



Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, May 19, 2014, 6:30 pm

**Present:** Anne Hartwick, Julie Caldwell, Richard Helmick, Sharon Knight, Sally Watson, Danielle Hudson, Jim Winship

**Administrative Staff Present:** Stacey Lunsford, Diane Jaroch

1. President Anne Hartwick called the meeting to order at 6:32
2. CONSENT AGENDA The consent agenda was approved as presented. MSC (Winship/Caldwell) Hartwick, Helmick, Knight, Watson, Hudson Noes: None
3. Acknowledgment of receipt of circulation, service, Mango, and Boopsie statistics reports for April 2014. MSC (Knight/Hudson) Hartwick, Caldwell, Helmick, Watson, Winship Noes: None
4. Acknowledgment of receipt of treasurer's reports for March and April 2014. MSC (Caldwell/Winship) Hartwick, Helmick, Knight, Watson, Hudson Noes: None
5. HEARING OF CITIZEN COMMENTS ~ None
6. OLD BUSINESS
  - a) Library Building Expansion Project ~ A motion was made to direct architect to go ahead with preparation of schematic drawings. MSC (Helmick/Winship) Hartwick, Caldwell, Knight, Watson, Hudson Noes: None Amendment made to not to exceed \$16,000. Roll call vote unanimous to approve.
  - b) Council and Community Communications ~ None
7. NEW BUSINESS
  - a) Review and approval of revised Unpaid Leave policy. Motion made to approve revision. MSC (Helmick/Hudson) Hartwick, Caldwell, Knight, Watson, Winship Noes: None
  - b) Review and approval of revised Circulation policy. Motion made to approve revised policy edited. MSC (Winship/Knight) Hartwick, Caldwell, Helmick, Watson, Hudson Noes: None
  - c) Employee position descriptions, staffing, and performance evaluations. Motion made to approve employee position addition and salary revision. MSC (Helmick/Hudson) Hartwick, Caldwell, Knight, Watson, Winship Noes: None
  - d) Make a Difference Day ~ Stacey will be working on this project next year.
  - e) Review of City Attorney's recommendation regarding rental properties owned by the City on behalf of the Library. (Amended 6-16-14 to include). Library Board wishes to continue renting the property at 413 W. Center St. MSC (Knight/Helmick) Caldwell, Hartwick Noes: None.  
Danielle Hudson left the meeting at 7:30.
  - f) Sales Tax ~ Discussion
  - g) Chapter One of *Trustees Essentials* ~ Postponed
8. DIRECTOR'S REPORT as presented by Stacey Lunsford
  - a) The security cameras have been installed.
  - b) We had a meeting of the Jefferson County library directors and Sue Cantrell and a meeting of the Jefferson county library directors and Sue Hartwick on Wednesday, April 23 in Johnson Creek. We discussed our concerns about the dissolution of SHARE with both

women and we discussed whether or not we were still satisfied with being members of the Mid-Wisconsin Federated Library System with Sue Hartwick. The consensus was that we were not interested at this time in pursuing other options in library systems.

- c) I attended the White Memorial Association annual board meeting and was re-elected as a vice-president of the board. I gave a presentation to the board members about the highlights of the previous year at the library and they voted on the disbursement of funds from the White Memorial Book Fund and the Lindbaum Fund which we will receive later this year.
  - d) We had the staff appreciation breakfast and staff meeting on Friday, May 2. The staff asked me to thank you for approving the breakfast. Nearly everyone was able to attend. Cameron addressed the staff for 45 minutes that morning and we had two successful fire drills and two successful tornado drills as well as an overview of the summer reading program from Cathy and discussion on the job descriptions, performance evaluations and staff competencies program.
  - e) I have started my final CPLA course, Library Marketing.
  - f) I will report on the May Directors Council meeting in Horicon, which takes place on Thursday, May 15.
  - g) The new consortium has been named. We will be known as **Trio** and our domain name will be [www.triolibraries.info](http://www.triolibraries.info)
  - h) The proposed go-live date for the consortium separation is November 20.
9. ADULT SERVICES REPORT as presented by Diane Jaroch
- a) I attended the Mobil Maker Lab meeting in Horicon on April 10th.
  - b) The grand opening of the Maker Space was held on April 11th.
  - c) Author Genevieve Davis spoke about her book Secret Life, Secret Death on April 10th. There were 10 people in attendance. Davis was a very captivating speaker and took requests from the audience as to which topics they would like her to expound on.
  - d) We had 6 people attend the Maker Monday program on April 14th. Participants made spring themed greeting cards and took a tour of the new Maker Space.
  - e) Crime Club met on April 23rd and discussed the book Now You See Me by S. J. Bolton.
  - f) I proctored one exam during the month of April.
10. YOUTH SERVICES REPORT
- a) Storytime: Storytime attendance for the month of April was 496. We will not have storytime during in May. We will send out flyers to all the parents who had registered for the Winter-Spring Storytime Session. The flyers will contain information about the summer storytime session and some information about the Summer Reading program for this age group.
  - b) Lego Club: Twenty six children attended Lego Club in April. There will be a Lego Club in May. However we do not have Lego club in June or July. We will resume Lego Club in August.
  - c) Read Therapy Dogs: There were nineteen people who were at the Read Therapy Dog program. Many seemed interested in the possibility of having this be a monthly program. Fort Atkinson and Jefferson do have monthly programs during the school year.
  - d) Kids Day: Maria Cervantez who is the ELL paraprofessional for the school district contacted me about hosting Kids Dad at the library for Hispanic families. The program was

held on Wednesday, April 30 from 5:30 - 7:00 PM. Thirty four people were in attendance. I did a storytime with a craft, helped the families fill out registration forms to obtain library cards and also took the families on a tour of the library. There were lots of refreshments and everyone seemed to have a good time. This was a great promo for the library.

- e) SRP: Sherry Pontel and I went shopping for supplies for the Summer Reading Program. We have started the brochures and as well as plans for the various activities. I'm really excited about this year's theme which is Science. I think we have some fun-filled activities planned. Can't Wait!!
  - f) Whitewater Middle School invited someone from the library to attend a ceremony honoring kids who had volunteered at various community organizations. I attended and was happy to see so many kids who had gone through storytime with me and other activities and who had volunteered for various programs.
11. Board member reports None.
  12. Board member requests for future agenda items. Friends of the library information. Discussion to create an ad hoc committee to review evaluation process for staff.
  13. Confirmation of next meeting on June 16, 2014, 6:30 pm
  14. Motion made to Adjourn into Closed Session **NOT TO RECONVENE** per Wisconsin State Statute 19.85(1) (c) "Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." MSC (Winship/Caldwell) Roll call vote unanimously approved.

Item to be discussed: Annual evaluation of the library director

Minutes submitted by Sally Taylor Watson, Board of Trustees Secretary.

A handwritten signature in cursive script that reads "Sally Taylor Watson". The signature is written in dark ink on a light-colored background.