



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, December 19, 2016, 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 President Hartwick at 6:33pm

Present: Brienne Diebolt-Brown, Chris Grady, Anne Hartwick, Richard Helmick

Absent: Julie Caldwell, Cory Pepler, Jim Winship

Staff: Stacey Lunsford, Deana Rolfsmeyer

Guest: Pat Blackmer

2. Presentation by Landmarks Commission on City Ordinance 17.12

- a) Kori Oberle, Daniel Richardson, Pat Blackmer, Richard Helmick
- b) 17.12.040 pertains to recent landmark, if no buyer can be found who would keep the landmark designation, the owner can ask for the designation to be rescinded
- c) 17.20.010 No person shall demolish a landmark unless the commission has approved such work.
- d) 17.20.020 Building permit required to demolish such a property
- e) 17.20.030 At end of 12 months, if no method of saving property is underway, then building inspector may issue a permit without approval of commission
- f) 17.24 Appeals petition can be filed within 10 days of commission saying no, public hearing would follow
- g) An example used to explain how the registry works: 507 West Main Street 157-year history, landmark for 31 years, one of first in city, built at start of Civil War, 1920-1988 Green Shutters Tea Room & Antique Shop, 1985 Designated landmark, 1989 NRHP (National Register of Historic Places) Main Street Historic District, owned by Mercy Health Care since 1991, in excellent condition, Landmark Designation Criteria: architectural, economic, social/cultural significance, with this particular example, commission would recommend adaptive reuse over demolition and require a 12-month period to save a structure

3. Consent Agenda, pp. 8-21

- a) Approval of minutes of the November 21, 2016 regular meeting*
- b) Acknowledgment of receipt of financial reports for October 2016*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for November 2016*
- d) Approval of payment of invoices for November 2016*
- e) Acknowledgment of receipt of statistical reports for November 2016*



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- f) Acknowledgment of receipt of treasurer's reports for November 2016*

MSC Grady/Helmick to approve the consent agenda as presented
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick
Nays: None

4. Hearing of Citizen Comments

- a) No comments made

5. Old Business

- a) Library Building Expansion Project ~ Update
1. No update

- b) Council and Community Communications ~ Discussion
1. No update

6. New Business

- a) Report on adjusted timeline for Library Director's annual performance evaluation (Personnel Committee)
1. Suggested an adjusted timeline for just this year, request that hard copies be returned, final review in Feb., and final review in March

MSC Grady/Helmick to approve
Ayes: Diebolt-Brown, Grady, Hartwick, Helmick,
Nays: None

- b) Marketing opportunities in collaboration with UW-W graphic arts students ~ Discussion
1. Tabled for January meeting since this is a Winship initiative

- c) Review of Guidelines Checklist required from Jefferson County libraries to provide to the Jefferson County Library Council ~ Action
1. Discussed and reviewed checklist and board came to a consensus that we have done so

- d) Review and approval of Refunds for Lost Materials Policy ~ Action

MSC Grady/Helmick to re-approve the Refunds for Lost Materials policy with the addendum that "under any circumstances" added to end of policy.

Ayes: Diebolt-Brown, Grady, Hartwick, Helmick



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Nays: None

e) Approval of Closed Days and Special Closings for 2017 ~ Action

MSC Helmick/Hartwick to approve the Closed Days and Special Closings for

2017, as presented

Ayes: Diebolt-Brown, Grady, Hartwick, Helmick

Nays: None

f) Closing the library from 11:00 am to 1:00 pm on Friday, January 6 for the annual Employee Recognition Luncheon ~ Action

1. Board talked about doing something to recognize library staff in April

MSC Diebolt-Brown/Grady to approve said closure

Ayes: Diebolt-Brown, Grady, Hartwick, Helmick

Nays: None

7. Staff & Board Reports

- a) Director's Report
 1. See attached
- b) Adult Services Report
 1. See attached
- c) Youth Educational Services Report
 1. See attached
- d) Board member reports
 1. none

8. Board member requests for future agenda items

- a) none

9. Confirmation of next meeting on January 16, 2017, 6:30 pm

10. Adjournment at 7:55 pm