

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
White Memorial Room
Monday, November 19, 2012, 6:30 pm

REVISED 11/14/12

ADDED: 7d. Contract for Jefferson County Library Services

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

Administrative Staff Present: Stacey Lunsford, Cathy Bloom, Diane Jaroch

1. President Nosek called the meeting to order at 6:40 p.m.
2. The consent agenda was approved as presented.
(Moved to item 6a)
3. The circulation, service, and Mango statistics reports for October 2012 were acknowledged and accepted as presented. MSC (Caldwell/Leaver) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
4. The treasurer's report for October 2012 was accepted as presented. MSC (Caldwell/Knight) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
5. Citizen input regarding matters not on agenda; no action at this meeting- NONE
6. OLD BUSINESS
 - a) Library Building Expansion Project ~ Motion was made to approve the Space Needs Summary revised plan. MSC (Helmick/Caldwell) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
 - b) Council and Community Communications ~ Stacey should continue attending Council meetings and reporting Library happenings and needs to the Council. Continue working on educating public on resources available.
 - c) Strategic Planning ~ Postpone until December meeting.
(Moved to item 7b)
 - d) 2013 Budget ~ Motion was made to approve revised budget for 2013. MSC (Winship/Knight) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
7. NEW BUSINESS
 - a) Property at 424 Forest Avenue ~ Matt Amundson, Cameron Clapper, Latisha Birkeland presented concerns and considerations with managing and maintaining properties owned by library. Motion was made to authorize temporary repair on the roof at 424 Forest Avenue. MSC (Winship/Helmick) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
Motion was made that once the property at 424 Forest Avenue is vacant we discontinue leasing it and begin planning for demolition of said property. MSC (Helmick/Winship) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None

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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- b) Part-time Position for 2013 ~ Motion was made to approve adding a part-time position of a Library Page as presented. MSC (Helmick/Leaver) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
 - c) County Plan for Library Services ~ Reviewed and discussed plan. Board may attend meeting if they desire.
 - d) Contract for Jefferson County Library Services ~ Motion was made to accept the contract for county library services. MSC (Winship/Helmick) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
8. DIRECTOR'S REPORT (As submitted by Director Lunsford)
- a) The carpet cleaning has been completed.
 - b) The Friends of the Library will hold a week-long book sale March 4 – 8 2013.
- SUGGESTION BOX: None
9. ADULT SERVICES REPORT (As submitted by Jaroch)
- a) The project I focused on during Staff Work Day was the reorganization of the music CD collection. Susan Willmann and I worked together to add new sections to the collection. One of the more popular sections we created was for polka music. We have had several patrons comment on how nice it is to have the polka music together in one section. Polka had previously been in the popular collection which had become a catch-all category. We haven't completely finished labeling all of the new sections but hope to be finished by the end of the year.
 - b) I am implementing a coupon exchange program at the library starting in December. There will be two boxes for coupons; one for current coupons and one for expired coupons that can be used by military families overseas. People are encouraged to bring in coupons they don't need when they take coupons so it can be a true exchange. The library will have volunteers clip coupons staff and patrons bring in from the various newspapers.
 - c) I proctored two exams during the month of October and have four scheduled for November.
 - d) I am beginning to plan the 2013 Adult Summer Reading program.
 - e) We are in the process of planning a series of crafting programs for 2013 for adults and young adults.
 - f) Crime Club met on October 31st. The book was Crooked Letter, Crooked Letter by Tom Franklin.

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10. YOUTH SERVICES REPORT (As submitted by Bloom)
 - a) Activities for the month of October included Storytime, Home Schooling Group, The Rob Erdmann program and Lego Club.
 - b) This year I attended the National Storytelling Festival in Jonesborough, Tennessee. This event was held on Thursday, October 4th through Sunday, October 7th. What a wonderful event. I am looking into a storytelling workshop for children and young adults. What I would like to do is to have a three part program. 1st: Have a storyteller come to our library or schools, 2nd: Have a storytelling workshop at the library and 3rd: Feature the children/young adults who would like to share their stories. I am now checking into grants/foundations for this program.
 - c) Plans are moving along for our 1st annual BookIt 5k run followed by a family fun run. Our course is being mapped out and will be certified. We have a timer reserved. The t-shirt template has been finalized and sponsors are starting to sign up.
 - d) Finally, it's hard to believe but plans are underway for next year's summer reading program. Our order for materials has to be in by December 1, 2012. Sherry Pontel is putting the finishing touches on the order form for the staff t-shirts. We have also planned a tentative agenda for both the children and the young adult programs.
11. Board member reports: NONE.
12. Board member requests for future agenda items: NONE
13. Confirmation of next meeting on December 10, 2012, 6:30 p.m.
14. Motion was made to adjourn the meeting at 8:09 MSC (Helmick/Winship)
Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship
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