

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
White Memorial Room
Monday, September 10, 2012, 6:30 pm

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

Administrative Staff Present: Stacey Lunsford, Cathy Bloom

1. Secretary Santacroce called the meeting to order at 6:32 p.m. Motion was made to elect Jim Winship as President pro tempore in the absence of President Nosek. (MSC Helmick/Knight)
Ayes: Helmick, Winship, Knight, Santacroce Noes: None
2. The consent agenda was approved as presented.
3. The circulation, service, and Mango statistics reports for July and August 2012 were acknowledged and accepted as presented. MSC (Helmick/Santacroce) Ayes: Helmick, Winship, Knight, Santacroce Noes: None
4. The treasurer's report for July and August 2012 was accepted as presented. MSC (Helmick/Santacroce) Ayes: Helmick, Winship, Knight, Santacroce Noes: None
5. Citizen input regarding matters not on agenda; no action at this meeting—NONE
Moved to agenda items 7a and 7b.
6. OLD BUSINESS
 - a) Library Building Expansion Project ~ No new updates, waiting for 10% space reduction proposal from Anders Dahlgren.
 - b) Council and Community Communications ~ Highlight summer programs, traffic/circulation and special events.
 - c) Strategic Planning ~ Continue to work on this.
7. NEW BUSINESS
 - a) Staff Work Day ~ Motion was made to close the library to the public for a staff work day on October 12, 2012. MSC (Knight/ Helmick) Ayes: Helmick, Winship, Knight, Santacroce Noes: None
Motion was made to use \$160 from Special Revenue funds to pay for staff lunches on the work day. MSC (Helmick/Santacroce) Ayes: Helmick, Winship, Knight, Santacroce Noes: None
 - b) Volunteer Program ~ Concern that items have disappeared from work area before they have been processed, and staff suspect volunteers from Community Service Program may be at fault. Volunteer Coordinator, Shirley Hapka, presented the value of the program and the work they have done over the past 3 years. One community member was present to show her support for the Community Service Program. **Ideas for improvement:** written contract for volunteers, redesign staff work space, provide more secure work area
 - c) Re-approval of Gifts policy ~The policy was reviewed and a motion was made to approve and accept Gifts Policy as presented. MSC (Santacroce/ Knight) Ayes: Helmick, Winship, Knight, Santacroce Noes: None
 - d) 2013 Budget Draft ~ Discussed proposed budget.

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- e) Logo Contest ~ Motion was made to approve hosting a logo contest for the library as presented; with corrections to brochure. MSC (Helmick/Knight) Ayes: Helmick, Winship, Knight, Santacroce Noes: None.
 - f) Unique Management Services 12-month Return on Investment report ~ Reviewed and discussed.
8. **DIRECTOR'S REPORT (Lunsford)**
SUGGESTION BOX: None
- a) A patron donated a brand-new multimedia projector to us and we will be offering it for checkout to patrons. The projector retails at around \$550 and will be a nice addition to our growing technological gadget offerings.
 - b) I have updated the library's listings in Home Pages.
 - c) We are almost ready to launch our new website. There are a few revisions to be made and a final proofing.
 - d) I attended a meeting of the Jefferson County Libraries on Wednesday, September 5. We discussed what we would like to see in the new library system director and passed that information to Peg Checkai, director at Watertown Public Library, who serves on the selection committee. We also discussed the proposed merger of Mid-Wisconsin Federated Library System with Lakeshores Library System. Jefferson County libraries are in favor of a merger, provided certain conditions are met, in particular with regard to Mid-Wisconsin's fund balance.
9. **ADULT SERVICES REPORT (Jaroch)**
- a) Adult Summer Reading statistics: 88 adults signed up, 262 books were read, 14 people won weekly prizes, 3 people won grand prizes
 - b) Coupon Clipping Program, Aug. 11: 15 in attendance
10. **YOUTH SERVICES REPORT (As submitted by Bloom)**
- a) **Dream Big - Read and Own the Night @ Your Library 2012 Summer Reading Program**
Once again, I realize that by changing times and dates, I could submit last year's report to the Board. As in the past, this year's summer reading program had its good and bad points. Sign-up began on June 9th and ended with the system's Battle of the Books tournament on August 8, 2012. I'm happy to report that adults and children went "batty" over reading as we had nine full bat caves. For every completed reading record, each child/adult received a bat to add to the bat caves.
 - b) **2013 Summer Reading Program**
We will use most of the same programs next year as they were well attended and, judging by the comments, well received. There is a possibility that online registration will be used. This year, we did not go on any field trips. Next year, both groups will go on field trips.

