



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

AMENDED 1/15/16 7:40 AM

ADDITION OF 4.a) Library Building Expansion Project ~ Discussion

REMOVAL OF Executive Session

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-Chairperson Helmick at 6:33 p.m

Present: Diebolt-Brown, Caldwell, Grady, Helmick, Winship.

Absent: Hartwick, Pepler

Staff Present:

2. Monthly Reports

a) Approval of minutes of the December 21, 2015 regular meeting

MSC Caldwell/Helmick moved to approve minutes for the December 21, 2015 regular meeting

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

Nays: None

The following items were moved to the Consent Agenda—b, c, d, e, f by Grady/Diebold-Brown motion. Motion passed unanimously.

3. Hearing of Citizen Comments

a) No comments made

4. Old Business

a) Library Building Expansion Project ~ Discussion

1. A discussion about options for the library expansion was held.

b) Council and Community Communications ~ Discussion

1. There were no reports

5. New Business

a) Board and Library 2016 Goals and Objectives—The Library Board is going to continue with the 2015 Goals with the following changes:

1. Continue researching funding options for the proposed expansion.

2. Increase library programming for all ages

- Provide three events in collaboration with the Maker Space

- Provide at least one opportunity for learning to code

MSC Grady/Winship to approve the 2016 Goal and Objectives

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

Nays: None

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- b) Library events outside the library ~ Discussion
 - 1. Brianne Brown and Jim Winship have been charged with setting a date and the program for a Beer and Books event in February or March 2016.
- c) Grady/Brown motion to approve the Staff Development Policy was passed unanimously.
- d) Review of *Trustees Essentials* Chapter 16 ~ Discussion
 - 1. Richard Helmick led this discussion. The importance of checking with the City attorney in the rare cases where possible ethical conflicts might exist was stressed.
 - 2. Brianne Brown will led the discussion of *Trustees Essentials* Chapter 17 in the February meeting.

6. Staff & Board Reports

a) Director's Report

I. ADMINISTRATION

- a. Eight new work orders were placed in December.
 - i. Holiday decorations were brought up from the basement.
 - ii. The Little Free Library that was placed in the laundry room at Twin Oaks Trailer Park was removed as they closed their laundry room as of January 1. A new place for it has not been determined as yet.
 - iii. The old information desk and PAC stations were moved and placed in the Maas house to make room for the new lounge furniture and new information desk.
 - iv. The old newspaper spinners were removed and the newspapers were relocated on the magazine display shelving as we have reduced the number of subscriptions that we carry.
 - v. The Little Free Library in front of the library was vandalized again.
 - vi. The grate in the basement outside stairwell had been moved and needed to be put back in place.
 - vii. Two mobile laptop carts needed to be assembled.
 - viii. Laminate on the counter edge in the maker space needed to be glued down.

II. BUDGET

- a. The projected budget looks like it will come in with approximately \$35,000 unspent. Part of that is that the Friends of the Library gave a substantial amount for programming which meant that the \$5,500 we budgeted went unused. We also have approximately \$10,000 in unspent book money because we have nowhere to put the books. We also did not see the anticipated increase in cost for office supplies, which amounts to about \$6,000. We also had the unanticipated savings from two retirements and one resignation and the

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subsequent staffing changes. These are all approximate figures and we will see the actual final expenditures after the December financials are completed later this month.

III. PERSONNEL

- a. Staff did an excellent job with the migration from SirsiDynix to Polaris. They are all to be commended for their hard work and perseverance through all the little glitches.

IV. LIBRARY COLLECTION

- a. The spring practicum student will be in charge of preparing the new seed packets for the upcoming spring.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I was asked to serve on the committee that will be hiring a new director for the Andersen Library at UW-Whitewater. The former director, Myrna McAllister, has retired.
b. A local Boy Scout, Derek Holik, installed bat houses and bird houses on the library's property as his Eagle Scout project.

VI. LIBRARY BOARD RELATIONS

- a. None.

VII. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I attended no meetings in December.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

b) Adult Services Report

1. We had 20 people attend the author event with Len Faytus on December 15th. Len discussed his new book "The Spook Temple: the Morris Pratt Institute in Whitewater, Spiritualism, and the Occult" and signed copies at the end. Those in attendance were very engaging and had many questions for Len.
2. I proctored 5 exams during the month of December.
3. Most of December was spent preparing for the migration to the new Bridges Library System.

c) Youth Educational Services Report

a. LEGO Engineering Club

Attendance for this program has stayed strong, averaging about 15-20 participants per month. This past month their challenge was "Do You Want to Build a Snowman". Many participants decided to invent their own creation for display.

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b. Early Literacy Classes

Both early literacy classes have seen steady attendance ranging from 10-20 participants per class. I look forward to adding art and science projects to the Growing Reader's class, including slime and painting.

c. Evil Genius Club

Our first Saturday morning Evil Genius Club was a success! We had 7 students learn how to use the 3Doodler and the 3D printer. We also had students take an interest in other activities and equipment in the Maker Space and even had some test out felting.

d. Play & Read

We recently completed our first session of Play & Read. Three AmeriCorps volunteers have been conducting weekly play groups for 3 and 4 year olds for the purpose of developing early literacy skills. In addition to reading stories, the volunteers planned various activities for the kids, including making their own "snow" to practice writing their letters in. There were four regular participants and several drop-in participants for the previous session and I have had several parents inquire about the second session beginning in February.

d) Board member reports—No reports

7. Board member requests for future agenda items

a) None

8. Confirmation of next meeting on February 15, 6:30 pm

9. The meeting was adjourned to Closed Session, not to reconvene.

MSC Helmick/Grady to approve moving into closed session:

Roll call vote:

Caldwell, aye

Diebolt-Brown, aye

Helmick, aye

Grady, aye

Winship, aye

Session closed at 7:20pm.

10. The meeting was adjourned at 7:32pm

Respectfully submitted,

Jim Winship

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