



**Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, August 17, 2015, 6:30 pm**

*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 6:30pm

Present: Brienne Brown, Julie Caldwell, Chris Grady, Anne Hartwick, Richard Helmick, Cory Peppler, Jim Winship

Absent: None

Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

Guests: Rick McCarthy (StudioCG), Cameron Clapper (City of Whitewater)

2. Monthly Reports

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

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

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

Nays: None

b) Acknowledgment of receipt of financial reports for June 2015

MSC Hartwick/Grady to acknowledge receipt of financial reports for June 2015 regular meeting

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

Nays: None

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

MSC Hartwick/Winship to acknowledge receipt of financial reports of special revenue for July 2015 regular meeting

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

Nays: None

d) Approval of payment of invoices for July 2015

MSC Hartwick/Grady to approve payment of invoices July 2015

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

Nays: None

e) Acknowledgment of receipt of statistical reports for July 2015

MSC Hartwick/Brown to acknowledge receipt of statistical reports for July 2015

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Ayes: Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship  
Nays: None

f) Acknowledgment of receipt of treasurer's reports for July 2015

MSC Hartwick/Winship to acknowledge receipt of treasurer's reports for July 2015  
Ayes: Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship  
Nays: None

Chairperson Hartwick requested future Treasurer's Reports reflect the conditional gift expiration date and criteria for expenditure for reference.

3. Hearing of Citizen Comments

a) No citizen comments

4. Old Business

a) Library Building Expansion Project ~ Discussion

1. Revised costs scenarios from StudioGC ~ Discussion and Possible Action

- a. Rick McCarthy walked through a number of potential changes to the original design to address the concerns about costs.
- b. Alternative proposals either decreased the addition's square footage, moved the addition, or decreased material quality.
- c. Numerous cost-saving details were discussed
- d. Clapper encouraged the Board to be careful of cutting too many corners out of fear of cost.
- e. Lunsford cited the proposed partnership with Seniors in the Park.
- f. Other potential partnerships were discussed
- g. Outside funding sources were discussed and considered.
- h. Needs for various community groups were taken into consideration. Rick suggested possible focus groups made of these groups.
- i. Clapper will explore possibilities with some community groups and report back to Board.
- j. Initial questions about fundraising were posed.

Break at 7:34.

Resumed at 7:38.

Old Business (cont.)

b) Council and Community Communications ~ Discussion

1. Capital Improvements plan moved to Sept 8, 2015.
2. Grady explained the rules on having an alternate board member. Discussion followed about adding another member as an alternate. City ordinance will need to be revised to make that happen.

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5. New Business

a) CAFÉ Membership Agreement ~ Action

1. Letter presented regarding CAFE membership agreement

MSC Grady/Winship to approve the CAFÉ Membership Agreement

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

Nays: None

b) Approval of agreement with Waukesha-Jefferson system libraries to increase the daily fine for print materials to \$.15 ~ Action

MSC Winship/Grady to approve the increase the daily fine limit for print materials to \$.15

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

Nays: None

1. Winship asked about how long the current fine has been in place.
2. Some terminology was discussed.

c) Approval of revised print materials loan periods and renewal limit under CAFÉ ~ Action

MSC Helmick/Caldwell to approve the revised print materials loan periods and renewal limit

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

Nays: None

d) Approval of Intergovernmental Agreement for the Play & Read Project ~ Action

1. Board expressed that this was a great program
2. Questions about the payment schedule and the timeline of hiring and participation in the program

MSC Grady/Winship to approve the Intergovernmental Agreement for the Play and Read Project

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

Nays: None

e) Preliminary 2016 budget ~ Discussion

1. Some discussion about furniture to replace the large reference desk and create

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more seating.

2. Specific line items discussed, regarding salary, professional development, insurances, services, and income sources.

- f) Review of Trustee and Organizational Goals and Objectives for 2015 ~ Discussion
  1. Helmick reviewed the timeline and process for setting goals.
  2. Hartwick mentioned promoting the newsletter as a way to “educate, inform, and promote library services to the community.”

- g) Review and reapproval of the Collection Development policy ~ Action

MSC Helmick/Caldwell to reapprove the Collection Development policy

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

Nays: None

- h) Review of *Trustees Essentials* Chapter 12 ~ Discussion
  1. Discussed role of public libraries
  2. Public library standards are entirely voluntary
  3. Proposal to read *Chapter 13* aloud and lead discussion next week—Chris Grady volunteered.

