



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, May 16, 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 6:30pm

Present:, Brienne Diebolt-Brown, Chris Grady, Anne Hartwick,
Richard Helmick, Cory Peppler, Jim Winship

Absent: Julie Caldwell

Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Election of Officers

MSC Helmick/Winship to re-elect the current slate of officers.

Ayes: Diebolt-Brown, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

3. Consent Agenda

- a) Approval of minutes of the April 18, 2016 regular meetings*
- b) Acknowledgment of receipt of financial reports for March 2016*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for April 2016*
- d) Approval of payment of invoices for April 2016*
- e) Acknowledgment of receipt of statistical reports for April 2016*
- f) Acknowledgment of receipt of treasurer's reports for April 2016*

MSC Grady/Diebolt-Brown to approve the consent agenda in total

Ayes: Diebolt-Brown, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

4. Hearing of Citizen Comments

- a) No comments made

5. Old Business

- a) Library Building Expansion Project ~ Update
 1. Discussed the reaction from community about the nostalgic nature of some of the property involved.
 2. Read a brief email from the developer Troy Hoekstra regarding progress
- b) Council and Community Communications ~ Discussion
 1. No discussion
- c) Planning next "Books on Tap" event ~ Discussion
 1. Brief discussion ensued



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, May 16, 2016, 6:30 pm

6. New Business

- a) Remote services at community events ~ Discussion
 1. Discussion about offering library services, including library card sign-up, at various community events, such as the City Market.
 2. June 7th and 14th, coordinating with the children's activities at the City Market
 3. Suggestion to order balloons, etc, for promotions
 4. Need to seek out other community opportunities
- b) Spanish language storyteller ~ Discussion
 1. Jim Winship had conversation with a local storyteller, with possibilities for holding an event in conjunction with the school.
- c) Review and reapproval of the Display Case policy ~ Action

MSC Winship/Helmick to reapprove the Display Case policy as written
Ayes: Diebolt-Brown, Grady, Hartwick, Helmick, Pepler, Winship
Nays: None

- d) Review of *Trustees Essentials* Chapter 18 ~ Discussion
 1. Topic: Library Board Composition
 2. Discussed the need for diversity
 3. Discussed the requirements of city and school representation

7. Staff & Board Reports

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

8. Board member requests for future agenda items

- a) No requests made

9. Confirmation of next meeting on June 20, 2016, 6:30 pm

10. Adjournment at 7:20 pm



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, May 16, 2016, 6:30 pm

Director's Report -- May 16, 2016

I. ADMINISTRATION

- a. Six work orders were placed and completed in March.
- b. Our VPN tunnel is up and working. I now have full access to statistical reports.

II. BUDGET

- a. We began discussions of the Bridges Library System budget for 2017 and what each library's costs would look like. Some adjustments were made to the spreadsheets based on library director input and we should see those updated numbers at the next meeting in June.

III. PERSONNEL

- a. We completed our annual fire and tornado drills.

IV. LIBRARY COLLECTION

- a. We have received and processed the Battle of the Books titles for this summer.
- b. Cori Willkomm has completed her cataloging training and will begin working on children's picture books, adult fiction and large print.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Whitewater Leads held their first annual meeting at the library on Wednesday, May 11.
- b. Community members approached the library about hosting a reading of the autobiographical picture book, *I Am Jazz*, about Jazz Jennings's experience as a child identifying as transgender. The event will be on Monday, May 23 at 6:00 p.m. and is supported by LGBT of Walworth County and the Family Equality Council.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended a meeting of the Jefferson County Library Council Finance Committee on May 3. It was determined that we would wait one year for baseline data from CAFÉ and Bridges before looking at overhauling our formula for determining county non-resident usage reimbursement.
- b. I attended a meeting of the City's Salary and Compensation Committee on May 4. We worked on developing a plan to migrate to a Paid Time Off (PTO) leave system to replace the current vacation/sick/bereavement system.
- c. I attended an Alliance of Public Libraries meeting at Fort Atkinson on May 6. We discussed the 2017 budget for the system as mentioned earlier in this report.

VIII. PROFESSIONAL DEVELOPMENT

- a. Deana, Diane, and I attended Book Expo America in Chicago on May 11-13. We will give a report at the meeting on the 16th.



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, May 16, 2016, 6:30 pm**

Adult Services Report – May 16, 2016

12 people attended the Frank Lloyd Wright on Delavan Lake program presented by Frank Landi on April 5th. This was the second time we had Frank Landi present at the library.

4 people attended the Maker Monday class on April 18th. Those in attendance learned how to use the AccuQuilt Go machine to cut precise shapes for quilting and appliqué.

Chrissy Wen, Walworth County UW-Extension Horticulture Educator presented Vegetable Gardening for Backyard Beginners on April 19th. We had 15 people attend the program.

There were 5 people in attendance for A Midsummer Night's Dream: Pick a Role, Any Role on the evening of April 19th. The program was hosted by artistic director and co-founder of Titan Theatre Company in new York, Lenny Banovez. Lenny, a native of Wisconsin, was a very engaging speaker.

Author Genevieve Davis discussed her book Fanni's Viennese Kitchen on April 26th. After the discussion she demonstrated how to decorate the strawberry cake featured in her book; a recipe passed down from her grandmother Fanni. There were only 2 of us in attendance and we were able to sample the cake, which was very delicious.

Our second Board Gaming for Big People event was held on Saturday, April 30th. Three people attended and had a chance to play a variety of board games and enjoy some snacks. I will offer this program again in the fall and winter months.

I proctored three online Math exams for UW Whitewater students during the month of April.

I am partnering with Deb Weberpal, from Seniors in the Park, with the Sip & Swipe Café, which gives older adults the chance to sip a free beverage while learning tablet technology in a friendly environment. Seniors in the Park were awarded a grant through Bader Philanthropies to provide this service to the seniors in our community. Bader Philanthropies has provided us with the tablets and the necessary software to provide this service. I am responsible for recruiting volunteer coaches for the library. Currently I have one coach and two learners lined up. My coach will be participating in a training session on May 11th. Once she has completed this training she will be ready to provide tablet literacy to seniors, here at the library.



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, May 16, 2016, 6:30 pm

Youth Educational Services Report – May 16, 2016

Creative Kids

Our AmeriCorps volunteers are now offering an afternoon drop-in craft program once per week for children under the age of 5. Attendance has been slow to start, but as I have had several requests for afternoon programs for that age group, I am hopeful that attendance will increase.

Teen Think Tank

I attended a Teen Think Tank meeting at the Delafield Public Library on Friday, April 22nd. Several youth services/teen librarians discussed programming ideas and asked questions about structuring teen advisory board meetings, attracting teens to programs, etc.

Early Literacy Classes

Attendance has remained steady for both Tuesday and Thursday classes. Over the last several weeks I have seen lots of new faces in the Tuesday class. Our spring session is officially over and summer classes will begin in June.