



Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, February 20, 2017, 6:30 pm

## MINUTES

*Revised March 21, 2017*

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

Present: Brienne Diebolt-Brown, Julie Caldwell, Chris Grady, Anne Hartwick

Richard Helmick, Cory Pepler, Jim Winship

Absent: Brienne Diebolt-Brown, Jim Winship

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeier

Guest: Kristine Zaballos

MSC Helmick/Caldwell to move agenda item 5f to the beginning of the New Business

Ayes: Caldwell, Grady, Hartwick, Helmick, Pepler,

Nays: None

### 2. Consent Agenda

a) Approval of minutes of the December 19, 2016 regular meeting\*

b) Acknowledgment of receipt of financial reports for November & December 2016\*

c) Acknowledgment of receipt of financial report of special revenue fund receipts for December 2016 & January 2017\*

d) Approval of payment of invoices for December 2016 & January 2017\*

e) Acknowledgment of receipt of statistical reports for December 2016 & January 2017\*

f) Acknowledgment of receipt of treasurer's reports for December 2016 & January 2017\*

MSC Caldwell/Grady to approve the consent agenda as presented

Ayes: Caldwell, Grady, Hartwick, Helmick, Pepler,

Nays: None

### 3. Hearing of Citizen Comments

a) No comments made

### 4. Old Business

a) Library Building Expansion Project ~ Update

1. Hartwick had a phone call on Jan 30 with the developer (Troy Hoekstra), representatives from WHEDA, reps from the city, reps from VJS, Pat Cannon (Community Development Authority), Hartwick and Lunsford, and a rep from the architectural firm, Plunkett and Raysich.

2. Lunsford and Hartwick relayed the update that Hoekstra gave on the scope and funding of the project, including tax incentives, contact with current property owners, and the need for a monetary commitment from the library board at some point soon in the process.

3. WHEDA representatives expressed support for Hoekstra as a developer

4. Board members expressed a concern about having adequate parking in proposed space for all three businesses. Board also wished to delay financial considerations pending information that has been requested from the developer by the City.



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b) Council and Community Communications ~ Discussion

1. Lunsford will add the State Annual Report to a future City Council meeting

5. New Business

a) Request to put a Little Free Pantry in the Library Vestibule ~ Action

1. Kristine Zaballos presented her proposal for a Little Free Pantry, similar to the Little Free Library. The pantries are becoming more popular across the country.
2. Having one in the library vestibule would not only serve a different population, including college students, but would be in a temperature-controlled environment. This would make possible a better variety of foods.
3. Zaballos is proposing converting the former phone station in the vestibule. She is willing to look into donated carpentry services to convert it.
4. Professional library staff who were present indicated that there were no concerns with library staff handling the stocking.
5. Lunsford will check with the attorney regarding any liability concerns.
6. The Board was very favorable to the plan moving forward.

b) Review of 2016 Goals and Objectives ~ Discussion

1. For the Trustee Goals and Objectives, Hartwick suggested adding an item regarding the Board Development Committee and a requirement to meet twice a year.
2. The Board agreed that we met our 2016 goals and objectives, and have rewritten them for 2017.
3. For the Staff Goals, Lunsford reviewed the specific objectives and the actions taken to meet them.
4. Stacey said that everyone has done a wonderful job and she is very pleased with the performance of her staff. All of the objectives were met.

c) Marketing opportunities in collaboration with UW-W graphic arts students ~ Discussion

1. Tabled until a further meeting.

d) Review and approval of Public Records Request Policy ~ Action

1. No changes were proposed

MSC Helmick/Caldwell to reapprove the Public Records Request Policy

Ayes: Caldwell, Grady, Hartwick, Helmick, Pepler

Nays: None

e) 2016 Annual Report from the Friends of the Library

1. Reviewed the report. The Board praised the Friends for their hard work on both physical and Amazon book sales.



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- f) Review and approval of the revised Homebound Program Policy ~ Action
1. Proposed changes were reviewed to better reflect the current library services offered.

MSC Helmick/Peppler to reapprove the newly named Home Delivery Service Policy as revised (removing all reference to previous name, and other changes as discussed.)

Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler

Nays: None

- g) Review and approval of the 2016 State Annual Report ~ Action
1. Discussion involved a number of items on the report, including some comparisons with last year's report
  2. No significant concerns were noted.

MSC Grady/Caldwell to approve the 2016 State Annual Report

Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler

Nays: None

- h) Report on Wisconsin Trustee Training: "Ensuring Director Success" (Helmick)
1. Tabled until next month

6. Staff & Board Reports

- a) Director's Report
  1. See attached (for both January and February)
- b) Adult Services Report
  1. See attached (for December and January)
- c) Youth Educational Services Report
  1. See attached (for December and January)
- d) Board member reports
  1. Notes

7. Board member requests for future agenda items

- a) None

8. Confirmation of next meeting on March 20, 2017, 6:30 pm

9. 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."



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Items to be discussed:

1. Review of performance evaluation for the Library Director

MSC Grady/Helmick to adjourn to Closed Session NOT TO RECONVENE

Caldwell, aye

Grady, aye

Hartwick, aye

Helmick, aye

Peppler, aye

Meeting adjourned to closed session at 8:06p.m.

Meeting adjourned at 8:35 p.m.

Respectfully submitted,

Cory Peppler  
Secretary/School District Representative