



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, September 21, 2015, 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 Chairperson Hartwick at 6:30 pm
Present: Brienne Diebolt-Brown, Julie Caldwell, Chris Grady, Anne Hartwick, Richard Helmick, Cory Peppler, Jim Winship
Absent: None
Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Monthly Reports

- a) Approval of minutes of the August 17, 2015 regular meeting

MSC Hartwick/Helmick to approve minutes for the August 17, 2015 regular Meeting, as corrected.

Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

1. Jim Winship's name was inadvertently left off the list of Aye votes throughout minutes. This has been corrected.

- b) Acknowledgment of receipt of financial reports for July 2015

MSC Hartwick/Caldwell to acknowledge receipt of financial reports for July 2015

Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

- c) Acknowledgment of receipt of financial report of special revenue fund receipts for August 2015

MSC Hartwick/Helmick to acknowledge receipt of financial reports of special revenue for August 2015

Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

1. Question about the amounts of fees, both received and budgeted.

- d) Approval of payment of invoices for August 2015

MSC Hartwick/Helmick to approve payment of invoices August 2015

Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

1. Question about the equipment purchased from DigiCorp

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e) Acknowledgment of receipt of statistical reports for August 2015

MSC Hartwick/Brown to acknowledge receipt of statistical reports for August

2015

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

Nays: None

f) Acknowledgment of receipt of treasurer's reports for August 2015

MSC Hartwick/Winship to acknowledge receipt of treasurer's reports for August

2015

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

Nays: None

1. Invoice for Wisconsin Historical Society was paid, just not reflected in report.

3. Hearing of Citizen Comments

- a) No citizen comments made.

4. Old Business

- a) Council and Community Communications ~ Discussion

1. Discussed candidates for the alternate library board member position.
2. Interested individuals will be required to apply through the City Council.

5. New Business

- a) 2016 Budget with Goals and Objectives

1. Lunsford referenced an email to Doug Saubert expressing concern over 2016 preliminary budget numbers not being available to present to Library Board for approval.
2. Helmick acknowledged Lunsford's hard work on staying on top of such financial issues.
3. Discussion of how to communicate the progress and process of the expansion project.
4. Questions about fundraising and the timing of those efforts, in relation to the presentation to the Council.
5. Discussed the phrasing of the goals for 2016, including target numbers of patron registrations and how the coming data migration may affect those goals.

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- a) 2016 Budget with Goals and Objectives (cont.)
6. Discussed possibility of reaching out to certain underserved populations to increase patron registration. Suggestion to look into how other communities handle this outreach and addressing concerns of such populations
 7. Final suggestions for 2016 Goals and Objectives
 - a. Basic design of the library addition will be finalized.
 - b. Develop fundraising plan for the library addition project.
 - c. Increase community outreach activities by 50% over 2015.
 - d. Explore avenues to engage underserved populations in library usage and activities.

- b) Approval of quote from Embury, Ltd ~ Action
1. Discussed differences in quotes on upcoming furniture purchases, adding an optional moisture barrier.

MSC Winship/Helmick to approve the purchase of library furniture from Embury, per provided quote.

Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

- c) Revitalizing the Friends of the Library webinar ~ Discussion
1. Hartwick attended all of the webinars, and reported to the Board on those items specific to Trustees and Friends of the Library and their roles and responsibilities.
 2. Discussion of the role of the Board in revitalizing the Friends of the Library group.
 3. The nature of those volunteers who are Friends of the Library has changed over the years. The demographics have changed, and they generally need very specific instruction and projects to complete (i.e. book sales, summer reading programs, etc.)
 4. Hartwick will speak to Jim Leaver about the needs of the Friends group.

- d) National Friends of the Library Recognition Week, October 18-24 ~ Discussion
1. Need to plan some means of highlighting our Friends, including a press release, a proclamation, etc.
 2. Board directed Chris Grady to speak to Cameron Clapper to ask that a proclamation be made at the City Council meeting on October 20, 2015.
 3. Board directed Hartwick to draft a letter to the editor recognizing our Friends group. Letter will be sent to the Whitewater Register and the Jefferson Daily Union.