## 6. Staff & Board Reports

- a) Director’s Report

### I. ADMINISTRATION

- a. One work requests was entered in July.
  - i. Wall waste receptacle in staff restroom was broken.

### II. BUDGET

- a. I worked on a preliminary draft of the 2016 budget with new numbers as I had them and 2015 numbers when I did not yet have the projected numbers.

### III. PERSONNEL

- a. None.

### IV. LIBRARY COLLECTION

- a. The average age of the library collection is 15 years old.

### V. PUBLIC AND COMMUNITY RELATIONS

- a. I have been named to the board of directors of Whitewater Leads.
- b. We helped promote the new Tuesday Downtown City Market.

### VI. LIBRARY BOARD RELATIONS

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a. None.

**VII. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**

- a. I attended the Mid-Wisconsin Federated Library System meeting on July 9.
- b. I attended the City Management Staff meeting on July 13.
- c. I attended the Waukesha County Federated Library System meeting on July 17.
- d. Six staff members and I participated in a strategic plan meeting with the City Manager Cameron Clapper and the Assistant City Manager Chris McDonell on July 20.
- e. I delegated the assistant director to attend the Jefferson County Library Council meeting on July 20.
- f. I attended the Common Council 2016 Budget Planning meeting on July 21.

**VIII. PROFESSIONAL DEVELOPMENT**

a. None.

b) Adult Services Report

1. There were only two people in attendance for the July 18th Seed Exchange Library program, which was a produce exchange. There will be another produce exchange in September. I imagine by September gardeners will have more produce to share.
2. Maker Monday met on July 20th with 3 in attendance. We converted ordinary mason jars into colorful (painted) vase frames. It was a messy, but fun project.
3. Unfortunately no one showed up for Technique Tuesday on July 21st or Monday @ the Movies on July 27th. July is a popular month for vacations so I imagine this had something to do with the lack of attendance.
4. 31 people registered for the Adult Summer Reading Program this year. I was pleased with the turnout.
5. I proctored one exam for a UW-Whitewater student this month.

c) Youth Educational Services Report

1. **Summer Reading Program:** Our summer reading program ended on July 31<sup>st</sup>. A total of 231 participants registered for the program-down 16% from last year. In addition, 36% of the participants who registered did not turn in any challenge cards. For 2016 I would like to see registration and participation increase by 10%. In order to meet that goal, I would like to begin promoting the program earlier, I would like to include the schools in the registration efforts, and I would like to look at restructuring the program to make it more accessible to individuals who wish to participate.
2. **"Save the City":** One of the incentives for participating in the summer reading program was the opportunity to benefit a local organization. The charity that received the most votes was Bethel House. They will be receiving a \$200 donation from our sponsor, First Citizens State Bank.

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3. **Science Alliance:** On July 14<sup>th</sup>, the Science Alliance from Lake Geneva presented a program on the science behind popular superpowers. Participants learned about different classifications of superheroes, experimented with static electricity, and saw a drone in action.
4. **Superheroes of Science:** Dr. Anna Courtier, Science Outreach Coordinator from UW-Whitewater donated her time, expertise, and materials to host a hands-on science program for elementary age students. Participants built marble runs, made ultra-violet goop, and ran an experiment to determine the effectiveness of sunscreen.
5. **Superhero Summer Camp:** At our last three installments of Superhero Summer Camp, participants created their own sidekicks, caught some villains in the library, and had a chance to be heroes by creating school kits for Bethel House.
6. **Battle of the Books:** A team of three students participated in the final Battle of the Books competition in at the Horicon Public Library on Wednesday, July 29<sup>th</sup>. Our team came in third and got every question correct except one.
7. **Finale:** To round out our summer program, Officer Jake, Officer Joe, and K9 Officer Boomer gave a demonstration of their talents and did a meet-and-greet with patrons and staff. I have yet to see more excitement surrounding a program. Even our adult patrons were thrilled to see Boomer here!

d) Board member reports

1. None

7. Board member requests for future agenda items

- a) Discussion of the status of the Friends of the Library; recap of upcoming webinar re: same.

8. Confirmation of next meeting on September 21, 2015, 6:30 pm

9. Adjournment at 8:31pm