



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, August 15, 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.

A. Call to Order at 6:25pm by Vice President Helmick

Present: Julie Caldwell, Richard Helmick, Cory Pepler, Jim Winship
Absent: Brienne Dielbolt-Brown, Chris Grady, Anne Hartwick
Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

B. Consent Agenda

- a. Approval of minutes of the July 18, 2016 regular meetings*
- b. Acknowledgment of receipt of financial reports for June 2016*
- c. Acknowledgment of receipt of financial report of special revenue fund receipts for July 2016*
- d. Approval of payment of invoices for July 2016*
- e. Acknowledgment of receipt of statistical reports for July 2016*
- f. Acknowledgment of receipt of treasurer's reports for July 2016*

MSC Winship/Caldwell to approve the consent agenda as presented
Ayes: Caldwell, Helmick, Pepler, Winship
Nays: None

C. Hearing of Citizen Comments

- a. No comments made

D. Old Business

- a. Library Building Expansion Project ~ Update
 - i. Conference call with Troy Hoekstra
 - ii. Lunsford reviewed the details of the call
 - iii. Contact has since been made through Jim Caldwell
 - iv. Helmick voiced that there is some concern about the presence of the historic landmark on the proposed site
- b. Council and Community Communications ~ Discussion
 - i. No specific update.
 - ii. Next meeting on Sept 8.
- c. "Books on Tap" event ~ Update

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

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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- i. Sept 9, 5:30-7:30pm at Stoller Vineyard Estate and Winery
- ii. Wine sold by the glass; appetizers provided.
- iii. Discussion about publicity and marketing

E. New Business

- a. 2017 Budget ~ Discussion
 - i. Lunsford had no new information, but the next meeting is Sept 8.
- b. 2017 Goals and Objectives ~ Action
 - i. Building, Trustee, and Staff Goals and Objectives for 2017 were reviewed and updated.
- c. Library Fund Balance ~ Discussion and Possible Action
 - i. Lunsford notified the Board of the amount in the 220-34300 account set apart for sick leave payout.
 - ii. She suggested a movement of these funds to a separate account.
 - iii. A policy will be drafted to address this payout in the future.
 - iv. Discussion about the allocation of the remainder of the fund.

MSC Helmick/Winship to request the finance reports service manager to move \$24,520.84 in the 220-34300 account into a new account for the purposes of sick leave payout for qualifying employees.

Ayes: Caldwell, Helmick, Peppler, Winship

Nays: None

MSC Winship/Caldwell to create a capital account with the exact amount to be determined at future meeting.

Ayes: Caldwell, Helmick, Peppler, Winship

Nays: None

- d. Review and reapproval of the revised Homebound Service policy ~ Action
 - i. Brief discussion about minor changes

MSC Caldwell/Winship to reapprove the Homebound Service policy, with minor changes.

Ayes: Caldwell, Helmick, Peppler, Winship

Nays: None

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F. Staff & Board Reports

a. Director's Report

- i. ADMINISTRATION**
 - 1. One work order was sent in and completed in July.
- ii. BUDGET**
 - 1. Cameron has been on vacation for two weeks and Doug was on vacation the week before that so no further work has been done on the City budget as a whole. We are all awaiting further instruction.
- iii. PERSONNEL**
 - 1. I met with the new Human Resources Coordinator, Judy Atkinson, on July 21. We discussed time off request documentation and revising the City employee handbook. We also met on August 4 to discuss Chapter 43 and the Library Board's powers and duties as it pertains to library staffing and compensation.
 - 2. Library staff will certify or be re-certified in CPR/AED/First Aid in August and September.
- iv. LIBRARY COLLECTION**
 - 1. There will be some labeling changes in the Children's Department to promote easier browsing for parents and their children.
- v. PUBLIC AND COMMUNITY RELATIONS**
 - 1. Whitewater Leads had a meeting on Monday, August 8. We are distributing book boxes to five locations in the community. We are investigating starting a "Books for Babies" program. The organization's website is collecting photos from WW Leads events.
- vi. LIBRARY BOARD RELATIONS**
 - 1. None.
- vii. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**

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1. I attended a meeting of the State Public Library Standards Steering Group on July 28.
 2. I attended the virtual meeting of the Wisconsin Public Library Consortium By-Laws Revision Workgroup on Monday, August 8.
 3. I attended the Alliance of Public Libraries meeting on August 12. Details to be given at the board meeting.
- viii. PROFESSIONAL DEVELOPMENT
1. I've completed webinar courses in Back Safety and Preventing Strains and Sprains through CVMIC, the City's insurance provider. Staff members are also completing these trainings.
- b. Adult Services Report
- i. Only one person attended the Produce Exchange on July 13th. The person who attended had fresh basil and chicken eggs to exchange with others. I haven't had good luck with this program so I do not think I will offer it again next year.
 - ii. I attended the Jefferson County Library Services meeting on July 18th. The meeting was held at the Karl Junginger Library in Waterloo.
 - iii. Nine people attend the Gardening workshop on July 23rd. I provided the plants, soil, and containers and let people be as creative as they wished. I posted the photos of the decorated containers in a photo album on our Facebook page.
 - iv. Twenty-five people signed up for the Adult Summer Reading Program. I had a weekly prize drawing each week and seven grand prizes at the end. The adults are always very excited to win a prize for reading!
- c. Youth Educational Services Report
- i. Summer Reading Program: We had a total of 284 children and teens register for the summer reading program, with 60 completing the

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program. I would like to increase our completion rate to a minimum of 50% and will be exploring means of accomplishing that.

- ii. Performers: Our last few performers included the Milwaukee Ballet, the Soda Pups, and Magic Morgan and Liliana who, in addition to performing magic tricks, taught the audience some sign language.
- iii. Teen Programs: Our Amazing Race program, unfortunately, had to be cancelled due to weather. Our Iron Chef program was very well received and will be repeated next summer.
- iv. Children's Programs: Both of our literacy programs, Read-with-Me and Read, Rhyme, Rhythm were well attended this month. Our two most popular programs were Battle Bots and the Harry Potter Birthday Party.
- v. Pokémon Bingo: Minetta Lippert from Fort Atkinson generously shared her passive program, Pokémon Bingo with us. To date we have had 98 children hunting Pokémon around the library.

d. Board member reports

G. Board member requests for future agenda items

H. Confirmation of next meeting on September 19, 2016, 6:30 pm

I. Adjournment at 7:45pm

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