



**Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, February 19, 2018, 6:30 pm**

1. Call to Order by President Hartwick at 6:30pm

Present: Julie Caldwell, Anne Hartwick, Richard Helmick, Cory Peppler, Jim Winship,  
Teresa Golembiewski (1<sup>st</sup> Alternate), and Jaime Weigel (2<sup>nd</sup> Alternate)

Absent: Brienne Diebolt-Brown, Chris Grady

Staff: Diane Jaroch, Deana Rolfsmeyer, Claire Kinder-Tidwell

2. Consent Agenda

- a) Approval of minutes of the January 15, 2018 regular meeting\*
- b) Acknowledgement of receipt of financial reports for January 2018\*
- c) Approval of payment of invoices for January 2018\*
- d) Acknowledgment of receipt of statistical report for January 2018\*
- e) Acknowledgment of receipt of treasurer's reports for January 2018\*

MSC Winship/Helmick to approve the consent agenda as presented

Ayes: Caldwell, Hartwick, Helmick, Peppler, Winship, Golembiewski, Weigel

Nays: None

MSC Winship/Caldwell to carry over discussion of Library Special Revenue Fund  
balance sheet of January 31<sup>st</sup>, 2018 until March Trustee meeting

(Brienne Diebolt-Brown arrived at 6:35pm)

3. Hearing of Citizen Comments

- a) No comments made

4. Old Business

- a) Library Building Expansion Project ~ Discussion
  1. Need for Marketing Committee to meet and set up meeting with Cameron Clapper
  2. Concern was expressed about the length of time the renovation is taking and the amount of turnover of trustees and city personnel since discussion began years ago.
  3. Suggestion was made for the appointment of a project manager to expedite the process and keep momentum going.
  4. Questions raised about the status of the tax credits secured by Troy Hoekstra (developer)
  5. The Marketing Committee was charged with addressing some of these concerns at their next meeting.



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- b) Council and Community Communications ~ Discussion
  - 1. Lunsford indicated previously that she will be presenting the state annual report at the March 6 council meeting.
- 5. New Business
  - a) Review of the state annual report ~ Action
    - 1. Report was submitted on Feb 15, awaiting approval from system library director. Once approved, board president will sign for board approval.
    - 2. No issues or concerns were expressed by trustees

(Julie Caldwell left the meeting at 6:50pm)

MSC Winship/Diebolt-Brown to approve the Wisconsin Public Library Annual Report as submitted

Ayes: Diebolt-Brown, Hartwick, Helmick, Peppler, Winship, Golembiewski, Weigel

Nays: None

- b) Teacher Packs policy ~ Action
  - 1. Deana Rolfsmeyer explained the procedure for “Teacher Packs” which are designed to offer service to the schools, providing materials to supplement a teacher’s curriculum.
  - 2. Questions were asked about selection procedures, age-appropriateness, copyright issues, and ultimate responsibility for damage and loss.

MSC Helmick/Peppler to approve the creation of a Teacher Packs policy as presented

Ayes: Diebolt-Brown, Hartwick, Helmick, Peppler, Winship, Golembiewski, Weigel

Nays: None

- 6. Staff & Board Reports
  - a) Director’s Report (see attached)
  - b) Adult Services Report (see attached)
  - c) Youth Educational Services Report (see attached)
  - d) Programming & Makerspace Librarian Report (see attached)
  - e) Board member reports



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1. Trustee webinar report: Turning Your Library Board Into an Effective Team ~ Anne Hartwick (notes attached)
2. Schedule webinar reports for March meeting: Jim Winship, *Every Day Advocacy*; Cory Pepler, *Status of PLSR*; and Brienne Diebolt-Brown, *Engaging Your Board, Staff, and Community in Strategic Planning*
  
7. Board member requests for future agenda items
  - a) None
  
8. Confirmation of next meeting on March 19, 2018, 6:30 pm
  
9. Meeting adjourned at 7:27pm

Respectfully submitted,

Cory Pepler  
Secretary/School District Representative