



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, August 21, 2017, 6:30 pm
MINUTES**

1. Call to Order by President Hartwick at 6:31pm

Present: Julie Caldwell, Chris Grady, Anne Hartwick, Richard Helmick, Cory Pepler,
Jim Winship

Absent: Brienne Diebolt-Brown

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

Guests: Wally McDonell, city attorney; Steve Hatton, city finance director;

2. Welcome to New Alternate Members

a) Not present: Terre Golembiewski, Jaime Weigel

3. Consent Agenda

- a) Approval of minutes of the July 17, 2017 regular meeting*
- b) Acknowledgement of receipt of city financial reports for July 2017*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for July 2017*
- d) Approval of payment of invoices for July 2017*
- e) Acknowledgment of receipt of statistical report for July 2017*
- f) Acknowledgment of receipt of treasurer's reports for July 2017*

Request by Lunsford to pull item 3(f) for further discussion

Discussion

1. Steve Hatton will take a closer look at Fund 220 and its access and operation. He gave some general clarification regarding library budget allocation and interest, and fielded questions from the treasurer and other board members.
2. Lunsford shared some information about potential investment opportunities through the Bridges system.
3. Hatton will come back to the September meeting to report on looking into answers to board's questions.

MSC Helmick/Winship to approve consent agenda, with the exception of 3(f)
above.

Ayes: Caldwell, Grady, Hartwick, Helmick, Pepler, Winship

Nays: None

MSC Helmick/Winship to approve the treasurer's report for July 2017

Ayes: Caldwell, Hartwick, Helmick, Pepler, Winship

Nays: None

4. Hearing of Citizen Comments



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a) No comments made

5. Old Business

a) Library Building Expansion Project

1. Discuss Request for Proposals for Developers

1. Hatton presented to the Board a report on a preliminary financial feasibility analysis for the expansion.
2. McDonell outlined the basic process and timeline for seeking public bids for typical construction projects. He also compared alternative ways of seeking funding and bids, including RFPs.
3. McDonell suggests that, if the board goes the RFP route, the broader the RFP, the better. He also cautioned to think carefully about the timing of beginning a public bidding request without a funding plan in place. He outlined the process of approaching the city to move forward on an RFP process.
4. Discussion about RFP detail to include, and how it may fit with other needs represented in the city.
5. Board members discussed the needs assessment that is currently being updated, and how and when that updated information should be used to formulate a plan to bring to the city.
6. Hatton and Grady discussed the role and timing of capital improvement requests, and what is required of the board at that time.
7. A suggestion was made to set up a meeting with key city officials and some board members for early December to discuss a future proposal. Lunsford will also update Clapper and Singer on the discussion from this meeting.

2. Review space needs assessment homework from library consultant

1. Board members brought their ideas for future library spaces. A summary document will be created and shared with Library Planning Associates (currently working on the needs assessment.)

6. New Business

a) 2018 Budget

1. Lunsford explained the decrease in the overall budget due to a 6% loss of circulation related to changes in the rural usage reimbursement in 2018. She also outlined rationale for various line items in the preliminary budget.
2. Discussion turned to the policy on fines for children's materials
 1. Discussion ensued about how children's cards and adult cards are used and fined, and how changes might impact the budget.
 2. The board expressed a desire to not restrict the freedom of children to check out materials.



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MSC Winship/Grady to update the policy to remove fines from children's materials

Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

b) Approval of serving of beer at library program

MSC Winship/Grady to approve the serving of beer for a beer-tasting at the Boos and Brews program in October.

Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

c) Board of Trustees by-laws revision

MSC Helmick/Caldwell to update the Board of Trustees by-laws to include two alternates

Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

d) Circulation Policy revision

MSC Winship/Grady to approve the Circulation Policy with suggested Revisions (see attached)

Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

e) Renewal of service contract for microfilm reader/printer

MSC Helmick/Caldwell to approve the non-renewal of service contract for microfilm reader/printer

Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

7. Staff & Board Reports

- a) Director's Report
- b) Adult Services Report
- c) Youth Educational Services Report
- d) Board member reports: None

8. Board member requests for future agenda items



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a) None

9. Confirmation of next regular meeting on September 18, 2017, 6:30 pm

10. Meeting adjourned at 8:10pm

Respectfully submitted,
Cory Pepler
Board Secretary/School District Representative