



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

1. Call to Order by President Hartwick at 6:31pm

Present:, Brienne Diebolt-Brown, Chris Grady, Anne Hartwick, Richard Helmick, Cory Peppler, Jim Winship, Teresa Golembiewski (Alternate)

Absent: Julie Caldwell

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeier

MSC Hartwick/Winship to amend the agenda to move 5(a) new business to before the consent agenda.

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

Nays: None

a) Request by Whitewater City Market to use the Community Room for a winter marketplace ~ Approval

1. Presentation by Courtney Nelson and Lisa Dawsey Smith on the market and its operations. Currently holding it at the Cravath Community Center.
2. Looking for new location for market during the winter months. Specifically looking at every other week from late-December or early-January to April. Proposing Saturdays mornings.
3. The thinking is that the library would be a more centrally-located place.
4. Questions were asked about alternative locations, other conflicts with planned library activities on Saturday, and issues with selling goods out of the library.
5. Library policy was cited concerning the use of the community space for non-profit groups only. The Market is a not-for-profit group.

MSC Winship/Grady to approve the request from Whitewater City Market use the library community room for the time frame discussed.

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

Nays: Golembiewski

Abstain: Helmick

2. Consent Agenda

- a) Approval of minutes of the August 28, 2017 special meeting and the October 16, 2017 regular meeting\*
- b) Acknowledgement of receipt of city financial reports for October 2017\*

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



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- c) Acknowledgment of receipt of financial report of special revenue fund receipts for October 2017\*
- d) Approval of payment of invoices for October 2017\*
- e) Acknowledgment of receipt of statistical report for October 2017\*
- f) Acknowledgment of receipt of treasurer's reports for October 2017\*

MSC Helmick/Grady to approve the consent agenda as presented  
Ayes: Diebolt-Brown, Grady, Hartwick, Helmick, Peppler, Winship,  
Golembiewski  
Nays: None

3. Hearing of Citizen Comments

- a) No comments made

4. Old Business

- a) Library Building Expansion Project
  - 1. Some review of the document was discussed
  - 2. Approval of space needs assessment document from Library Planning Associates

MSC Helmick/Peppler to approve the space needs assessment document as presented  
Ayes: Diebolt-Brown, Grady, Hartwick, Helmick, Peppler, Winship,  
Golembiewski  
Nays: None

3. Ad hoc Marketing Committee

- 1. Committee needs to be formed and a charter created, especially in relation to the task of "making the case" from the perspective of the Council. Discussion ensued about what the Council would need to see from the Board.
- 2. Purpose of the committee would be to prepare for a potential referendum.
- 3. Need to assemble a committee. Committee charged with establishing a charter, meeting with the city manager, and reporting back to the Board at the December meeting.
- 4. Winship, Hartwick, and Diebolt-Brown volunteered.

b) Council and Community Communications ~ Discussion

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1. Lunsford will present the needs assessments to the Council on Dec 5.

5. New Business

a) Request by Whitewater City Market to use the Community Room for a winter marketplace. [Moved up in the agenda]

b) Review of Annual Goals and Objectives ~ Discussion

1. Board members reviewed the progress toward annual goals.
2. Professional library staff provided explanation.
3. Specifics given about Home Delivery service, which improves collection and helps people who are home-bound (inc. Fairhaven & Mulberry Glen.) Not limited to senior centers. Delivery can be made to individual homes.

c) Renewal of bibliotheca service contract for security gates ~ Action

1. Lunsford explained that current gates were not worth paying for service. They are quite outdated. Suggested that funds be put towards new gates in the future.

MSC Winship/Gol to not approve the renew bibliotheca service contract

Ayes: Diebolt-Brown, Grady, Hartwick, Helmick, Pepler, Winship,  
Golembiewski

Nays: None

d) Closed Holidays for 2018 ~ Approval

1. Slight changes noted to start and closed times and dates

MSC Diebolt-Brown/Helmick to approve the proposed closed holiday  
dates for 2018

Ayes: Diebolt-Brown, Grady, Hartwick, Helmick, Pepler, Winship,  
Golembiewski

Nays: None

e) Approval of 2018 Bridges Library System Membership and CAFÉ Agreement ~  
Action

1. No changes or discussion

MSC Winship/Grady to approve the 2018 Bridges Library System membership

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and CAFÉ agreement

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

Nays: None

- f) Approval of Jefferson County Contract for Library Services ~ Approval  
1. No discussion

MSC Diebolt/Winship to approve the Jefferson County Contract for Library  
Services

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

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) Special Report-Wisconsin Library Association Annual Conference
- f) Board member reports
  1. Hartwick briefly discussed the process of the process and timeline for the Library Director evaluation.
  2. Evaluations (all) due back by Nov 30.
  3. Board meeting in Dec will include a closed session to discuss evaluations
  4. Winship shared details about the Whitewater Leads project to implement Dolly Parton's Imagination Library for kids until their 5<sup>th</sup> birthday.
  5. Golembiewski suggested an additional way of labeling non-fiction shelves.

7. Board member requests for future agenda items

- a) none

8. Confirmation of next meeting on December 18, 2017, 6:30 pm

9. Adjournment at 7:54pm

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Respectfully submitted,  
Cory Pepler  
Board Secretary/School District Representative

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