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e) Revision of Circulation Policy ~ Action

1. Current circulation policy was reviewed and changes in fine structure was outlined.

MSC Helmick/Brown to approve the revision to the circulation policy
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

f) Review of *Trustees Essentials* Chapter 13 ~ Discussion

1. Discussed the importance of advocacy to the success of library programs.
2. Suggestion to ensure that annual goals reflect the role of trustees in advocating for the library and its programs
3. Suggestions of using the newsletter as a means of advocacy, and who should receive the newsletter. Different voices should be reflected (i.e. youth advisory board.)
4. Discussed potential changes to the format of the newsletter.
5. Jim Winship will lead the discussion on *Chapter 14, The Library Board and the Open Meetings Law* at the October Board meeting.

6. Staff & Board Reports

a) Director's Report

I. ADMINISTRATION

- a. Seven work requests were entered in August:
 - i. A handle on the cabinet in the staff restroom needed repair.
 - ii. I requested some sort of separator for the table that sits next to the cow painting in the periodicals area as patrons were continually shoving the table into the painting.
 - iii. The HVAC system needed adjusting.
 - iv. The toilet in the handicapped stall in the women's restroom needed repair.
 - v. I asked to have chairs set up in the Community Room for a City presentation on August 27.
 - vi. New batteries were put in all the clocks.
 - vii. We scheduled the fall carpet cleaning
- b. I was contacted by a landlord who owns the property next to 409 W Center St. A tree on that property is overhanging his roof. He had contacted Chuck Nass about trimming the tree but had

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received no reply. I contacted Chuck on three separate occasions but the branch had not been trimmed as of Monday, September 14. I asked the property owner to contact Assistant City Manager Chris McDonell who oversees the Department of Public Works to see if he could get someone scheduled to trim the branch.

- II. BUDGET
 - a. None.
- III. PERSONNEL
 - a. All regular part-time staff members have completed a digital literacy certification test. Seven passed and four required additional coursework which they will complete before the end of the year.
- IV. LIBRARY COLLECTION
 - a. The weeding projects are completed for the year.
 - b. I completed the mapping of the database on August 31 for the migration to Polaris in December.
- V. PUBLIC AND COMMUNITY RELATIONS
 - a. One group was unable to use the Community Room due to scheduling conflicts.
- VI. LIBRARY BOARD RELATIONS
 - a. None.
- VII. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS
 - a. I attended the CAFÉ Circulation Committee meeting with Diane at the Eagle Public Library on Wednesday, August 26.
 - b. I attended a Department Head meeting on the results of the Wage and Classification Study on Tuesday, September 1 and then attended the Common Council meeting that evening where it was discussed briefly in open session. I am on the committee for implementation of the study's recommendations which will complete its work by March 31, 2016.
 - c. I attended the Whitewater Leads Board of Directors meeting on Tuesday, September 8. I was elected secretary. I asked for assistance with meeting the grant requirement of \$5000 for the AmeriCorps Play & Read early literacy project and was invited to speak to the Greater Whitewater Committee on Thursday, September 10, which I did. As of Monday, members of the GWC had committed to \$3,950.

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- d. Deana and I attended and all-day training in DeForest on Wednesday, September 9 for the AmeriCorps Play & Read Project. We met our three members: Jessica Nunn, who will be working 40 hours per week, and Julie Clements and Nicole Wysocki who will be working 20 hours per week each. They came in on Monday, September 14 and took flyers around the community to let people know about the program and how to enroll their child.
- e. I attended the Mid-Wisconsin Federated Library System Directors Council meeting on Thursday, September 10. They are contracting with Winnefox Library System to do their payroll and bookkeeping. It will cost between \$3,000 and \$4,000 per year. There have been problems with shadowing the Dodge and Washington County libraries' materials in the catalog from Jefferson County library users and vice versa. Patrons try to place a hold and simply receive a message that the hold can't be placed by not why so we are fielding questions on that issue.
- f. I attended the Alliance of Public Libraries meeting of the Waukesha County Federated Library System, now renamed the Bridges Library System on Friday, September 11. There was discussion on the system logo and tagline, on the system's 2016 budget, which had a few minor revisions, and on the system's strategic plan.

