



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, September 19, 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 at 6:32 by President Hartwick

Present: Brienne Diebolt-Brown, Julie Caldwell, Chris Grady, Anne Hartwick

Absent: Cory Peppler, Richard Helmick, Jim Winship

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Consent Agenda

- a) Approval of minutes of the August 15, 2016 regular meetings*
- b) Acknowledgment of receipt of financial reports for July 2016*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for August 2016*
- d) Approval of payment of invoices for August 2016*
- e) Acknowledgment of receipt of statistical reports for August 2016*
- f) Acknowledgment of receipt of treasurer's reports for August 2016*

MSC Grady/Caldwell to approve the consent agenda as presented

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

Nays: None

3. Hearing of Citizen Comments

- a) No comments made

4. Old Business

- a) Library Building Expansion Project ~ Update
 1. No action taken, noted that agenda has been updated with letter of support from city
- b) Council and Community Communications ~ Discussion
 1. Nothing to add
- c) "Books on Tap" event ~ Update
 1. Good discussion, thoughts about doing another book club in February, marketing was good, just low attendance. Maybe a bad day, it being September and back to school.
- d) 2017 Budget ~ Discussion
 1. Stacey updated salary figures from city, wage and salary discussion with city has been postponed, budget presentation schedule has also not been updated by city, capital outlay budget will be separate, nothing yet to approve
- e) Library Fund Balance ~ Discussion and Possible Action
 1. MSC Grady/Caldwell transfer \$20,000 from fund balance to separate capital account, unanimous approval

5. New Business

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- a) Dress Code Policy ~ Action
 1. MSC Grady/Caldwell – move to approve policy, unanimous approval
- b) Reapproval of the Materials Replacement Policy ~ Action
 1. Nothing to change, reapproval MSC Grady/Brown, unanimous approval
- c) Letter of support for library building project private/public partnership ~ Action
 1. MSC Approve letter from Library Board, Caldwell/Grady – Greater Wisconsin Opportunities Fund & WHEDA, unanimous
6. Staff & Board Reports
 - a) Director’s Report- attached
 - b) Adult Services Report - attached
 - c) Youth Educational Services Report – attached, hoping the Picture Book Reorganization will be done by December, ambitious but once done will start with easy readers
 - d) Board member reports
 1. Hartwick and Helmick will be going to trustee dinner
 2. Brown attended the Friday webinar of Trustee Week, comprised 45 minutes of guests discussing their qualifications and 15 minutes of wrap up questions from the week, most questions were about how lower the median age of the library board.
7. Board member requests for future agenda items
 - a) Each meeting starting in October, a topic from library trustee week, Hartwick, “Engaged Planning”; November, Caldwell, “Duties of the 21st Century Library Board”; Grady, December, “The Green to Dream, Preparing for a Capital Campaign”.
 - b) Postponing review of trustee essential handbook until February
8. Confirmation of next meeting on October 17, 2016, 6:30 pm
9. Adjournment at 7:08 pm

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DIRECTOR'S REPORT

I. ADMINISTRATION

- a. Two building work orders were placed and completed in August.
- b. Per Mar performed a test of our fire alarm.
- c. Four IT problems were solved in August.
- d. Our new phone system is up and running.

II. BUDGET

- a. Cameron and I met on September 8 to discuss the budget. This is the same one I included in this month's packet.

III. PERSONNEL

- a. Employees have been taking online webinars through CVMIC, the City's insurance provider. So far staff members have completed Back Safety and Preventing Strains and Sprains. They are currently working on Workplace Violence and Stress Management.

IV. LIBRARY COLLECTION

- a. Staff continues to work on updating the picture book collection in the children's department.

V. PUBLIC AND COMMUNITY RELATIONS

- a. I participated in the Whitewater school district's life/poverty simulation exercise that was organized by Fort Community Credit Union. I served as a volunteer, taking the part of the social services case worker, for two sessions, one in the morning for the elementary schools staff and one in the afternoon for the staff of the middle and high schools. It was well-received and served to illustrate the types of constraints that people who live on or below the poverty line work under and how it may affect their children when they are at school.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended a meeting of the city compensation committee on September 1.
- b. I attended an Alliance of Public Libraries meeting on September 16.

VIII. PROFESSIONAL DEVELOPMENT

- a. I've completed webinars in Anti-harassment for Employees, The Power of Respectful Language, and Dealing with Difficult Customer Situations.

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ASSISTANT DIRECTOR'S REPORT

We had fifteen people participate in the Maker Monday workshop on August 15th. Students made coasters using ceramic tiles, patterned paper, and Mod Podge. The project may have been fairly simple, but the end results were very impressive. I enjoyed observing the creativity that each person brought to their project. I had many new faces at this session of Maker Monday which was very encouraging. Photos from this event are on the library's Facebook page.

I am taking Discover Digital Photography, a Gale Course through Bridges Library System, to help me learn how to take quality photos for the library's Facebook page and other promotional items. The course began on August 17th and ends on October 7th.

I attended CPR and First Aid training at City Hall on August 18th.

I participated in the Circulation Services Meeting on August 24th.

We had eight people attend the Salsa Sensation program on August 27th. Two of those in attendance demonstrated how to make salsa and they did an excellent job. Those observing the demonstration commented that they learned new tricks and techniques for making their own salsa at home. One of the end products was a watermelon salsa that was very delicious.

YOUTH EDUCATIONAL SERVICES LIBRARIAN REPORT

Ghostbusters Program

We had one child attend the Ghostbusters program with his parent. We read a scary story and he made a magnetic marble maze.

Picture Book Reorganization

We have decided to move our picture book collection to a subject-based organization. In order to prepare for this project, I watched webinars, read blog posts, and spoke with several librarians both inside and outside of our library system who have undertaken this project. I then decided on twelve different categories and matched each category with a colored sticker. I'm going through each item in the collection, determining a category, and placing the appropriate stickers on the books. I am currently halfway through the "Ds" and I am hoping to complete this project by the end of the year. The categories are as follows:

Concepts
Things That Go
Folk & Fairy Tales
Songs & Rhymes
Characters
Favorites
Celebrations
People & Places
Growing Up
Animals
Nature
Stories

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