



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, December 21, 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 6:33pm

Present: Grady, Hartwick, Helmick, Peppler

Absent: Caldwell, Diebolt-Brown, Winship

Staff Present: Stacey Lunsford

2. Consent Agenda

- a) Approval of minutes of the November 12, 2015 special meeting and the November 16, 2015 regular meeting*
- b) Acknowledgment of receipt of financial reports for October 2015
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for November 2015*
- d) Approval of payment of invoices for November 2015*
- e) Acknowledgment of receipt of statistical reports for November 2015*
- f) Acknowledgment of receipt of treasurer's reports for November 2015*

MSC Helmick/Grady to approve the consent agenda in total

Ayes: Grady, Hartwick, Helmick, Peppler

Nays: None

3. Correspondence

- a) Thank you note read from Sue Hartwick, Jefferson County Library System Board Member, praising Stacey Lunsford for her "critical role in bringing about this dramatic improvement in library service [transition to the CAFÉ library system] for our county libraries."

4. Hearing of Citizen Comments

- a) No citizen comments made

5. Old Business

a) Library Building Expansion Project ~ Discussion

1. Jim Caldwell and Stacey Lunsford met with Troy Hoekstra, the developer of a library expansion project in Platteville, WI. Some board members were present at the meeting.
2. Hoekstra described a project that combined a public library and hotel collaboration. He outlined benefits and challenges of this type of project.
3. He also explained some of the financial and funding issues, including tax incentives and credits, as well as some legal considerations. He asked members if they were willing to relocate the library to a more suitable location.
4. Overall, the board felt that without TIF money (unavailable until 2021) or tax abatement, a mixed-use project on the existing site is not feasible at this time.
5. Discussion about the existing property and surrounding lots that would be available for development, and the need to attract investors and developers to the project.

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6. Hartwick suggested sending out RFPs to gauge interest from developers.
7. Discussion about what types of mixed-use property would be most beneficial to the area, such as higher-end housing.
8. Helmick suggested the Board needs to clarify or modify the specifics of the expansion based on the communities needs.
9. Board reviewed the costs of the project to this point.
10. Further discussion will take place at the next board meeting.
11. Attached is a map representing the current surrounding property.

b) Council and Community Communications ~ Discussion

1. Nothing new to report

6. New Business

a) Bridges Library System Agreement ~ Action

MSC Grady/Helmick to approve the Bridges Library System agreement

Ayes: Grady, Hartwick, Helmick, Peppler

Nays: None

b) CAFÉ Library Services Agreement ~ Action

MSC Helmick/Grady to approve the CAFÉ Library Services agreement

Ayes: Grady, Hartwick, Helmick, Peppler

Nays: None

c) Lakeshores Library System Agreement ~ Action

MSC Grady/Peppler to approve the Lakeshores Library System agreement

Ayes: Grady, Hartwick, Helmick, Peppler

Nays: None

d) Holidays and special closed days for 2016 ~ Action

MSC Helmick/Peppler to approve the Holidays and Special Closed Days for 2016

Ayes: Grady, Hartwick, Helmick, Peppler

Nays: None

e) Meeting Room Policy revision ~ Action

1. Changes reflect the use of the room for "personal" use.

MSC Grady/Hartwick to approve the Meeting Room Policy revision

Ayes: Grady, Hartwick, Helmick, Peppler

Nays: None

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- f) Review of *Trustees Essentials* Chapter 16 ~ Discussion
 - 1. Tabled until the January board meeting
- 7. Staff & Board Reports
 - a) Director's Report
 - (i) ADMINISTRATION
 - 1. Eight new work orders were placed in November.
 - a. Replacement of speakers in Community Room was finished (from October.)
 - b. Maintenance of toilet in family restroom. Done.
 - c. Salt for walkways replenished for the season. Done
 - d. Southeast door not locking and unlocking properly. Two separate work orders. Done.
 - e. Water came through the roof over a staff member's desk. Roof repaired.
 - f. Paper towels needed to be replenished for the building. Done.
 - g. Four filing cabinets and a credenza were removed from my office. Done.
 - h. The Little Free Library at the Twin Oaks Mobile Home Park was removed and placed in my office (temporarily.)
 - i. Two clocks had to be manually changed for Daylight Savings Time.
 - (ii) BUDGET
 - 1. The budget passed.
 - (iii) PERSONNEL
 - 1. I have modified the position descriptions for all regular part-time personnel so that any of them can act as a "lead worker" in charge of the building. In the absence of administrative staff, lead workers verify that the building has been cleared in case of a fire alarm or tornado warning and they have a list of numbers to call in case of phone outage, computer network outage, building problems (such as a major roof leak), database problems, copier problems, and the security company.
 - (iv) LIBRARY COLLECTION
 - 1. We continue to weed and move collections to maximize our limited space.
 - (v) PUBLIC AND COMMUNITY RELATIONS
 - 1. We have softened the glitches in the changeover from the old catalog to the new by waiving all fines that may have accrued from November 30 through December 14 and renewing all items without fines, as long as they don't have holds on them, regardless of how many times they may have been renewed prior to the changeover.
 - (vi) LIBRARY BOARD RELATIONS
 - 1. None.
 - (vii) LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS
 - 1. None.
 - (viii) PROFESSIONAL DEVELOPMENT
 - 1. None.

