



**Irvin L. Young Memorial Library**  
**431 W Center St**  
**Whitewater WI 53190**  
**Board of Trustees Regular Meeting**  
**Community Room**  
**Monday, July 21, 2014, 6:30 pm**

**Present:** Anne Hartwick, Julie Caldwell, Richard Helmick, Sally Watson, Danielle Hudson, Jim Winship **Absent:** Sharon Knight

**Administrative Staff Present:** Stacey Lunsford, Diane Jaroch, Cathy Bloom

1. President Anne Hartwick called the meeting to order at 6:30.
2. ELECTION OF OFFICERS Nomination for President, Anne Hartwick. call for vote MSC (Helmick/Winship) Hartwick, Caldwell, Watson, Hudson. Noes: None. Closed by acclamation. Nomination for Vice President, Julie Caldwell, Treasurer, Sharon Knight and protem secretary, until September. MSC (Winship/Caldwell) Hartwick, Helmick, Watson, Hudson. Noes: None
3. CONSENT AGENDA Consent agenda approved MSC (Helmick, Hudson) Hartwick, Caldwell, Watson, Winship Noes: None
4. Acknowledgment of receipt of statistical reports for June 2014. MSC (Winship/Helmick) Hartwick, Caldwell, Watson, Hudson. Noes: None
5. Acknowledgment of receipt of treasurer's reports for June 2014 MSC (Helmick/Winship) Hartwick, Caldwell, Watson, Hudson. Noes: None
6. HEARING OF CITIZEN COMMENTS None
7. OLD BUSINESS
  - a) Library Building Expansion Project ~ Move to approve contract not to exceed lump sum of \$15,000. MSC Roll call vote. (Helmick/Calwell) Helmick, Knight, Watson, Hudson, Winship Noes: None
  - b) Council and Community Communications ~ None
  - c) Library Endowment Fund Board ~ Jim Winship and Julie Caldwell will represent the board along with Marty Harisson as a community representative. We are looking for an additional member.
8. NEW BUSINESS
  - a) Chapter Two of *Trustees Essentials* ~ Discussion
  - b) Closed holidays and special closings for 2015 ~ Motion made to approve holiday closure schedule. MSC (Winship/ Hudson) Hartwick, Caldwell, Helmick, Watson. Noes: None
  - c) Approval of quote from Midwest Tree & Excavating for boring and providing 860' conduit to be laid between City Hall and Irvin L. Young Memorial Library for fiber optic cable ~ Action Motion made to approve contract with Midwest Tree & Excavating. Role call MSC (Winship/ Helmick) Hartwick, Caldwell, Helmick, Knight, Watson, Hudson, Winship Noes: None
  - d) Kraege Indexing Project Report ~ Informational
9. COMMITTEE REPORT None

## DIRECTOR'S REPORT as presented by Stacey Lunsford

### SUGGESTION BOX: None

- a) I completed my seventh and final Certified Public Library Administrator course on marketing at the end of June. Over the past 2 1/2 years, I have taken courses in organization and personnel management, planning and management of buildings, management of technology, budget and finance, fundraising and grantsmanship, and politics and networking. Most of the courses have been offered through the Graduate School of Library and Information Science at the University of Illinois at Urbana-Champaign and the CPLA program is offered through the American Library Association-Allied Professional Association.
- b) As part of the Edge Assessment that we participated in, I have asked Tim Nobling, the City's Chief Information Officer, to install GIMP digital photo-editing software, Skype, and Audacity digital audio editor and recording software on all the new laptops that will be deployed in place of the current desktop computers. The new computers will also be set up to do \tiresless printing. This will allow greater flexibility in how our space is used. The free software listed above will help us meet three of the benchmarks we missed on the original assessment.
- c) As part of the transition to the new consortium, TRIO, the catalog will no longer show Lakeshores Library System library materials in the SHARE catalog as of July 21 and no holds may be placed on them as of July 22.

### ADULT SERVICES REPORT as presented by Diane Jaroch

- a) 45 adults have signed up for the Literary Elements reading program. We have had many new participants this year which is encouraging to see.
- b) There were 8 people in attendance for the June 21st program Band of the Sixties. Beatles scholar Aaron Krerowicz was an excellent presenter. His 90-minute presentation spanned the full 1960's beginning with the full 1960's beginning 3with the band's seminal visits to Hamburg and concluded with Abbey Road.
- c) We had 20 people attend the Maker Monday program on June 23<sup>rd</sup>. There was a nice mix of young adults and adults for this event. Participants created a container using two water bottles and a zipper. I also had other projects available for the group to create with, and our new 3Doodler was a big hit.
- d) If we had more space it would really be nice to offer a maker event for adults to attend while their children attended the weekly Tuesdays at Two during the summer. I have seen many parents sitting around the library this summer waiting for their children and all I can think is "they could be crating with their hands while they waited."
- e) There were only 2 people in attendance for the new Scenic Cinema Lunch event. I did not think to advertise it at the Senior Center or local assisted living facilities, but will do so for future lunch events.

