain: None

d) Disaster plan draft ~ Action

Lunsford explained some of the practical details and procedures of the Disaster Plan.

MSC Knight/Hudson to approve the disaster plan

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

Nays: None

Abstain: None

e) Kraege Project ~ Report

- Winship asked about the total predicted time the project would take.

f) Trustee Training Week ~ Report

- Hartwick reported on Trustee Training Week that took place in August. The most relevant session was on the need and use of social media to tell the story of the library, not just as a reporting tool. Suggestion to develop an email newsletter.
- Knight suggested ads on Facebook, citing success with a recent community run.
- Suggestion to assign work to staff member, if possible.
- Hartwick also attended Trustee dinner. Heard speakers about Lean Six Sigma process in streamlining library processes.

g) Chapter Five of *Trustee Essentials* ~ Discussion

Minimal discussion.

8. Personnel Committee Report

Knight reported on the Personnel Committee

a) Committee met on October 14, 2014, at Library, at 6 pm.

b) Reviewed and made changes to draft of the evaluation policy and timeline put together by Hartwick

c) Final draft should be ready to present at December board meeting

d) Name suggestion for the committee: Evaluation Committee

e) Professional library staff will be required to complete the staff evaluation of the Director, and other staff may also complete an evaluation, but it would not be required. Staff and Library Board member's evaluations will not be anonymous. Confidentiality procedures for the respondents will be explained.

f) Rating scale will be changed to 1/2/3/U instead of 1/2/3/4/5/U. A rating of 1 or U will need to be explained in the comments section.

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9. Director's Report

- a) I attended the Project 2025 Literacy Group meeting on September 8, which was held here at the library. It was decided that the group would meet once a month as a whole and then meet as smaller workgroups once a month so there is a Project 2025 meeting scheduled at the library every Monday morning at 8:00 am through next June. I am co-leading the Community Literacy workgroup with Jo Bernhardt.
- b) I have ordered the two iPads for use with the MobileCirc application. One has wifi for use in-house for holds pick lists. One has wifi and cellular service for use off-site for library card sign-up. The cellular is through Verizon for \$20 a month. Verizon is the company the city uses for its cellular service.
- c) I have requested that our library be signed up for patron-initiated interlibrary loan requests through the state database, WISCAT. This will eliminate the need for paper requests for ILL requests from our patrons. We hope to launch this in November when we go live with TRIO.
- d) Diane and I have been planning the classes for the Seed Library for next year. I have a folder with seed packets ready to be duplicated, cut out by volunteers, and distributed; a seed saving guide from Organic Seed Alliance; the Freeze/Frost Occurrence Data for Wisconsin; instructions on planting "hard" seeds; a handout of web and print resources, which includes the titles we have purchased, two each, for checkout; instructions for building your own seed screen; a guide to crop-specific seed saving; and planting and seed collecting instructions for the 11 types of plants we are starting with. Diane ordered the seeds from Seed Savers Exchange, a non-profit in Decorah, Iowa and they have arrived. I have sent out emails to W3 and to the Whitewater Makerspace about the classes we want to partner with them on. So far we have discussed: Introduction to Seed Saving; Build Your Own Seed Screen; Benefits of Growing Your Own Food; Bees and Pollination; Composting; a Recipe Swap; and Designing Your Own Seed Packets. We learned recently that we have to apply for a Seed Labeler's License from the Wisconsin Department of Agriculture. The fee for sales of \$0-\$10,000 is \$25 annually. The license goes from January to December so I will send it in December 1 and I have put a yearly reminder on my calendar to send it in every year.
- e) I have contacted Danielle Frawley from Fort Community Credit Union about helping us with our Smart Investing/Financial Literacy classes for next year. We are tentatively planning three youth and three adult classes on different topics throughout the year, utilizing resources from (<http://smartinvesting.ala.org/>) We are not applying for a grant, we just want to use the tools provided at www.moneyasyougrow.org for youth and www.finrafoundation.org for adults at various stages of life (college students, new in the workplace, nearing retirement). Diane and I attended a webinar on October 9 through ALA on Smart Investing classes and events that other libraries have offered.
- f) We have 15 laptops that we have deployed to replace our desktop PCs. Each laptop is connected to our Envisionware time and print management software and patrons can print wirelessly from our laptops (wireless printing for personal laptops that patrons bring in is coming) just as they do now from our desktops. Each laptop will be handed out with a mouse and a pair of headphones and patrons will be reminded that their battery charge will last three hours as we are not planning to hand out the charging cord. We will also remind them to save their work often; we do provide flash drives and CD-RWs for a nominal fee to cover costs if they don't bring their own.

