



**Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, October 16, 2017, 6:30 pm**

1. Call to Order at 6:49pm by Vice President Helmick

Present: Julie Caldwell, Chris Grady, Richard Helmick, Cory Peppler, Teresa Golembiewski (First Alternate)

Absent: Anne Hartwick, Brienne Diebolt-Brown, Jim Winship

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeier

Guest: Anders Dahlgren (Library Planning Assoc.) and Cameron Clapper

2. Consent Agenda

- a) Approval of minutes of the September 18, 2017 regular meeting\*
- b) Acknowledgement of receipt of city financial reports for August and September 2017\*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for September 2017\*
- d) Approval of payment of invoices for September 2017\*
- e) Acknowledgment of receipt of statistical report for September 2017\*
- f) Acknowledgment of receipt of treasurer's reports for September 2017\*

MSC Caldwell/Peppler to approve the consent agenda as presented

Ayes: Caldwell, Grady, Helmick, Peppler, Golembiewski

Nays: None

3. Hearing of Citizen Comments

- a) No comments made

4. Old Business

- a) Library Building Expansion Project
  1. Library Planning Associates' Anders Dahlgren site visit ~ Discussion
  2. Dahlgren outlined the differences so far between the original needs assessment and the update.
  3. Significant changes from the original were circulation data, power needs, flexible seating vs. fixed seating spaces, and changes in technology needs.
  4. Bottom line of the needs assessment is 30,500 sq. ft. (Current library space is 14,900 sq.ft.)
  5. Helmick asked about peer comparative data and examples
  6. Dahlgren and the Board clarified his role moving forward from the completed assessment
  7. Board's next step is to examine the needs assessment and begin developing a plan.



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b) Council and Community Communications ~ Discussion

1. Budget will go before the Council on Oct 19.

c) 2018 Budget ~ Discussion

1. Lunsford updated on some recent development relating to personnel and benefits balances on the upcoming budget. Budget will not negatively impact these line items.
2. Clapper offered some details regarding the library portion of the budget, and answered Board member questions.
3. Updates are still being made in advance of a Nov. 21 approval.
4. Clapper explained the role of sinking funds and special funds in the budget process and annual operations.
5. He stressed the desire of the Council to be transparent during the whole budget process
6. Board members asked for clarification on certain details.
7. Clapper outlined the impact of the levy limit and the need for investing in the community to increase revenue.
8. Lunsford outlined some areas of the library budget to be considered by the Board, including some endowment funds/trusts and the rental property income. Specific proposals will be made, and action taken, at the November meeting.

5. New Business

- a) None

6. Staff & Board Reports

- a) Director's Report (see attached)
- b) Adult Services Report (see attached)
- c) Youth Educational Services Report (see attached)
- d) No Board member reports

7. Board member requests for future agenda items

- a) Board represented at the Bridges annual trustee dinner. Diebolt-Brown, Hartwick, and Helmick attended.

8. Confirmation of next meeting on November 20, 2017, 6:30 pm

9. Meeting adjourned at 8:04 pm

Respectfully submitted,  
Cory Pepler  
Board Secretary/School District Representative