VIII. PROFESSIONAL DEVELOPMENT

- a. I attended the Southeast Wisconsin Directors Retreat in Waukesha on Friday, August 7. We had four sessions on the following:
 - i. Employment law from an attorney in that specialty.
 - ii. The Research Institute for Public Libraries conference in Colorado report from a Wisconsin attendee.
 - iii. Research project opportunities with the UW-Milwaukee School of Information Science.
 - iv. Communication styles workshop from UW-Extension.

b) Adult Services Report

- 1. There were eight people in attendance for the August 20th Seed Exchange Library program, hosted by DNR Forester, Michael Sieger. The topic was Invasive Vegetation Management in Our Wisconsin Forests.

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Michael brought some valuable handouts and gave a very informative talk.

2. Maker Monday met on August 17th with 15 in attendance. This month we altered an Altoids tin. We had a wide range of ages at this class, and everyone seemed to enjoy using their creativity to create a unique piece of art. The class ended up lasting longer than usual, as everyone was so absorbed in creating a very detailed piece of work.

c) Youth Educational Services Report

1. **Children's Center:** On Thursday, August 20th my summer intern and I attended an open house at the Children's Center on campus. We passed out information regarding the library and the programs we offer for young children. We also had materials available for children to make bookmarks.
2. **End of Summer Celebration:** On Friday, August 21st I attended a summer reading program workshop in Menomonee Falls. Libraries from both Jefferson and Waukesha counties discussed how they ran their respective programs and what worked and what did not. We also discussed potential performers for next year.
3. **Play & Read Training:** On Wednesday, September 9th, Stacey and I attended training for the Play & Read program that will be at our library for the next year. We had the opportunity to meet with the AmeriCorps members who will be stationed at our library and to learn more about the work that said members will be performing for us.
4. **Early Literacy Classes:** There have been two notable changes to our early literacy class schedule for the fall session: The first is that we longer offer a class on Wednesdays. The second is that we are now starting at 9:30 a.m. These changes have garnered positive results. We had large numbers attend our first week of classes and many parents spoke positively of the change in time.
5. **Create Lab:** Our first session of Create Lab was a success! We had eight participants who made Art Bots. We had very few technical glitches and both the children and the parents enjoyed the project. One mom was very excited to take the Art Bot home to experiment with it!
6. **Reading with Rover:** We had three therapy dogs and six participants for our first Reading with Rover session. We were able to reach a few struggling readers and several of the participants signed up for the next session.
7. **Tails with Library Linus:** Our only attendees this month were our Board President and her husband! We may have been competing with too many other community events. If this program continues to have low attendance, it will undergo a reboot.

d) Board member reports

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7. Board member requests for future agenda items
 - a) Further discussion on communication and collaboration between Board and Friends group
 - b) Discuss the webinar series for continuing education for library trustees
 - c) Discuss further outreach ideas and events for the future
8. Confirmation of next meeting on October 19, 2015, 6:30 pm
9. Adjourn to closed session, NOT TO RECONVENE, pursuant to Wisconsin Statutes 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
 - a) Item to be discussed: Library building expansion project investors

MSC Winship/Brown to adjourn into closed session. Roll call vote:

Diebolt-Brown, aye

Caldwell, aye

Grady, aye

Hartwick, aye

Helmick, aye

Peppler, aye

Winship, aye

Meeting was CLOSED to the public at 7:45 pm

Director Lunsford remained in session with Board permission.

Meeting was adjourned at 8:44pm

Respectfully submitted,

Cory Peppler, Board Secretary