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[9. Director's Report, cont.]

- g) We are doing a Campus/Community Read this fall with the Political Science Department again. The book is *Into the Beautiful North* by Luis Alberto Urrea. We have two copies in Spanish and ten English copies and are expecting an audiobook on CD very soon. The book discussion will be Thursday, November 20 at 7:00 pm. That is the day that we go-live with the new TRIO consortium but we were constrained by the University's schedule as well.
- h) I have found that one of our Nooks and one of our Kindles are still circulating, although not often. I have ordered a Nook Glowlight and the new Kindle Voyage, which will be out in December, to replace the older generation models we currently have. I will add new content and we will promote them as the latest offerings for people to try.
- i) We've added the ability for people to make public Internet computer reservations from home to our library webpage. We have also added the reservation module for events to our calendar so that people can register online for programs directly without going through a third party (GoStrive).
- j) We are testing an online room reservation program to replace our paper reservation book which is cumbersome to maintain. We are testing CalendarWiz, which is the same program that Fort uses for their room reservations.
- k) We are planning to launch the 1000 Books Before Kindergarten program here in 2015. Deana is going to attend the Community Outreach monthly meeting of Project 2025 with me to discuss. The group was very enthusiastic about an established program to which they could hook a community-wide literacy drive.
- l) I have been invited to the next school district leadership team meeting on October 21 to discuss collaborative partnerships to get parents of children birth to 4 more involved with early literacy offerings in the community and with the school district even before their children start school. This first meeting will be to get the discussion started and brainstorm a few ideas to explore. I am bringing Deana along to the meeting as well.

10. Adult Services Report

- a) During the month of September I proctored 5 exams for 3 different adult students.
- b) Only one person attended the Stress and Healthy Living-Caregiver Support program presented by Mercy Health on September 9th.
- c) We had 5 people attend the Maker Monday program on September 15th. Those who attended used Washi tape to decorate a Tic Tac container for storing small items. Attendees were also allowed to personalize notebooks and clips by covering them with patterned paper, and using our new alphabet punches to add a name or title.
- d) The Lighthouses in Wisconsin program presented by Ken and Barb Wardius was a great success. We had 25 people in attendance for this afternoon program on September 16th.
- e) 1 person attended the Scenic Cinema Brownbag Lunch event on September 29th.

11. Youth Educational Services Report

- a) Our Early Literacy Classes resumed the week of October 6th. I have maintained the three class structure that Cathy Bloom had established with a few minor changes. Lapsit has moved to Tuesday and the Preschool class has moved to Thursday. In addition, the age range for Lapsit has been changed from 12-24 months to birth-18 months. Within the first week, attendance has ranged from 5-10 children per session. Initial feedback has been very positive.

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[11. Youth Educational Services Report, cont.]

- b) Our Star Wars Reads Day was held on Saturday, October 11th with 6 people in attendance. Despite a lower attendance, the program was well received, particularly the “Build Your Own Lightsaber” activity. For next year’s program I would like to expand the age range (this year was 3rd-5th graders based on the books we were using) and begin advertising four to six weeks in advance.
- c) “Blind Date With a Book”, our workshop to celebrate Teen Read Week will be held on Wednesday, October 15th.
- d) Our first LEGO Engineering Club will be held on Tuesday, October 21st. Our theme is “Monsters”. Children can use the LEGOs to build a monster or a creation of their choice.
- e) I attended the MWFLS Technology Days workshop on September 19th and learned about Makey Makey, a variety of image editing programs, and attended a workshop hosted by the MacGyver Librarians.
- f) The MWFLS Youth Services meeting was held on Tuesday, September 30th. MWFLS is working with Shawn Brommer, who is the Youth Services and Outreach Coordinator for the South Central Library System. MWFLS will be coordinating with Shawn to develop shared programming and to explore literacy offerings, outreach opportunities, and resource and materials sharing.
- g) On Monday, October 15th I attended a meeting for Community Outreach to discuss implementing 1000 Books Before Kindergarten in our community.

12. Board member reports

None

13. Board member requests for future agenda items

- Hudson expressed concerns about “browsability” of the library space. Topic will be discussed under the general agenda item “library expansion” at our next meeting.
- Helmick voiced reminder about salting and clearing walks during inclement weather.

14. Confirmation of next meeting on November 17, 2014, 6:30 pm

The next meeting will be held on November 17, 2014, at 6:30 pm

15. Adjournment

The meeting was adjourned at 8:15 pm

Respectfully submitted,
Cory Pepler, Secretary

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