

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
White Memorial Room
Monday, August 15, 2011, 6:30 pm

Present: Vicki Santacroce, Sharon Knight, Donna Nosek, Rose Mary Leaver, Richard Helmick, Jim Winship (arrived after agenda item 2) **Absent:** Julie Caldwell
Administrative Staff present: Stacey Lunsford, Diane Jaroch

1. President Nosek called the meeting to order at 6:40 p.m.
2. Motion was made to approve the following slate of candidates for Board Elections: Donna Nosek, President; Julie Caldwell, Vice President; Sharon Knight, Treasurer and Vicki Santacroce, Secretary. (MSC Helmick/Leaver) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver. Noes: None.
3. The consent agenda was approved as presented. (MSC Leaver/Helmick) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver. Noes: None.
 - a) Approval of minutes of the June 13, 2011 regular meeting *
 - b) Acknowledgment of receipt of financial reports from city general and library special revenue funds for May and June 2011 *
 - c) Acknowledgement of receipt of financial report of special revenue fund receipts for June and July 2011
 - d) Approval of payment of invoices from city general, library special revenue funds and board of trustee funds for June and July 2011 *
4. The June and July 2011 circulation, service and Mango statistic reports were acknowledged. (MSC Knight/Leaver) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.
5. The treasurer's report for June and July 2011 were acknowledged. (MSC Winship/Leaver) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.
6. Citizen input regarding matters not on agenda; no action at this meeting: NONE.
7. OLD BUSINESS
Library Building Expansion Project ~ Discussion that there is clearly a need for an expansion; we recognize current economic situation, but we want a commitment from city council that we are on the radar or list of projects to be done; and understand the need to update plans (will continue to evaluate needs/trends and change to fit needs). Stacey will take message to the council and seek consultants for September meeting to give us ideas and advice for use of space and updating plans at little or no cost. Need to have good public relations campaign and keep library services in public eye.
8. NEW BUSINESS
 - a) Motion was made to approve accepting Sta-Lite Corp. quote for electrical upgrades. (MSC Winship/Leaver) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.
 - b) Motion was made to reduce maximum fine policy for overdue DVDs and videos from \$10 to \$5 as presented. (MSC Knight/Helmick) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.

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- c) Motion was made to approve usage agreement for garage located at 220 S. Fourth Street as presented. (MSC Knight/Winship) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.
- d) Motion was made for a change to Records Retention Policy to eliminate keeping duplicate copies of paid invoices as presented. (MSC Hemlick/Leaver) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.
- e) Motion was made to request that the Library be on Concealed Carry Limits meaning that no concealed weapons be allowed in the Library or on said grounds. (MSC Hemlick/Leaver) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.
- f) Request for Jefferson County Reimbursement for Services Provided in 2010 ~ Report.
- g) Following a review of the policy, a motion was made to reapprove Staff Vacation Policy as presented. (MSC Hemlick/Winship) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.
- h) Motion was made to approve the closing for Staff Work Day on Friday, October 21. Closure would allow staff to move areas around, process materials, train staff on book mending, weed materials, etc. (MSC Leaver/Knight) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None. NOTE: Richard Hemlick recommends providing lunch or treats for staff. See if Friends of Library can provide funding for food.
- i) Motion was made to approve Saturday hours as presented. (MSC Winship/Leaver) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.
- j) Motion was made to approve the request to photograph Warner prints in the Community Room. (MSC Winship/Knight) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.
- k) Motion was made to change the computer use policy so patrons can have unlimited renewals for use of the computers as long as no one else is waiting. (MSC Winship/Hemlick) Ayes: Santacroce, Knight, Helmick, Nosek, Leaver, Winship. Noes: None.

9. DIRECTOR'S REPORT

SUGGESTION BOX:

“Maby [sic] you can hava [sic] a move [sic] night on Fridays or hava [sic] a game night.” – Cierra

“More warriors books.”

DIRECTOR'S REPORT (As submitted by Stacey Lunsford)

- a) I have enclosed Cathy Bloom's children's summer reading program report.

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- b) This report shows the return on investment since we contracted with Unique Management Services in 2007.
 - c) I attended Digipalooza in Cleveland July 29-31. It was one of the best conferences I have ever attended. I connected with two members of the Wisconsin Public Library Consortium staff while there. The WPLC administers the statewide OverDrive account. The WPLC will be administering a \$1M content purchasing account in 2012. \$300,000 will be from a Library Services and Technology Act (LSTA) grant. The other \$700,000 will be paid from the library systems according to a usage and population formula. Because the WPLC will be responsible for a much larger purchasing account, they were looking for more people to serve on their selection committee and I volunteered. The committee has a monthly conference call and is planning to implement quarterly face-to-face meetings in Madison.
- 10. Board member reports: None
 - 11. Board member requests for future agenda items: Library Expansion, draft policy for photographing items and artifacts owned by library, explore a system for linking patron book purchases through library website and get revenue for it.
 - 12. Confirmation of next meeting on September 12, 2011, 6:30 pm
 - 13. The meeting was adjourned on a Knight/Leaver motion at 8:35p.m.

* Items denoted with asterisks will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Minutes submitted by Vicki Santacroce, Board of Trustees Secretary

Vicki Santacroce