



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

**Present:** Julie Caldwell, Richard Helmick, Sally Watson, Danielle Hudson, Jim Winship

**Absent:** Sharon Knight, Anne Hartwick

**Aministrative Staff Present:** Stacey Lunsford, Diane Jaroch

1. Vice President Julie Calwell called the meeting to order at 6:31 p.m.

**OLD BUSINESS**

c) SHARE Consortium ~ Discussion. Director, Sue Cantrell explained issues with the SirsiDynix system and separating from the Lakeshores consortium. The process will void the current 5 year contract to renegotiate a new one. Market value accommodations will be made for technology reallocation. Data services will be supported by new cloud server hosting technology. The time-line and logistics are evolving to facilitate these changes.

2. CONSENT AGENDA The consent agenda was approved as presented. MSC

(Helmick/Winship) Caldwell, Watson, Hudson. Noes: None

3. Acknowledgment of receipt of circulation, service, Mango, and Boopsie statistics reports for March 2014. MSC (Hudson/Helmick) Caldwell, Watson, Winship. Noes: None

4. Acknowledgment of receipt of treasurer's report for March 2014. Postponed until next meeting.

5. HEARING OF CITIZEN COMMENTS ~ None.

**6. OLD BUSINESS**

a) Library Building Expansion Project ~ There will be a special council meeting on April 29<sup>th</sup> for the architect to present the project to the council. A one page summary handout and web materials will be made available for patrons.

b) Council and Community Communications ~ None

**7. NEW BUSINESS**

a) Kraege memorial tree and plaque ~ A motion was made to approve the donation as presented. MSC (Winship/Hudson) Caldwell, Helmick, Watson. Noes: None

b) Kraege notebooks ~ Board members toured the new collection which is now available for patron use.

c) PLA Conference ~ Report Stacey gathered information on recycling materials during construction and other green library information. Staff competencies for new technologies for library personnel are necessary for the strategic plan and policies growth plan. Explore the possibilities of adding "ready animation" application for the maker space. Building libraries through education and replacing outdated terminology for library functions to increase support.

c) Review and approval of revised Patron Privacy & Confidentiality policy ~ A motion was made to approve the revised Patron Privacy and Confidentiality policy. MSC (Winship/Helmick) Caldwell, Watson, Hudson. Noes: None

e) Approval to close for ½ a day on Friday, May 2 for staff training ~ MSC (Helmick/Hudson) Caldwell, Watson, Winship. Noes: None

f) Sales Tax ~ Postponed until May.

g) Chapter One of *Trustees Essentials* ~ Postponed until May.

8. DIRECTOR'S REPORT as presented by Stacey Lunsford

- a) We have finally ordered the security cameras and recorder that was approved for last year's budget. There was some delay when the company that is currently providing this type of equipment to the city did not provide a quote as early as I would have liked and then the price tag was too high. As it is, we will acquire five cameras and a recorder for \$6,745, just under the \$7000 we budgeted.
- b) Through the grapevine, I heard that Jan Bilgen had about 20 students in need of a project for Make a Difference Day so I offered them the opportunity to clean up the library grounds and landscaping. Make a Difference Day is Saturday, April 26. We could use some extra rakes.
- c) The City installed a water bottle refilling station at our bubbler location. It tracks how many plastic bottles we have saved by refilling reusable water bottles.
- d) We opened the Maker Space on Friday, April 11. It will be open Monday Thursday, 2:30 - 5:30 pm to start. We will most likely expand the hours as we get people familiar and comfortable with the equipment and they can work without assistance.
- e) Diane and I met with the other four libraries that applied for a LSTA (Library Services and Technology Act) grant and received \$20,000 for a mobile makerspace lab. The other libraries are Hustisford, Palmyra, East Troy, and Lomira. We decided to purchase the tools, equipment, books, and consumables from the grant list in modules so that during the first year, we will be offering programs to demonstrate the lab with the intention of making it a full-fledged mobile maker lab during the second year. We will be having training on the equipment with Shannon Barniskis, formerly the director of the Lomira public library, and a doctoral student at UW-Milwaukee. To learn more about Shannon's extensive experience and research with makerspaces, you can visit her website at [www.shannonbarniskis.com](http://www.shannonbarniskis.com).
- f) As we look forward to starting our Seed Library, I have been in contact with Brienne Brown of the Whitewater Makerspace about partnering for a program on building your own seed separator and with Danielle about a joint program with the Whitewater Community Garden, and with W3 to do a program on health and wellness as it relates to growing your own food. I have not heard from W3 but we will definitely be partnering with Whitewater Makerspace and Whitewater Community Garden for some of our programs. We have determined that the tallest and nicest-looking card catalog in the basement will fit in the space at the end of the DVD shelving, where the book display unit currently sits. We will be utilizing the former printer table next to the public Internet computers for displays once we remove the book display unit and replace it with the card (seed) catalog.
- g) I have been attending the meetings of the Project 202s/Whitewater Literacy Group at Winther Hall on Mondays. We have tentatively blocked off Monday mornings for six weeks starting on June 23 for the 16 families to use the Community Room as part of the initial literacy skills-building project originally conceived of for the grant.
- h) We continue to discuss the progress of Mid-Wisconsin Federated Library System separating itself from SHARE. New names are being discussed for the consortium as well. I have again reiterated my urgent concern that we have a positive and professionally coordinated public relations campaign to present this split to our communities. I do not believe that we are going to get any such thing from the system. Certainly some librarians in Dodge County have expressed that they don't see that their patrons will care much one way or another, so there is a lack of urgency the further one gets from the Walworth County border. I would like to pursue the possibility of having one or two students from the university who are studying in this field take this on as a project just for us, although if other libraries want to use it we would, of course, be happy to share.

