



Irvin L. Young
Memorial Library

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, July 15, 2019, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

1. Call to Order at 6:33 p.m.

Present: Julie Caldwell, Jim Winship, Richard Helmick, Jaime Weigel

Absent: Brienne Diebolt-Brown, Anne Hartwick, Cory Pepler

Staff: Stacey Lunsford, Claire Tidwell

Guests: none

2. Consent Agenda

- a) Approval of Minutes of the June 17, 2019 regular meeting*
- b) Acknowledgment of Receipt of Financial Reports for June 2019*
- c) Approval of Payment of Invoices for June 2019*
- d) Acknowledgment of Receipt of Statistical Reports for June 2019*
- e) Acknowledgment of Receipt of Treasurer's Reports for June 2019*

MSC Jim Winship/Julie Caldwell to approve Consent Agenda

Ayes: Julie Caldwell, Jim Winship, Richard Helmick, Jaime Weigel

Nays: None

3. 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.

4. Old Business

Library Building Project - Update

- a. Stacey Lunsford reported on a meeting with Bear Development on July 15, 2019

5. New Business

5 i. Review and Re-Approval of The Volunteers Policy ~ Action

MSC Julie Caldwell/Jim Winship to approve Volunteer Policy

Ayes: Julie Caldwell, Jim Winship, Richard Helmick, Jaime Weigel

Nays: None

5 ii. Friends of The Library Report

- a. Stacey Lunsford is in the process of reconstituting the board and there will be monthly updates.

6. Staff & Board Reports

a) Director's Report ~ see attached

1. Stacey Lunsford reported on a new Cafe app that will be available soon and possible Hoopla 3-month trial

b) Adult Services Report ~ see attached

c) Youth Educational Services Report ~ see attached

d) Programming & Makerspace Librarian Report ~ see attached

e) Board reports

1. Jim Winship provided an update on Whitewater Leads

7. Board member requests for future agenda items

- a) Update - Email security training, strategic plan, and budget will be addressed at the August meeting

8. Confirmation of next meeting on August 19, 2019, 6:30 pm

9. Adjournment at 7:08 p.m.

Minutes respectfully submitted by Jaime Weigel on July 15, 2019

LIBRARY DIRECTOR REPORT

I. ADMINISTRATION

- a. Six work orders were submitted and completed in June.
 - i. Three work orders were related to public internet laptops.
 - ii. There was a significant coffee spill in the south side of the Community Room.
 - iii. We requested the A/C be turned up as we were having humidity issues.
 - iv. We needed to be re-supplied with paper towels and hand soap for the restrooms.

II. BUDGET

- a. I did not submit any new capital improvements project information for the city budgeting process as we have no new information at this time. The CIP section of the budget is the first of four steps in the city budget process.

III. PERSONNEL

- a. None.

IV. LIBRARY COLLECTION

- a. None.

V. PUBLIC AND COMMUNITY RELATIONS

- a. We received \$337 in donations from the food truck vendors and from free-will donations from visitors at the food truck rally on June 23.

VI. LIBRARY BOARD RELATIONS

- a. None

VII. LIAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I will have attended the Alliance of Public Libraries meeting in Delafield on Friday, July 12. I will report on that meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

Adult Services Report for the Month of June 2019

There were two attendees at the monthly “What Are You Reading?” book discussion on June 11th.

Sadly, there were no participants at the June 17th Maker Monday workshop.

There were three people in attendance at the “Healthy Bones, Healthy You” workshop that was held on June 25th. The presentation was very informative and those in attendance received helpful handouts and a set of exercise resistance bands. This free program was hosted by Grapevine, a program of the Wisconsin Women's Health Foundation. The presenter was a nurse from the Walworth County Public Department of Health and Human Services.

Thirty-nine people have signed up for the Adult Summer Reading Program, which is fantastic! Last year only nineteen people signed up.

Meetings/Workshops Attended:

June 17: Library Board Meeting

June 26: Bear Development Meeting

Youth Services Report June 2019

Summer Reading Program

We had 60 kids and teens register on the first day of summer reading program. To date our registration numbers are:

- 49 Little Explorers
- 139 Children's
- 39 Teens

Programs

Most of our programs have been well attended this summer:

- 60 people at Creepy Crawly Zoo got to learn about entomology and interact with live insects.
- We've had 10-20 kids consistently participating in our weekly storytimes.
- 7 teens participated in the annual Chopped Challenge, which was a blast as always.
- 108 kids did the space scavenger hunt last month.

Class Visit

The summer school ESL class took a field trip to our library on Tuesday, June 18th to learn about the library and the summer reading program. A few of them even registered for the program!

Makerspace and Programming Librarian

Make a Sock Alien Friend

July 8, 2019

- **24 attended, 5 Adults, 19 Children**
- The Innovation Camp attended and seemed to have a lot of fun.
- Some attendees were under the recommended age, so a lot of time was diverted to one on one help with them. They seemed to get it in the end.
- Closer to the end I broke out the hot glue guns so kids could go home with something.
- I made sure that they knew that they were welcome to come back and use the Makerspace to finish their projects.