



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, September 18, 2017, 6:30 pm

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

Present: Julie Caldwell (left at 7:21), Brienne Diebolt-Brown, Chris Grady, Teresa Golembiewski (first alternate board member), Anne Hartwick, Richard Helmick

Absent: Cory Pepler, Jim Winship

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

Guests: Steve Hatton, city finance director, Anders Dahlgren, Library Planning Associates

2. Report from the Finance Director on Library Fund Balance ~ Possible Action

- a) Went over balance sheet – Library Special Revenue Fund - as of August 31, 2017, Stacey will research percentage of donations from when the Investments Fund was started, based on that research, the board will have to take formal action on how to designate those funds in the future

MSC no action taken

3. Consent Agenda

- a) Approval of minutes of the August 21, 2017 regular meeting*
- b) Acknowledgement of receipt of city financial reports for July 2017*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for August 2017*
- d) Approval of payment of invoices for August 2017*
- e) Acknowledgment of receipt of statistical report for August 2017*
- f) Acknowledgment of receipt of treasurer's reports for August 2017*

MSC Helmick/Grady to approve the consent agenda in total

Ayes: Caldwell, Diebolt-Brown, Golembiewski, Grady, Hartwick, Helmick

Nays: None

4. Hearing of Citizen Comments

- a) No comments made

5. Old Business

- a) Library Building Expansion Project ~ Discussion

*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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1. Anders reviewed 60-page initial version of Space Needs Summary, allocated space to makerspace, multi-use room, and refreshments areas. Stacey addressed some of Anders' questions earlier today. Discussion ensued. Anders will attend next board meeting with revised Summary.
- b) Council and Community Communications ~ Discussion
 1. Annual resolution about county tax exemption is on Council consent agenda tomorrow
- c) 2018 Budget ~ Action
 1. Interest income and rental income under Miscellaneous Revenues (P. 20) does not go into our operating budget – considered investments, not revenue
 2. Plan to purchase fewer adult music and fewer child audio books and music, because they aren't used as much
 3. Stacey will be presenting this approved budget at first City Council meeting in October

MSC Helmick/Golembiewski to approve the 2018 budget
Ayes: Diebolt-Brown, Golembiewski, Grady, Hartwick, Helmick
Nays: None

6. New Business

- a) Review of Inappropriate Behavior Policy ~ Discussion and Possible Action
 1. Review and discussion ensued regarding the intricacies of the policy and how it can be applied effectively

MSC no action

- b) 2018 Memorandum of Agreement between Lakeshores Library System and Irvin L. Young Memorial Library ~ Action

MSC Grady/Golembiewski to approve the 2018 Memorandum of Agreement
Ayes: Diebolt-Brown, Golembiewski Grady, Hartwick, Helmick
Nays: None

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- c) Request approval for the library to be closed on Thursday, October 5 for a staff work day ~ Action
- MSC Helmick/Diebolt-Brown to approve staff work day
Ayes: Diebolt-Brown, Golembiewski Grady, Hartwick, Helmick
Nays: None
7. Staff & Board Reports
- a) Director's Report (see attached)
 - b) Adult Services Report (see attached)
 - c) Youth Educational Services Report (see attached)
 - d) Board member reports
 - 1. Wisconsin Trustee Training Week, How to Turn Your Library Board into an Effective Team
 - 1. Tabled for November meeting when we have light agenda
8. Board member requests for future agenda items
- a) none
9. Confirmation of next meeting on October 16, 2017, 6:30 pm
10. Meeting adjourned at 7:56 pm

Respectfully submitted,

Brienne Diebolt-Brown

Acting Secretary

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