



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, October 19, 2015, 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.

1. Call to Order by President Hartwick at 6:30 pm
 - a. Present: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
 - b. Absent: Diebolt-Brown
 - c. Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer
2. Monthly Reports
 - a. Approval of minutes of the September 21, 2015 regular meeting
 - i. MSC Hartwick/Caldwell to approve minutes for the September 21, 2015 regular meeting
 - ii. Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
 - iii. Nays: None
 - b. Acknowledgment of receipt of financial reports for August 2015
 - i. MSC Hartwick/Grady to acknowledge receipt of financial reports for August 2015
 - ii. Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
 - iii. Nays: None
 - c. Acknowledgment of receipt of financial report of special revenue fund receipts for September 2015
 - i. MSC Hartwick/Winship to acknowledge receipt of financial reports of special revenue for
 1. September 2015
 - ii. Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
 - iii. Nays: None
 - d. Approval of payment of invoices for September 2015
 - i. MSC Hartwick/Caldwell to approve payment of invoices September 2015
 - ii. Ayes: Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
 - iii. Nays: None
 - e. Diebolt-Brown arrived at 6:36 pm.
 - f. Acknowledgment of receipt of statistical reports for September 2015
 - i. MSC Hartwick/Grady to acknowledge receipt of statistical reports for September 2015
 - ii. Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
 - iii. Nays: None

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- g. Acknowledgment of receipt of treasurer's reports for September 2015
 - i. MSC Hartwick/Winship to acknowledge receipt of treasurer's reports for September 2015
 - ii. Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
 - iii. Nays: None

- 3. Hearing of Citizen Comments
 - a. No comments made

- 4. Old Business
 - a. Council and Community Communications ~ Discussion
 - i. Lunsford will be at the Council meeting tomorrow as the library budget will be presented
 - ii. Friends of the Library proclamation will be made at the meeting also

- 5. New Business
 - a. 2016 Budget ~ Action
 - i. Question about the Library board spending and budget line item discrepancy, due to the City approximating

 - ii. MSC Helmick/Grady to approve the 2016 budget as presented
(roll call)Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

 - b. Proof of mailing address policy change ~ Action
 - i. MSC Helmick/Winship to change the mailing address policy as presented
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

 - c. Review of Collection Development policy ~ Action
 - i. Various revisions made from staff suggestions
 - ii. Questions about historical items that should be housed at the Historical Society

 - iii. MSC Peppler/Hartwick to approve changes to the Collection Development Policy
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

 - d. Records Retention Policy revision ~ Action
 - i. Have always had a records retention policy, but was constantly being updated.
 - ii. Summary of policy changes given.

 - iii. MSC Peppler/Winship to adopt the state record retention policy as replacement for library's
 - 1. retention policy
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship
Nays: None

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- e. Why Wisconsin Needs Libraries More than Ever webinar ~ Discussion
 - i. Hartwick presented her summary of the webinar she attended.
 - ii. Focus was on the “rebranding” and repositioning of public libraries
 - iii. Stress was placed on the language we use to talk about people and programs in the library

- f. Board engagement with the Friends of the Library ~ Discussion
 - i. Hartwick met with Jim Leaver, president of the Friends group
 - ii. Friends board hasn’t met for a couple years.
 - iii. Suggestions made for some more communications to the public about the role the Friends group plays in the Library.
 - iv. Questions asked about membership level/clarification
 - v. Offered to have one board member act as a liaison between Board and the Friends. Helmick volunteered.
 - vi. Board members have agreed to all join the Friends group.
 - vii. Discussion about possible ways of involving new people as volunteers and encouraging enrollment in the group.
 - viii. Proclamation to be read at Council meeting on Tues, Oct 20

- g. Library events outside the library ~ Discussion
 - i. Winship reviewed some original ideas for outreach/community involvement events
 - ii. Possibilities and locations were discussed
 - iii. Winship will have a proposal before the next meeting, and discussion and possible action will be taken then.

- h. Review of *Trustees Essentials* Chapter 14 ~ Discussion
 - i. Winship led a discussion about Open Meeting Laws in relation to the Board
 - ii. Discussion about open meeting, voting, closed sessions, “walking quorums”, etc.

- 6. Staff & Board Reports
 - a. Director’s Report
 - I. ADMINISTRATION
 - a. Five work requests were entered in September:
 - i. Bringing a box of magazine boxes from the basement for sale by the Friends of the Library.
 - ii. Putting the Little Free Library back up after it was vandalized.
 - iii. Taking down the non-functioning atomic clocks.
 - iv. Hanging up four framed items around the library.
 - v. The family restroom toilet was clogged again.
 - b. The overhanging branch has been removed from 409 W Center St.
 - II. BUDGET
 - a. The budget is completed and will be presented at the Common Council meeting of Tuesday, October 20, 2015.
 - III. PERSONNEL

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- a. Diane, Susan Willmann, and I attended circulation training on Polaris at the Waukesha Public Library on September 30 and October 1. Diane, Susan Kay Johnson, and I attended cataloging training on Polaris at the Waukesha Public Library on October 6 and 7.

