



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, May 21, 2018, 6:30 pm

MINUTES

1. Call to Order to at 6:30pm by President Hartwick

Present: Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jim Winship, Teresa Golembiewski (1st Alternate), and Jaime Weigel (2nd Alternate)

Absent: Julie Caldwell

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

Guests: Cameron Clapper, Dave Carlson, Larry Kachel

MSC Winship/Diebolt-Brown to move item 7(a) to #2 on agenda

Ayes: Diebolt-Brown, Hartwick, Helmick, Pepler, Singer, Winship, Golembiewski,

Nays: None

MSC Hartwick/Diebolt-Brown to move item #4 to #3 on agenda

Ayes: Diebolt-Brown, Hartwick, Helmick, Pepler, Singer, Winship, Golembiewski,

Nays: None

2. Old Business

a) Library Building Expansion Project

1. Report on Library Marketing Committee meeting with the City Manager

1. Winship gave a report about recent conversations with Dave Carlson and Cameron Clapper regarding opportunities
2. Discussed the potential role of the CDA partnering on future RFPs regarding expansion.
3. Multiple meetings, last one on May 14, 2018
4. Mr. Carlson added details of what the CDA has to offer: contacts with WEDA, New Market Tax Credits, etc. Also have a broader picture of economic development in the city that may (positively) impact the library project.
5. Mr. Kachel offered insights on tax impact of variations of the project (i.e. other uses of the multi-use project).
6. Discussion ensued regarding for-profit and not-for-profit uses, and the impact of those choices on revenue generation.
7. Discussion also included the possibility of the library project's eligibility for TIF.

2. Discussion of Request for Proposal Development with the Community Development Authority ~ CDA Executive Director Dave Carlson

1. [continued conversation from previous item] Carlson offered some initial feedback on the RFP draft from the Board.
2. He will take a closer look before our June meeting, for presentation to the full Board. A possible final draft of the RFP by July.



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3. City of Whitewater's Good Governance Manual ~ City Manager Cameron Clapper
 - a) Clapper presented a Good Governance Manual to the Board.
 - b) The Manual is designed as a guide to orient new committee members and clarify a code of conduct for all committee members. Clapper highlighted the most relevant points for the Board (including public meetings, recusal, open records, conflict of interest, communication channels, and other key topics.)
 - c) The document was approved at the council meeting on April 17, 2018

4. Election of Officers

- a) Pepler nominated Diebolt-Brown as Secretary, and she accepted.

MSC Winship/Singer to propose an officer slate as follows: Hartwick as President, Helmick as Vice President, Caldwell as Treasurer, and Diebolt-Brown as Secretary.

Ayes: Diebolt-Brown, Hartwick, Helmick, Pepler, Singer, Winship,
Golembiewski,

Nays: None

5. Committee Appointments

- a) Performance Evaluation Committee
 1. Existing members are Diebolt-Brown, Helmick, and Hartwick. Weigel self-nominated for freshman member of the committee, and was accepted by the Board as a replacement for Hartwick.
 - b) Board Development Committee
 1. Existing members are Hartwick, Helmick, and Pepler. Opened up to others as well, but none interested. Members will stand.

6. Consent Agenda

- a) Approval of minutes of the April 16, 2018 regular meeting*
 - b) Acknowledgement of receipt of financial reports for April 2018*
 - c) Approval of payment of invoices for April 2018*
 - d) Acknowledgment of receipt of statistical report for April 2018*
 - e) Acknowledgment of receipt of treasurer's reports for April 2018*

MSC Helmick/Winship to approve consent agenda as presented

Ayes: Diebolt-Brown, Hartwick, Helmick, Pepler, Singer, Winship, Golembiewski,
Nays: None

7. Hearing of Citizen Comments

- a) No comments made.



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8. Old Business

a) Council and Community Communications ~ Discussion

1. No new information

b) Strategic Planning ~ Action

1. Lunsford reported on conversations had with WILS (Wisconsin Library Services) consulting services.
2. WILS presented library with various options of the services they offer to help with our strategic planning efforts.
3. Board asked Lunsford for recommendations and input on what should be included in the strategic planning process. Lunsford went through WILS proposal with specific proposals and potential costs.
4. Board directed Lunsford to get an MOU from WILS

9. New Business

a) Development of Library "Elevator Pitch" ~ Discussion

1. Winship suggested tabling this item until June Board meeting

b) Quote for Replacement of Leaking Gutters ~ Action

MSC Helmick/Singer to approve replacement of leaking gutters based on quote presented
Ayes: Diebolt-Brown, Hartwick, Helmick, Peppler, Singer, Winship,

Golembiewski,

Nays: None

c) Review of Wireless Access Policy ~ Action

MSC Winship/Singer to re-approve Wireless Access Policy

Ayes: Diebolt-Brown, Hartwick, Helmick, Peppler, Singer, Winship,
Golembiewski,

Nays: None

d) Review of Investment Policy ~ Action

MSC Winship/Diebolt-Brown to re-approve Investment Policy

Ayes: Diebolt-Brown, Hartwick, Helmick, Peppler, Singer, Winship, Golembiewski,

Nays: None



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10. Staff & Board Reports

- a) Director's Report (see attached)
- b) Adult Services Report (see attached)
- c) Youth Educational Services Report (see attached)
- d) Programming & Makerspace Librarian Report (see attached)
- e) Board member reports
 - 1. None

11. Board member requests for future agenda items

- a) None

12. Confirmation of next meeting on June 18, 2018, 6:30pm

13. Adjournment at 8:01pm

Respectfully submitted,

Cory Peppler
Board Secretary/School District Representative