



**Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, April 18, 2016, 6:30 pm  
MINUTES**

*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 Vice President Helmick at 6:32 pm

Present: Julie Caldwell, Brienne Diebolt-Brown, Chris Grady,  
Richard Helmick, Jim Winship

Absent: Cory Pepler, Anne Hartwick

Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Consent Agenda

- a) Approval of minutes of the February 10, 2016 special meeting, the February 18, 2016 and the March 21, 2016 regular meetings\*
- b) Acknowledgment of receipt of financial reports for January and February 2016\*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for February and March 2016\*
- d) Approval of payment of invoices for February and March 2016\*
- e) Acknowledgment of receipt of statistical reports for February and March 2016\*
- f) Acknowledgment of receipt of treasurer's reports for February and March 2016\*

MSC Grady/Winship to approve the consent agenda in total

Ayes: Caldwell, Diebolt-Brown, Grady, Helmick, Winship

Nays: None

3. Hearing of Citizen Comments

- a) No comments made

4. Old Business

- a) Library Building Expansion Project ~ Discussion
  1. No updates, Troy Hoekstra acknowledged letters of interest from city and board
- b) Council and Community Communications ~ Discussion
  1. No updates

5. New Business

- a) Reopening account with Unique Management Services for return of library materials ~ Action
  1. Stacey recommended that we reopen account - MSC

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

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Grady/Caldwell

- b) Planning next "Books on Tap" event ~ Discussion
  - 1. A Sunday afternoon at Staller, Brienne will check with Dr. Brown on his availability (check on grape harvesting - September?)
- c) Review of Gifts Policy ~ Action
  - 1. MSC Winship/Caldwell moved to approve as stated
- d) Review of *Trustees Essentials* Chapter 18 ~ Discussion
  - 1. Tabled for next meeting

6. Staff & Board Reports

- a) Director's Report

7. **ADMINISTRATION**

- a) Four work orders were placed and completed in March.
- b) Tim Nobling, Chief Information Officer for the City, continues to work with CDW-G, the IT providers for Bridges Library System, to open up a secure VPN tunnel from our network to the system network. Once that is completed, we will have full access to all services provided by the system through the ILS.

8. **BUDGET**

- a) None.

9. **PERSONNEL**

- a) We have hired Jeremy Brooks as our evening and weekend circulation assistant.

10. **LIBRARY COLLECTION**

- a) I have attached the quantitative analysis of Wisconsin public library standards based on the 2015 state annual report.

11. **PUBLIC AND COMMUNITY RELATIONS**

- a) I attended the annual meeting of the White Memorial Library Association on April 4. We will be receiving \$7,000 from the Lindbaum Fund this year for operating expenses. I have attached a copy of the meeting documents.
- b) I registered students to vote at the campus polling location on April 5. We worked from 6:30 a.m. to 8:00 p.m. and registered approximately 1,600 people.
- c) I attended the monthly meeting of Whitewater Leads on April 11.

12. **LIBRARY BOARD RELATIONS**

- a) None.

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

- a) I attended a City Safety Committee meeting on March 31. Staff have been signed up to take the Bloodborne Pathogens online course throughout the month of April.

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- b) I attended an Alliance of Public Libraries meeting at Watertown on April 15.

**14. PROFESSIONAL DEVELOPMENT**

- a) I successfully completed the Bloodborne Pathogens training.  
b) I have signed up for a Gale Course through Bridges Library System to improve my writing skills.

c) Adult Services Report

There were only 2 people in attendance at Those Magical Dames: A Look At Women In Magic on March 1st. Unfortunately March 1st was the day we had a snowstorm, so I imagine the weather kept people at home.

We had better luck with our March Adulting 101 class, than we did with our February class, with 5 in attendance. We had a presenter from UW Whitewater discuss income taxes and what adults could expect when filing their taxes. The program was very informative and the presenter answered questions and provided guidance to those who needed it.

I hosted our first Board Gaming for Big People on Saturday, March 19<sup>th</sup>. Six people attended and had a chance to play a variety of board games and enjoy some snacks. It was a fun event and hopefully we will be able to attract more people to the April 30<sup>th</sup> program.

7 people attended the Maker Monday class on March 21st. Those in attendance learned how to use the Big Shot machine and the Cricuit Expressions machine, both used to create paper die cuts. The Big Shot is a manual machine and the Cricuit Expressions is electronic.

The Seed Library Basics program held on March 24<sup>th</sup> attracted 6 people, despite the fact it was snowing and raining that afternoon. This informative program presented an opportunity for everyone to share their knowledge of seeds and plants. The next program scheduled to help promote our Seed Library will be on April 19<sup>th</sup> at 4:00 p.m. Chrissy Wen, a Horticulture Educator from the Walworth County UW-Extension, will discuss how to grow vegetables in a small space.

I proctored two online Math exams during the month of March.

d) Youth Educational Services Report

**Author Visit: Monica Brown**

Award winning children's author Monica Brown hosted a meet and greet session on Saturday, April 9<sup>th</sup>. Dr. Brown read two of her bilingual titles and answered questions about her work and her process as an author. We had 5 participants. Dr. Brown was in Whitewater as a presenter for the Early Childhood Conference and her visit was sponsored by the University and by Whitewater Leads.

**Spring Break**

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Sadly, we had limited participation in our teen-centered Spring Break programs. We had three participants for Video Games Day, but none for Pride & Prejudice & Zombies and none for Book Speed Dating.

**500 Books before Middle School**

On Monday, April 4<sup>th</sup> I attended a workshop on 500 Books before Middle School. Jennifer Wharton of Matheson Memorial Library presented on the program she runs in Elkhorn. Bridges Library System is currently looking at branding the program and providing materials to member libraries starting in August or September.

**Early Childhood Conference**

I had the opportunity to attend the Early Childhood Conference on Friday, April 8<sup>th</sup>. I attended sessions on using music & movement, using books to encourage singing, and how early experiences shape brain development.

e) Board member reports

15. Board member requests for future agenda items

- a) If library card registration on iPad becomes available, do an informational booth (e.g. at the Whitewater City Market) with library card sign up
- b) Get a Spanish-language storyteller to the library

16. Confirmation of next meeting on May 16, 2016, 6:30 pm

17. Meeting adjourned at 7:11 pm

MSC Grady/Winship to

Ayes: Caldwell, Diebolt-Brown, Grady, Helmick, Winship

Nays: None

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