



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, April 15, 2019, 6:30 pm

MINUTES

1. Call to Order at 6:30 p.m.

Present: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate)

Absent: Jim Winship

Staff: Stacey Lunsford, Diane Jaroch

Guests: Cameron Clapper, Steve Hatton

2. Adjourn to closed session, TO RECONVENE, pursuant to Chapter 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: Trip to Kaukauna

b) Item to be discussed: Interview with Bear Development

MSC Helmick/Caldwell to adjourn to closed session at 6:32 p.m.

Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate)

Nays: None

MSC Helmick/Pepler to reconvene into open session at 7:10 p.m.

Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate)

Nays: None

3. Recommendation regarding development proposals ~ Action

MSC Diebolt-Brown/Helmick to close the RFP process and explore a partnership with Bear Development

Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate)

Nays: None

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

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the municipality may be in attendance at the above-stated meeting to gather information over which they may have decision-making responsibility; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.

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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4. Consent Agenda

- a) Approval of minutes of the March 18, 2019 regular meeting*
- b) Acknowledgment of receipt of financial reports for March 2019*
- c) Approval of payment of invoices for March 2019*
- d) Acknowledgment of receipt of statistical reports for March 2019*
- e) Acknowledgment of receipt of treasurer's reports for March 2019*

MSC Singer/Caldwell to approve the consent agenda

Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate)

Nays: None

5. Hearing of Citizen Comments

- a) No formal Library Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three-minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those specific issues at the time the Library Board discusses that particular item.

6. Old Business

- a) Council and Community Communications
 1. Strategic Plan Marketing Schedule ~ Stacey will present strategic plan to Common Council on 5/7/2019 instead of 5/21/2019

7. New Business

- a) Strategic Plan Activities 2019
 1. Strategic Goal 2, Objective 3 "Provide welcoming, safe, and comfortable spaces throughout the library, both in the physical library and virtual library spaces"
 - i. Purchase new comfortable seating – Proposal from Embury Ltd ~ Stacey will contact Embury for a fieldtrip to test out comfort/ergonomics/quality of chairs, staff will make recommendations on upholstery swatches

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2. Strategic Goal 2, Objective 1 “Increase inclusivity and access to services and resources that the library provides”

- i. Add or improve bilingual and ADA-compliant signage – Proposal from Demco ~ Board would like library staff to do more research on how to create signs that are both bilingual and ADA compliant

b) Review and re-approval of the Staff Development policy ~ Action

MSC Helmick/Caldwell to approve the Staff Development policy

Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Peppler, Patrick Singer, Jaime Weigel (Alternate)

Nays: None

c) Membership for a trustee in Wisconsin Library Association ~ Action

MSC Helmick/Singer to appoint Jaime Weigel as the ILYML trustee representative

Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Peppler, Patrick Singer, Jaime Weigel (Alternate)

Nays: None

8. Staff & Board Reports

- a) Director’s Report ~ attached
- b) Adult Services Report ~ attached
- c) Youth Educational Services Report ~ attached
- d) Programming & Makerspace Librarian Report ~ attached
- e) Board reports

9. Board member requests for future agenda items

10. Confirmation of next meeting on May 20, 2019, 6:30 pm

11. Adjournment at 7:55 p.m.

Minutes respectfully submitted by Brienne Diebolt-Brown on April 15, 2019

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