IV. LIBRARY COLLECTION

- a. Three new carts were added to the children's area to showcase specific materials relating to classes and events.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Diane, Deana, and I all took turns signing people up for library cards at the Tuesday City Market on September 22 and 29. We were there for the whole market from 3 pm – 7 pm.

VI. LIBRARY BOARD RELATIONS

- a. None.

VII. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I attended the City's Safety and Wellness Action Group meeting on Tuesday, October 6.
- b. I attended the Whitewater Leads meeting on Tuesday, October 6.
- c. I will be attending the Jefferson County Library Council meeting in Fort Atkinson on Thursday, October 15.
- d. I will be attending the Alliance of Public Libraries meeting in Waukesha on Friday, October 16.

VIII. PROFESSIONAL DEVELOPMENT

- a. None.

a) Adult Services Report

1. Maker Monday met on September 21st with 12 in attendance. We had some new people and a nice mix of ages. Each month we seem to be getting more middle schoolers attending which is great. The project for September was to create a terrarium, a Minion, or a spooky monster using a recycled baby food jar. The projects involving paint seem to be very popular. I also had card making supplies on hand for those who wanted to make a card.
2. I had to cancel the Antique Appraisal program scheduled for September 23rd with Mark Moran, due to lack of interest. I will reschedule the program for early spring. It appears September is not the ideal month to plan programs. Many of our programs were poorly attended this month.
3. The kick-off event for The Big Read will be held here at the library on Saturday, November 7th. The book is My Antonia by Willa Cather. We will have pioneer based demonstrations with representatives from Old World Wisconsin and local artisans. Local chef, Tyler Salisbury, will host a lecture-style cooking demonstration and tasting. The kick-off runs from 10:00 a.m. until 2:00 p.m. There will be free books, bookmarks, bracelets, and temporary tattoos for the young readers. The book chosen for the younger readers is Little

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House on the Prairie by Laura Ingalls Wilder. Both titles are available in English and Spanish, and there are a few large print copies of My Antonia available for our patrons.

4. Thanks to the Friends of the Library and the success of their book sale, we have purchased two new kits for the Maker Space and for Deana and I to use in programming. One is a newer 3-D drawing pen called CreoPop which uses cool ink instead of hot plastic to create 3-D objects, so it will be much safer to use. The second kit, Circuit Scribe, utilizes a silver conductive ink pen and a number of interactive modules that turn doodles drawn on paper into circuits.
5. We have also purchased a MINC machine (with library funds) for the Maker Space, which bonds foil to paper. Since we own several button maker machines, we plan to create some sparkly, vibrant pins for staff to wear to promote Bridges, our new library system.

b) Youth Educational Services Report

1. LEGO Engineering Club: Our first LEGO Engineering Club meeting kicked off with 13 participants. The challenge was to use LEGOs to build a musical instrument. Some participants accepted the challenge and some made creations entirely of their own imagination.
2. Evil Genius Club: Sadly we had no participants for our Evil Genius Club. I have placed samples of projects in the teen area along with a flyer and posted pictures of the project on our Facebook page in the hopes of generating more interest.
3. Teen Advisory Board: We had three participants at our Teen Advisory Board meeting. At our first meeting we discussed potential names for the group, how they wanted to structure the board, and guidelines for participation.
4. SCAECY Workshop: On Saturday, September 19th, I attended a workshop hosted by the South Central Association for the Education of Young Children. The first session focused on the affects of adverse childhood experience on brain development and the second session discussed how to use diverse books in children's programs.
5. Play & Read: The play groups facilitated by our AmeriCorps volunteers began this month. We currently have four children participating. The AmeriCorps members are planning other activities, such as a drive-in movie night, in order to boost awareness of their project.
6. Star Wars Reads Day: We had nine children participate in Star Wars Reads Day-three of them in costume! Participants played Master Yoda Says and LEGO Star Wars Bingo. They also participated in a Star Wars scavenger hunt and made their own lightsabers.

c) Board member reports

1. Board Development committee needs to add a third member to continue its work. Jim Winship will be serving as the new member.
7. Board member requests for future agenda items
1. Discussion of revitalization of Friends group
 2. Discussion of Library events outside of library
 3. Discussion of publicizing the requirements for getting a library card.
8. Confirmation of next meeting on November 16, 2015, 6:30 pm

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9. Adjourn to closed session, NOT TO RECONVENE, pursuant to Wisconsin Statutes 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: Library building expansion project investors

MSC Grady/ Pepler to adjourn into closed session. Roll call vote:

Diebolt-Brown, aye

Caldwell, aye

Grady, aye

Hartwick, aye

Helmick, aye

Pepler, aye

Winship, aye

Meeting was CLOSED to the public at 7:45 pm

Lunsford and Jaroch remained in session with Board permission.

Meeting was adjourned at 8:29 pm

Respectfully submitted,

Cory Pepler
Secretary