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b) Adult Services Report

1. We had a wonderful turnout for The Big Read kick-off event on November 7th. We had 60 people throughout the day. Events that day included 3 representatives from Old World Wisconsin demonstrating weaving and food preservation, spinning and knitting demonstrations, basket making demonstrations, and information on trapping animals to use for clothing. Chef Tyler from The Black Sheep did a cooking demonstration at 11:00, and he had the children in the audience join him in the kitchen and help him add ingredients to the stew he was making. Those in attendance were able to sample the finished product, which was delicious. Shannon Dozoryst from Young Auditorium and two of her staff were handing out free books, t-shirts and other Big Read materials, and also had two craft projects for children and adults to participate in. Those who attended the kick-off program enjoyed the events!
2. Our practicum student Delanie Sharpe, had her second 3-D printer demonstration on November 6th. She had 9 people attend the demonstration. 3 of these 9 also stopped in the Maker Space before the demonstration and learned how to use the 3Doodler Pen and the Cricut machine.
3. Maker Monday met on November 16th with 5 in attendance. This month we focused on the upcoming holidays and made holiday cards and gifts. There were only 2 people in attendance for the book discussion of My Antonia on November 17th.
4. I proctored 2 exams during the month of November.

c) Youth Educational Services Report

1. **Evil Genius Club:** As we have thus far had no attendance, I have decided to turn this program into an opportunity for middle school students to drop-in to the Maker Space in order to receive training on the 3D pens, the 3D printer, and any other equipment they would like to use. This program will now be held on selected Saturday mornings.
2. **TAB:** At our November meeting, two members of our teen advisory board selected books and DVDs for the Young Adult collection.
3. **TAB Writing Workshop:** The teen advisory board sponsored a writing workshop in honor of NaNoWriMo. We had two attendees.
4. **Supercharged Storytime:** On November 30th I completed an 8 week course on incorporating early literacy skills in storytime. The curriculum was developed by the University of Washington and delivered online. This course has given me the skills to plan storytime with more intentionality in regards to early literacy skills and has connected me with other storytime providers in the state in order to exchange ideas.
5. **Create Lab:** At December's Create Lab we had 17 participants making gingerbread houses out of graham crackers and homemade frosting.

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6. **Reading with Rover:** We had four participants this month. Lower attendance could be attributed to the hustle and bustle of the season. Starting in January, we are moving the time of this program up to 5:30 to see if we can boost attendance.

d) Board member reports
1. None

8. Board member requests for future agenda items
a) Goals for 2016

9. Confirmation of next meeting on January 18, 2016, 6:30 pm

10. Adjournment into Closed Session **NOT TO RECONVENE** per Wisconsin State Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."7:50 pm

Items to be discussed:

1. Review of performance evaluations for the Library Director

MSC Helmick/ Peppler to adjourn into closed session. Roll call vote:

Grady, aye

Hartwick, aye

Helmick, aye

Peppler, aye

Meeting was CLOSED to the public at 7:21 pm

Meeting was adjourned at 8:20 pm

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

Respectfully submitted,

Cory Peppler
Secretary/School District Representative

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Nov. 25 (Wally) - I do not think tax abatement is allowed in this context in the State of Wisconsin. I will mark up the map for you.

Nov. 24 (Stacey) - We had a conversation with the developer who is building the library in Platteville. We had a couple of questions after the meeting.

1. Is tax abatement by the City legal in Wisconsin? This would make up for the fact that we aren't eligible for TIF.
2. Could you draw the portion on the attached map that would be unrestricted for sale to a private 3rd party if we moved the library away from this site?

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