



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, September 17, 2018, 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 Call to Order by President Hartwick at 6:31
Present: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate)
Absent: Jim Winship
Staff: Stacey Lunsford, Diane Jaroch, Claire Kinder-Tidwell
2. Consent Agenda
 - a) Approval of minutes of the August 20, 2018 regular meeting and the August 27, 2018 special meeting*
 - b) Acknowledgment of receipt of financial reports for August 2018*
 - c) Approval of payment of invoices for August 2018*
 - d) Acknowledgment of receipt of statistical report for August 2018*
 - e) Acknowledgment of receipt of treasurer's reports for August 2018*

MSC Helmick/Singer to approve the consent agenda

Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate), Jim Winship
Nays: None

3. Hearing of Citizen Comments
 - a) No formal Library Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Library Board discusses that particular item.
4. Old Business
 - a) Library Building Expansion Project
 1. Request for Proposal ~ Dave Carlson handed out 10 of 12 folders at Southeastern Regional Housing Association conference and 1 at ribbon cutting for new hotel development
 - b) Council and Community Communications ~ Discussion, Singer asked for materials to share with council regarding previous research and reports, Lunsford has already done so

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

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



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- c) Strategic Planning ~ Update, Committee met August 30 and updated board on the initial plan
5. New Business
 - a) 2019 budget ~ Update
 - b) Review and revision of Gift Policy ~ Action
MSC Caldwell/Helmick to approve revised Donation and Discards policy with the additional approval to strike through the donor information
Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate), Jim Winship
 - a) Review and re-approval of the Internet Use policy ~ Action
MSC Singer/Pepler to approve Internet Use Policy
Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate), Jim Winship
 - b) Closing the library for a morning for staff training ~ Action
MSC Helmick/Singer to approve
Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate), Jim Winship
6. Staff & Board Reports
 - a) Director's Report (See attached) - Oct. 14, 10-2 p.m., is the date of the new food truck festival
 - b) Adult Services Report (See attached)
 - c) Youth Educational Services Report (See attached)
 - d) Programming & Makerspace Librarian Report (See attached)
 - e) Trustee Training Week Presentations – Weigel (Creating Orientation for new library board members, well-intentioned to well-informed), Hartwick (Effective boards have effective meetings, how to put together an agenda, i.e. informational vs. action items, possibly including news articles in board packets), Helmick (Encourages everyone to watch the From Advocate to Activist – Patrick Sweeney), Caldwell (Passed out stats on Wisconsin Standards by Municipal and Service populations), Singer (Crafting Your Story with Data, very visual- and infographic-based, how to visualize information and tell a story; question, visualization and context.)
7. Board member requests for future agenda items

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8. Confirmation of next meeting on October 15, 2018, 6:30 pm
9. Adjournment at 7:31 p.m.

Respectfully submitted,
Brienne Diebolt-Brown

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