

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

Present: Julie Caldwell, Richard Helmick, Rose Mary Leaver, Vicki Santacroce,

Absent: Sharon Knight, Donna Nosek, Jim Winship

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

1. Vice President Caldwell called the meeting to order at 6:34 p.m.
2. Presentation of Kindle Fire to Logo Contest winner Kristin Bates.
(Moved to item 7c)
3. The consent agenda was approved as presented. MSC (Helmick/Leaver)
Ayes: Caldwell, Helmick, Leaver, Santacroce Noes: None
4. The circulation, service, and Mango statistics reports for November 2012 were acknowledged and accepted as presented.
5. The treasurer's report for November 2012 was acknowledged and accepted as presented.
6. Citizen input regarding matters not on agenda; no action at this meeting:
NONE
7. OLD BUSINESS
 - a) Library Building Expansion Project ~ Architecture, Rick McCarthy, will be at our January meeting to discuss space needs assessment and updating of physical plans.
 - b) Council and Community Communications ~ Stacy will attend December 18th meeting and will communicate our strategic planning process with UW Extension and our plan to have Rich McCarthy at our next meeting in January.
 - c) Strategic Planning ~ Steve Grabow and Josh Clements from UW Extension in Jefferson and Walworth Counties joined us to help us with the facilitation of our plan. Need to revisit vision and where we have been; address where we are at now and where we want to go; and develop path to get there (framework for plan). They propose the use of phases and workshops to facilitate process. They would be as follow: Phase 1-Technical Vision Concepts; Phase 2-Initial Planning; Phase 3-Public Input on Vision/Needs; and Phase 4-Strategy/Board Direction to Follow. Team should consist of 9-10 people. Richard Helmick will be the Board representative.
8. NEW BUSINESS
 - a) Motion was made to approve holiday and special library closings in 2013 as presented. MSC (Leaver/Helmick) Ayes: Caldwell, Helmick, Leaver, Santacroce Noes: None
 - b) Review of 2012 Goals and Objectives ~ Discussed status of goals and objectives.
 - c) 2013 Goals and Objectives ~ Discussed objectives to include for 2013. Stacy will propose a Draft at January meeting.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

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

- d) Lakeshores Library System 2013 Memorandum of Agreement ~ Motion was made to accept the agreement as presented. MSC (Caldwell/Santacroce) Ayes: Caldwell, Helmick, Leaver, Santacroce Noes: None
9. **DIRECTOR'S REPORT**
SUGGESTION BOX: None
DIRECTOR'S REPORT (As submitted by Stacey Lunsford)
- a) The 2013 budget was approved at the Common Council meeting of November 20.
 - b) The Plan for Jefferson County Library Services 2012-2015 was approved at the Jefferson County Library Service meeting of November 28.
 - c) Karen Esparza was offered the job as a library page to start after January 1, 2013 and she has accepted the position. Her last day as a job shadow with Opportunities, Inc. will be December 14.
 - d) Tim Nobling, Chief Information Officer for the City, has been completing installation of the wireless link between the Library and City Hall. The first use of the link will be for staff to fill out their electronic timesheets for payroll.
10. **ADULT SERVICES REPORT** (As submitted by Diane Jaroch)
- a) I have decided to kick off the coupon exchange program in January. I decided to wait so that there would be a nice selection of coupons already in the box for patrons to choose from. I am also hoping to have volunteers clip coupons that staff and patrons bring in from the various newspapers, and with Shirley being on leave the past 3 weeks we did not have any volunteers here.
 - b) I proctored three exams during the month of November.
 - c) Prizes and promotional items have been ordered for the 2013 Adult Summer Reading program.
 - d) Crime Club met on November 28th. The book discussed was The Murder Room by P. D. James. Crime Club will not meet in December.
 - e) I am on the Board of Directors for the Jefferson County Literacy Council and meet with them once a month. JCLC recently held their first Adult Spelling Bee at the Rock River Gallery in Jefferson. This fundraiser was a great success and another one is being planned for next year. Stacey was on the team "The Spell Chicks" (three people comprised a team) which won first place! On October 24th the JCLC held a fundraiser at the Culver's here in Whitewater which was also a success. The next fundraiser will be our second

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

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

annual Wine Tasting event. More details will be released on this event later in the month.

- f) I would also like to mention that the JCLC has placed a tutor here at the library who meets on a weekly basis teaching ESL to several individuals.

11. YOUTH SERVICES REPORT (As submitted by Cathy Bloom)

- a. Activities and programs are winding down as the year draws to a close. Three Storytime sessions were held weekly through the month of November. Also held in November were Lego Club and the Home Schooling Group.
- b. I led the discussion of the Crime Club this month. The book I chose was *The Murder Room* by P. D. James.
- c. In regards to the 2013 Summer Reading Program: I placed two orders – the staff t-shirt order and the other order was for materials and supplies. In November, I also started booking performers for the 2013 summer reading program. Since the 2013 chairman of the Battle of the Books stepped down, the children’s librarian from Watertown and me will co-chair this event.
- d. I also started planning the 2013 Winter – Spring Activities and Programs for the Children’s Area and for the Young Adults. Confirmed events are the Snow Dogs on February 16 (part of Freeze Fest) and the 5k run and the 1 mile Family Fun run/walk. We will have therapy dogs again.

12) Board member reports: NONE

13) Board member requests for future agenda items: NONE

14) Confirmation of next meeting on January 14, 2013, 6:30 pm

- a) Motion was made to adjourn the meeting at 8:16 p.m. MSC (Leaver/Helmick) Ayes: Caldwell, Helmick, Leaver, 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

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.