



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, January 21, 2019, 6:30 pm

MINUTES

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

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), Jim Winship

Absent:

Staff: Stacey Lunsford, Diane Jaroch

2. Consent Agenda

- a) Approval of minutes of the December 17, 2018 regular meeting*
- b) Acknowledgment of receipt of financial reports for December 2018*
- c) Approval of payment of invoices for December 2018*
- d) Acknowledgment of receipt of statistical reports for December 2018 and Final 2018*
- e) Acknowledgment of receipt of treasurer's reports for December 2018*

MSC Winship/Helmick to approve the consent agenda with the exception of page 11

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

Nays: None

Discussion: Worth noting that in 2018, we averaged roughly 230 visitors into the library proper, which is exceptional, new door counters have been purchased to go at the lobby doors in order to get a full head count of people using the facilities

MSC Caldwell/Helmick to approve page 11

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

Nays: None

Discussion: Winship suggested that we add a sticker regime to checking out of children's books in order to get renewals up, since downside of no children's fines is that they don't get renewed.

*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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3. 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.

4. Old Business

- a) Library Building Expansion Project ~ Update
 1. We received two proposals
 2. Further questions need to be answered by both companies that submitted proposals – one more fully fleshed out than the other and the other pending
 3. Marketing committee to meet again once we receive new information
 4. Fieldtrips to projects by these companies: Week of Feb. 11 & Feb. 18
 5. In-person interviews of developers: Week of March 4 or March 11, May 2019)
 6. Finalist notified: 60 days out from interview date (by Friday, May 10, 2019)
- b) Council and Community Communications ~ Discussion
- c) Strategic Planning ~ Update, formal presentation in February

5. New Business

- a) Review of 2018 Goals and Objectives ~ Discussion
- b) Review of the Friends of the Library 2018 Financial Report ~ Discussion
- c) Closing from 10:45 a.m.-1:15 p.m. on Friday, February 22 for the annual Employee Recognition Luncheon ~ Action

MSC Helmick/Singer to approve closing the library Closing from 10:45 a.m.-1:15 p.m. on Friday, February 22 for the annual Employee Recognition Luncheon

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

Nays: None

- d) Closing the library on Friday, March 29 for a Staff Work Day ~ Action

MSC Singer/Winship to approve closing the library on March 29

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Nays: None

- e) Review and re-approval of the Library Photo Collection policy ~ Action

MSC Helmick/Pepler to re-approve the Library Photo Collection policy
Ayes: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate), Jim Winship
Nays: 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) Programming & Makerspace Librarian Report – see attached
 - e) Board reports – see attached
- 7. Board member requests for future agenda items
- 8. Confirmation of next meeting on February 18, 2019, 6:30 pm

MSC Winship/Helmick to adjourn into Closed Session at 7:15. Present: Julie Caldwell, Brienne Diebolt-Brown, Anne Hartwick, Richard Helmick, Cory Pepler, Patrick Singer, Jaime Weigel (Alternate), Jim Winship

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."

Item to be discussed:

- a) Review of performance evaluations for the Library Director

Closed session adjourned at 7:53 p.m.

Minutes respectfully submitted by Brienne Diebolt-Brown on January 21, 2019.

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