



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, August 18, 2014, 6:30 pm

1. CALL TO ORDER

The Meeting was called to order by Chairperson Hartwick at 6:32 PM.

Present: Anne Hartwick, Julie Caldwell, Sharon Knight, Danielle Hudson, Richard Helmick

Absent: Jim Winship

Staff present: Stacey Lunsford, Diane Jaroch

2. ELECTION OF OFFICERS

This item is tabled to the next regularly scheduled meeting.

3. CONSENT AGENDA

- a) Approval of minutes of the July 21, 2014 regular meeting*
 - b) Acknowledgment of receipt of financial reports for June 2014*
 - c) Acknowledgment of receipt of financial report of special revenue fund receipts for July 2014*
 - d) Approval of payment of invoices for July 2014* MSC
Hudson/Caldwell to approve the minutes as presented.
Ayes: Hartwick, Caldwell, Knight, Hudson, Helmick
Nays: None
Abstain: None
4. Acknowledgment of receipt of statistical reports for July 2014
MSC Knight/Caldwell to receive the statistical reports.
Ayes: Hartwick, Caldwell, Knight, Hudson, Helmick
Nays: None
Abstain: None
5. Acknowledgment of receipt of treasurer's reports for July 2014
MSC Caldwell/Hudson to approve the receipt of the treasurer's report.
Ayes: Hartwick, Caldwell, Knight, Hudson, Helmick
Nays: None
Abstain: None
- ## 6. 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.
- There were no citizen comments.
- ## 7. OLD BUSINESS
- a) Library Building Expansion Project ~ Discussion
A tentative date of August 29 has been planned to discuss aspects of the project with the architect and the project manager.



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- b) Council and Community Communications ~ Discussion
Lunsford will report to the council on the architect's presentation earlier this month.
Hartwick inquired if the council will appoint a temporary replacement for Winship. More information will be needed on this.
- c) Library Endowment Fund Board ~ Discussion
We now have full membership on the board: Marty Harrison, Carroll Olm, Danielle Frawley, Julia Caldwell, and Jim Winship.

8. NEW BUSINESS

- a) Approval of updated position descriptions ~ Action
Discussion ensued.
MSC Hartwick/Knight to approve the positions as presented.
Abstain: None Ayes: Hartwick, Caldwell, Knight, Hudson, Helmick
Nays: None
Abstain: None
- b) Review of 2014 goals and objectives ~ Discussion
Discussion ensued. Board members who attend programs/events related to the library should notify Lunsford for data collection.
- c) Chapter Three of *Trustees Essentials* ~ Discussion
Discussion ensued.
Board member reimbursable activities and areas concerning possible conflict of interest were discussed.
- d) Closing the library during the ILS migration ~ Discussion and Possible Action
Migration will occur November 14-19. During this time, the library will be off line. Staff will still have duties to perform. This item will be brought back as an action item at the next regularly scheduled meeting.
- e) E-cigarettes in the library ~ Discussion
Knight proposed that a policy prohibiting e-cigarettes. Lunsford will bring proposed language to the next regularly scheduled meeting. Hartwick will provide suggested resources.

9. COMMITTEE REPORT

Knight presented a report from the board's personnel subcommittee. Discussion ensued.

10. DIRECTOR'S REPORT

- a) Linda Holmes asked if she could do her Master Gardener project here at the library. She has chosen to dig up the weeds bordering our patio and plant flowers, which she will tend.
- b) We will be launching online event registration through our website provider, Piper Mountain Webs, in September. SusanKay and I received webinar training on the new module.
- c) I have completed two of the four Edge training webinars.



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- d) I have been asked to serve as an ILS tester for the new TRIO consortium. I will be getting training in the new ILS on August 25. Testing will begin in August and go through November.
- e) I have been asked to participate in Sirsi Mentor, an additional online training, along with Diane and staff from four other libraries in the system. Those of us who will be receiving the training will serve as training mentors for the rest of the libraries' staff members as well as our own.
- f) Diane, Sherry, Susan and I all went to Horicon in July to learn to put together our 3D printer from the LSTA grant. It took approximately 8 hours to complete. We still need to calibrate it and get training in its use. The timeframe for that has not yet been determined.
- g) We have completed the first round of interviews for the Youth Educational Services Librarian position.
- h) I attended the Project 2025 meeting on Monday, August 18. Candace Head-Dylla gave a report on the summer project. Initial impressions are very positive. The group plans to repeat the project next summer with another 16 families at the library. The library will also host the planning group meetings, beginning with September 8.

