

**Irvin L. Young Memorial Library**  
**431 W Center St**  
**Whitewater WI 53190**  
**Board of Trustees Regular Meeting**  
**Community Room**  
**Monday, February 13, 2012, 6:30 pm**

**Present:** Richard Helmick, Sharon Knight, Donna Nosek, Rose Mary Leaver, Vicki Santacroce, Jim Winship

**Absent:** Julie Caldwell

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

Guest: Anders Dahlgren

1. President Nosek called the meeting to order at 6:40 p.m.
2. The consent agenda was approved as presented. MSC Winship/Leaver Ayes: Helmick, Knight, Nosek, Leaver, Santacroce, Winship. Noes: None.
3. The circulation, service, and Mango statistics reports for January 2012 were acknowledged and accepted. MSC Leaver/Winship Ayes: Helmick, Knight, Nosek, Leaver, Santacroce, Winship. Noes: None.
4. The treasurer's report for January 2012 was accepted as presented. MSC Leaver/Winship Ayes: Helmick, Knight, Nosek, Leaver, Santacroce, Winship. Noes: None.
5. Citizen input regarding matters not on agenda; no action at this meeting
6. OLD BUSINESS

a) Library Building Expansion Project ~ Discussion

1. Dahlgren Proposal (Original proposal 2003)  
Needs Assessment—Update library use & demographic statistics; comparative benchmark analyses; space needs worksheets.
2. Things to look at and consider: long range plan; collection inventory and needs; use of space; technology and mobile devices; shelf height and flexibility of use (books on top shelf rarely get used) 72" height.
3. Reboot or refresh architecture plans when getting closer to building.  
Plan or re-evaluate Program first.

**Q:** Trends that have occurred over the past 10 years in libraries? Trends that everyone is moving toward or "have to have"?

**A:** Self service options, RFID technologies makes it possible and user friendly for both check in and checkout (Sweden example). Placement of circulation desk is a key to how welcoming the library is and how accessible it is. Settings in library are becoming far more collaborative, users and staff working with users. Agotti furniture out of Chicago ex. Furniture configuration with common screen in middle that users can plug into and share; magic screen like on CNN. Academic libraries are implementing study commons with flexible furniture and areas for brainstorming with dry erase surfaces (entire walls and table tops).

**Q:** Do you see changes in libraries increasing more rapidly now than you did 7 to 10 years ago?

**A:** Physical inventories may be changing most in libraries. Change is nothing new, but change does seem to be coming faster these past couple of years due to patrons that are digital natives are now adult patrons. We need to make the library responsive to the needs of these patrons. Digital native cohort is getting bigger and the digital immigrants or non-digital cohorts are beginning to get smaller.

**Q:** Do we need to update our plans?

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1. This is how we would re-imagine the library in terms of our perspective today? (Short term vs. Long term planning).
2. Revise physical space plans when you get closer to building.  
**Q:** Can we revise current plans to take the 2<sup>nd</sup> floor off to make it more economical? Can we “afford” to do this in the long run?  
**A:** It is more economical to build it all at once if that is what your needs assessment calls for in the end. Could do in phases if necessary, just need to plan for it structurally.  
**Q:** Recommended libraries to visit in area?  
**A:** Will get suggestions to Stacey. Fitchburg, Madison Public South Park Branch and Sequoia Branch.
- b) Decision on Needs Assessment.
- c) Council and Community Communications ~ Stacey is on the agenda for February 23. Share with Council trends in library spaces, services, collection inventory (digital vs. print) and patrons. Share information from Dahlgren visit. Share circulation statistics increase.
- d) Field trips to other libraries ~ Visit Fort Atkinson on Monday evening Board meeting night. Stacey will check open meeting laws. Fitchburg, Madison, Sun Prairie, Monona, and Verona other options to explore.
7. **NEW BUSINESS**
  - a) Library Director’s annual performance evaluation ~ Turn in to Diane or envelope at front desk by month’s end.
8. **SUGGESTION BOX:** None  
**DIRECTOR’S REPORT (As submitted by Stacey Lunsford)**
  - a) I attended the Directors Council meeting in Horicon on January 12 and on February 9.
  - b) I attended the SHARE meeting in Waterford on January 19.
  - c) We had about five families attend the Family Gaming Day on January 21.
  - d) We had a meeting on January 26 with the new insurance company that the City has contracted with to discuss ways to improve our policies and procedures city-wide.
9. Board member reports: None.
10. Board member requests for future agenda items: Progress on book cases for Whitewater Room, contact Kevin Brunner.
11. Confirmation of next meeting on March 12, 2012, 6:30 pm
12. The meeting was adjourned at 8:12 p.m. MSC Winship/Knight

\* 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*

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