## 9. ADULT SERVICES REPORT as presented by Diane Jaroch

I attended the PLA (Public Library Association) conference in Indianapolis on March 10th. The conference was in session March 11th through March 15th. This was a great conference and I am very glad I had the opportunity to attend it. Many of the sessions I attended were about adult programming and maker spaces in libraries. A unique, informative and fun session I attended was about improving customer service by using improve techniques with staff. I think this would be fun to try with our staff, and perhaps we could incorporate it into a staff meeting at some point in the future.

At the conference I had the honor of attending the author luncheon with the young adult author John Green, and even managed to choke him (and myself) up by sharing a personal story that related to his book "The Fault in Our Stars". The perfect ending to the conference was getting to hear the author David Sedaris speak at the closing program. If you are able to leave any conference in tears from laughing so hard you can hardly breathe, you know it was a success!

We had 6 people attend the Maker Monday program on March 17<sup>th</sup>. Participants made an origami candy dish.

10 people attended Crime Club met on March 19th and discussed the book *The Complaints* by Ian Rankin.

A Medicare program for information and referrals was provided.

On May 1<sup>st</sup> we have an author program on UFO's and government involvement.

## 10. YOUTH SERVICES REPORT

- a) Attendance for all three storytimes was slightly down in March but this was partly due to spring break, the weather, and also I took one week off to attend the PLA convention. Attendance for March was 274.
- b) Lego Club was held on March 18, 2014 and 26 children attended.
- c) Diane and I had Maker Monday on March 17th and there were 4 people in attendance.
- d) I led the discussion for Crime Club on Wednesday, March 19th. At the PLA convention, I attended a mystery/author session. Six authors gave a brief introduction of themselves and also a brief discussion of their newest book. Very interesting. Everyone who attended also received copies of these books and the authors signed them. I started the Crime Club discussion by giving a brief summary of what the authors said and a brief summary of the books. For May, the group chose one these authors for the discussion. The author's name is Jeff Abbott. The book is *Adrenaline*, and it's the first book in his Sam Capra series.
- e) The Donuts with Dad program was held on Saturday, March 22, 2014 from 10:00 -11:00 AM.
- f) I'm happy to report that it was a huge success. There were about 63 people in attendance.
- g) Sherry and I made a book called *Donuts with Dad*. The kids and their dads had to fill in the blanks and do a little coloring. I thoroughly enjoyed watching Dads and their children interacting. The next project was making their families out of marshmallows, toothpicks, and pretzel sticks. They even made their family pets. The final activity was tying a tie on Dad. This was followed by refreshments: coffee, juice, milk, donuts, and donut holes. Yum. I do plan on a program in May which will be called Muffins with Mom.
- h) Jerry Grant from the Kiwanis Club contacted Stacey about an Adopt-A-Book program. The
- i) Kiwanis Club has donated \$400 for the purchase of children's picture books. I ordered and cataloged the books for this project and Sue Johnson made book plates. Each book

has one of these book plates inside it. We then gave the books to Jerry. Every time the Kiwanis Club has a speaker, he or she signs one of the books. As an added bonus, most of the speakers have added a little note as well. The books are then returned to the library. I put a circulation note on all the books' records that these books are to be shelved in a special display.

- j) The final activity for March was YA Gaming Night which was held on Thursday, March 27. Only 6 teens attended but they had fun. I didn't realize that it was spring break week.
  - k) I also finished an online course through UW Madison on budget programming.
  - l) PLA Convention. This had to be the best convention that I have ever attended. There were so many beneficial sessions and I come home with many ideas/programs that I could use for this coming summer reading program. There were so many ideas presented at the various sessions which resulted in Stacey, Diane and I having many interesting conversations about the library, the staff, and how we can best serve the patrons.
11. Board member reports ~ Richard Helmick noticed cracks in the basement. Should they be addressed?
  12. Board member requests for future agenda items ~ None
  13. Confirmation of next meeting on May 19, 2014, 6:30 pm.
  14. Adjournment into Closed Session **NOT TO RECONVENE** per Wisconsin State Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

Item to be discussed: (1) Annual evaluation of the library director

Roll call vote to go into closed session.

Aye: Caldwell, Helmick, Watson, Hudson, Winship.

No: None

Minutes submitted by Sally Taylor Watson, Board of Trustees Secretary