11. ADULT SERVICES REPORT

45 adults signed up for the Literary Elements 2014 reading program. I gave out two prizes each week and two grand prizes at the end of the program. The winners won \$50 in various gift cards to local businesses.

We had 10 people attend the Maker Monday program on July 21st. Once again there was a nice mix of young adults and adults for this event. Participants painted a clay flower pot with neon paint and planted an African violet in the pot. The African violets were donated by staff member SusanKay Johnson. The Maker Monday program seems to be gaining in popularity. I hope this continues through the school year.

There were 5 people in attendance for the Scenic Cinema Brownbag Lunch event. Advertising this program at the Senior Center and Fairhaven seemed to help with attendance. I wasn't sure I would continue the program after the summer, but those in attendance asked when the next one would be held and what program I would be showing. Not only did those in attendance enjoy the video magazine, they also enjoyed discussing the topics among themselves. It was a great example of the community engaging with each other at the library.

On July 17th I attended a workshop at the Hustisford Public Library concerning our Mobile Maker Lab. Stacey and two other staff members also attended, and we had the experience of building our own 3-D printer.

12. YOUTH SERVICES REPORT

It goes without saying that July was a very busy month. However, I must admit that I enjoyed every single minute. Every year, I say that this was the best bunch of kids that were involved with the summer reading program, and this year was no exception. It is so very rewarding to see children and their families enjoy the library and all the programs that we offer.



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Storytime: This summer we had three sessions each week and storytime was held starting the week of June 16th through the week of July 25th. Usually at all the sessions, there were between 2-4 young adult volunteers. These young adults would read to the children, help with the crafts, and even helped clean up after storytime. We received many positive comments from the parents about the use of the girls who volunteered.

Tuesdays @ 2:00: This program was a huge success! I am sure that we were over room capacity many times as we usually had many parents who stayed and watched. Each week, we did experiments and had theme-related crafts and snacks. We always had 2 young adults per table helping out. Once again, these kids were outstanding – they helped the younger children, they helped clean up and they enjoyed the snacks.

Performers: As with the Tuesdays @ 2:00, the performers were outstanding this year and we had many people attending. Parents seemed to have as much fun as the children. I was not at the Nature's Niche program, but I have heard it was lots of fun watching a young girl chasing a bunny. We had Miller & Mike as our final performance – followed by an ice cream social. Miller & Mike are former clowns from the Ringling Bros. Circus. They did not wear clown faces but were they funny!! It was very rewarding to watch the children watching them. As with the Tuesday programs, we were usually close to or over the room capacity.

Sleepover: The sleepover went well and was a great promo for the library. This year's theme was "The Out of This World Library Sleepover". We played games, did crafts, watched movies, had relay races, ate lots of food, and had our annual Midnight Checkout. Sherry Pontel, Brenda Helwig, and Anna O'Connor were the brave library staff members who were also there.

Young Adult Activities included a YA author visit, How to Survive a Zombie Attack, and our Mad Scientist Party. Young Adults also volunteered at the various children's events. We had a luncheon at the Pizza Hut here in Whitewater for all the young adults who volunteered this summer. Eighteen young adults attended. Many thanks to the Friends of the Library, who paid for the luncheon and also to Patti Rohrs, retired school librarian, who helped out at the various programs.

Battle of the Books: This year we had two teams that competed in our local tournament. The winner of our tournament then competed in West Bend for the System Battle of the Books tournament. Although we did not win, the kids seemed to have a really good time there and did an outstanding job. All of their parents were there as well.

Finally, Sherry and I were involved in the Family Fun Night held at the Horicon Marsh. I was disappointed that only one family from Whitewater attended. There were over four hundred people who did come to the event. It was fabulous and hopefully, we can encourage more families to attend next year.

This is my last year for planning and implementing a summer reading program, and I couldn't have had a better time. The parents and their children were wonderful. Much kudos to the staff and to Sherry Pontel for always supporting everything the summer reading program does.



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13. BOARD MEMBER REPORTS

Hartwick and Knight attended a virtual learning program: Assessing Library Facility Needs in the 21st Century. Discussion ensued.

14. BOARD MEMBER REQUESTS FOR FUTURE AGENDA ITEMS

Helmick requested a discussion on Friends of the Library – review the services they provide their future goals, and how the board could possibly support the organization.

15. CONFIRMATION OF NEXT MEETING ON SEPTEMBER 15, 2014, 6:30 PM

The next meeting will be on September 15, 2014 at 6:30 PM.

16. ADJOURNMENT

The meeting was adjourned at 8:08 PM.

Respectfully submitted
Richard Helmick, secretary pro-tem

* Items denoted with asterisks will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.