### YOUTH SERVICES REPORT

- a) June was a very busy month for the children's department. Sherry and r made summer reading brochures for the elementary schools as well as for the library. We planned and implemented all the activities for the month. Diane and I did the large display case featuring the summer reading program.
- b) Fizz, Boom, Read is the theme for preschoolers through those entering 4th grade this coming fall.
- c) Approximately 95 preschoolers (for all children entering kindergarten or younger) have signed up for the reading program.

- d) Approximately 125 elementary students (all children who are entering 1st through 4th grade this coming fall) signed up for the reading program.
- e) Other 2014 Summer Reading Program Activities for those entering 4th grade or lower this coming fall:
- f) The 2014 Summer Reading Program started off with the kickoff event on Friday, June 13 featuring The Figure Heads, a rap band from Milwaukee. 83 people attended and everyone seemed to have a good time -listening and dancing to the music. I was very impressed with this band because they did an outstanding job promoting strong self-esteem as well as a love for reading.
- g) Storytime: As usual, there were three storytime sessions per week and weekly storytimes began on Tuesday, June 17th. The number for children attending for the weeks of June 1th and June 24th was 165.
- h) Tuesdays @ 2:00-This is a weekly program offered for children, kindergarten through those entering 4th grade this coming fall. It lasts for about an hour. Each week, we feature science experiments, crafts, activities and theme-related snacks. The community room was packed and attendance for June 17th and June 24th was 154.
- i) Performers:
- j) Geoff Akins, The Bubble Man, performed at our library on Wednesday, June 18th and the kids were totally amazed. Attendance was 185. Very crowded!
- k) On Wednesday, June 25th, Tom Pease was at our library, and he was another crowd pleaser. Attendance was 118.
- l) On Friday, June 27, we showed the movie "The Lego Movie". Popcorn was served and 20 attended.
- m) Spark a Reaction @Your Library is the theme for those entering 5th grade or higher this coming fall.
- n) Approximately 87 Young Adults (those entering 5th grade or higher this coming fall) signed up for the reading program.
- o) Other 2014 Young Adult Summer Reading Program Activities Include:
- p) On Thursday, June 19th, young adult author Angie Stanton came to the library. She gave brief book talks about her teen books and how she started her writing careers. She also answered various questions from those who attended. 10 attended the program. Angie later sent me an email that one of the girls was reading her book and just wanted to send her a message to let her know how much she was enjoying the book.
- q) On June 23rd, we held our first Battle of the Books meeting and 12 young adults attended.
- r) On Wednesday, June 25th, we had a "How To Survive A Zombie Attack." I made a corpse cake which the kids decorated and then they watched a scary movie. I tried not to watch! 20 young adults and one dad came to the program.
- s) Young Adult volunteers: Thankfully, we have a nice group of young adults who weekly volunteer for the different programs. Every year, I say that we have the best young adults helping us out and this year is no exception. We have a wonderful group of young adults who volunteer on a regular basis. The younger children really enjoy having these older kids helping them out.
- t) This year, we have had about 14-18 teens who come each week and volunteer at the Tuesdays @ 2:00. We also have 2 teens who come each week and count how many people attend the performances. Each week we have about 8 teens who come to storytime and read and help out. For the month of June, we had approximately 48 young adults who volunteered

for these various programs. We also have a few teens who help out at the children's desk.

u) We offer many different activities for the children of Whitewater. These programs are successful due to the Staff (they always promote the various programs) and also to Sherry Pantel and Anna O'Connor who do a tremendous job with all the tasks that are needed to run these programs.

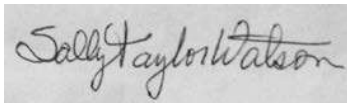
13. Board member reports: None

14. Board member requests for future agenda items. Steps to promote the Friends of the Library group. Board discussion of future appreciation days for Library Support Members.

15. Confirmation of next meeting on August 18, 2014, 6:30 pm.

16. Adjournment at 7:45 pm.

Minutes submitted by Sally Taylor Watson, Board of Trustees Secretary.

A rectangular box containing a handwritten signature in cursive script that reads "Sally Taylor Watson".