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- c) **Dream Big - Read: Summer Reading Program for preschoolers through 4th graders this coming fall**
1. **Storytime** - We offered three weekly storytimes: Preschool (3 – 5 yr. olds), Toddlers (2 – 3 yr. olds), and Lapsit (12 – 24 months). 513 children and caregivers attended the six weeks of storytime.
 2. **Tuesdays @ 2:00** – This program was held for six weeks and 318 children attended. Tuesdays @ 2:00 were geared for kindergarten through 4th graders. Each week was centered on a different theme. We received many compliments from parents that the programs were well-organized and that the children had fun.
 3. **Movies** – We offered one movie and 26 children attended. Refreshments were served.
 4. **Performers** – This year we did not use Lakeshores’ Storywagon performers. I chose the performers, and 810 people attended the various performances. “The Spoon Man” was the last performer for the summer reading program. His performance was followed by an ice cream social. As it was quite warm that day, the ice cream sundaes were a hit.
 5. **Sleepover** – I believe this continues to be one of the best public relations programs that the summer reading program offers. I just love to stand by the door and greet the parents and children as they enter. The parents seem just as excited as their children. Every year I say that we had the best group of kids and this year was no exception.
- d) **Own The Night: Summer Reading Program for 5th graders and up this coming fall**
1. **YA Gaming Night** – 29 Young Adults attended and had a good time. Besides the Wii games, there were board and card games. Pizza, pop, and chips were served.
 2. **Manga Workshop** – I was somewhat disappointed with the turnout, but the 14 YAs that attended seemed to have fun.
 3. **Battle of the Books** –The winning team from our local competition went on to compete in the system tournament which was held in Waterloo. 2 teams tied for second, so there were four additional rounds of questioning. I am pleased to report that we came in second. This is another great public relations program. Many of the parents expressed their appreciation that the library has this event
 4. **Young Adult Volunteers** – I cannot express how proud I am of all the young adult volunteers. They’re dependable, did a great job, and were very enthusiastic. Even with the heat, we would have at least 6 -7 volunteers for the Tuesday events. In August, we went to Pizza Hut for an appreciation lunch.

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I realized during the system Battle of the Books tournament that many of the young adults who were involved with the summer reading program I had in Storytime. It has been a pleasure to see these children remain such active library users.

In closing, I believe this year's summer reading program has been very successful. It would not be as successful if not for the support of Stacey, Diane, the staff, and the Friends of the Library as well as the Board. Special credit should go to Sherry Pontel and Aszya Summers, our summer assistant.

e) **2012 Children's and Young Adult Fall and Winter Agenda**

1. **Storytime:** Storytime will begin the week of September 17. Fliers were mailed to children who attended this past summer. There are 3 sessions: preschool, toddler and lapsit. Each session lasts approximately 45 minutes.
 2. **Family Gaming Day** will be held on Saturday, September 22 from 10:00 AM – 1:00 PM. There will be Wii and board games. Refreshments will be served.
 3. **Home Schooling Group** will start up on Wednesday, September 19.
 4. **Lego Club** will resume on Tuesday, September 18. Lego Club usually meets the third Tuesday of the month.
 5. **Special program:** "You've Got the Power" will be held on Thursday, October 18, 2012 from 7:00 – 8:00 PM. This program features Rob Erdmann and is about the effects of bullying. Mr. Erdmann was one of our summer performers and put on a wonderful show.
 6. **Monster Bash** is on Tuesday, October 23 from 6:30 – 7:30 PM. Materials will be provided for children to create their own monsters. Apple cider and donut holes will be provided.
 7. **YA Gaming Night** will be held on Thursday, November 1, from 5:00 – 7:30 PM. There will be Wii and board games as well as refreshments.
11. Board member reports: Thank you to Stacey from Whitewater Unified School District for co-presenting a workshop on eBooks and Overdrive during the Summer Learning Academy.
 12. Board member requests for future agenda items: Develop a plan for old shelves in Whitewater Room and develop a proposal of ideas to help with missing materials from work area.
 13. Confirmation of next meeting on October 8, 2012, 6:30 p.m.
 14. Motion was made to adjourn the meeting at 9:02 p.m. MSC (Helmick/Santacroce) Ayes: Helmick, Winship, Knight, Santacroce Noes: None.

* 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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