

**Irvin L. Young Memorial Library  
Board of Trustees Regular Meeting  
Community Room  
Monday, August 9, 2010, 6:30 pm**

Present: Julie Caldwell, Vicki Santacroce, Sharon Knight, Rose Mary Leaver (sec.), Jim Winship.

Absent: Laura Jacobs, Donna Nosek,

Administrative Staff present: Stacey Lunsford

Also present: Alan Luckett, filming for Cable 13.

1. Vice-president Caldwell called the meeting to order at 6:30 p.m.
2. Lunsford introduced Vicki Santacroce, the new school district representative on the library board, replacing Patti Rohrs who has retired.
3. Item 3 was eliminated because it is no longer required that new board members take an oath of office.
4. The consent agenda was approved with a correction to the July 2010 minutes: The August board meeting was wrongly listed as scheduled for the 10th. Winship/Knight. Ayes: Caldwell, Santacroce, Knight, Winship, Leaver. Noes: None.
5. The July 2010 circulation and service reports reflecting a 6% circulation increase over July 2009 were acknowledged. Winship/Knight. Ayes: Caldwell, Santacroce, Winship, Knight, Leaver. Noes: None.
6. The treasurer's report for July 2010 was acknowledged. Leaver/Caldwell. Ayes: Knight, Santacroce, Winship, Caldwell, Leaver. Noes: None.
7. Citizen input regarding matters not on agenda; no action at this meeting: None.
8. OLD BUSINESS
  - a) A draft policy on making copies of the Achen photographs available to library users was discussed. Alan Luckett provided information on various ways copies could be reproduced, including using city resources. The policy when adopted will cover availability, costs, and copyright issues.
9. NEW BUSINESS
  - a) Selling no-longer-used cabinets from the basement: Approved on a Winship/Knight motion, but the cabinets will not be offered until the spring book sale since they are currently in use. Ayes: Caldwell, Santacroce, Winship, Knight, Leaver. Noes: None.
  - b) The Public Records Request policy was reapproved with the striking out of contact information, as that information is changeable.
  - c) The Patron Privacy and Confidentiality policy was reapproved to reflect that patrons' library card and pin number (instead of name) are used to reserve and use public access computers, and that user histories are cleared daily in the library's time and print management software. The overall history of patrons' Internet research and activity is erased automatically every 20 days from the individual public computers. Winship/Leaver. Ayes: Caldwell, Knight, Santacroce, Winship, Leaver. Noes: None.
  - d) Revisions to the Homebound Service policy were approved. Knight/Santacroce. Ayes: Caldwell, Winship, Santacroce, Knight, Leaver. Noes: None.
  - e) Reconsideration of DVD checkout limit: Because circumstances that led to limiting DVD checkouts have changed, the board approved removal of the limit. Knight/Winship. Ayes: Caldwell, Santacroce, Winship, Knight, Leaver. Noes: None.
10. DIRECTOR'S REPORT

Lunsford attended a SHARE meeting in Horicon on July 22 and the Jefferson County/MWFLS Regional meeting on the same day. Krista Ross from Southwest Library System has agreed to facilitate the system long-range planning in the fall. There is \$190,000 of undesignated funds that the system board will have to designate before the end of the year. System director Burkhalter is going to advise allocating it to the Integrated Library System

replacement fund. With money that the system already has, the total funds available are around \$400,000. Demonstration of various Integrated Library System (ILS) platforms are tentatively scheduled for September.

The Jefferson County Library Council organizational audit meeting was held on July 28.

The focus was on defining shareholders and working on the mission statement and purpose statement as part of the Jefferson County library services audit.

The next SHARE meeting is on October 21, at 10:00 am, at the Waterford Public Library. The next county regional meeting will be here in Whitewater at 2:00 pm that same day.

11. Board member reports: Leaver will be out of town for the September meeting so a secretary will need to be appointed.
12. Board member requests for future agenda items: None.
13. The next regular board meeting will be held on September 13, 2010, at 6:30 pm
14. The meeting was adjourned on a Knight/Leaver motion at 7:15 p.m.