

**Irvin L. Young Memorial Library**  
**431 W Center St**  
**Whitewater WI 53190**  
**Board of Trustees Regular Meeting**  
**White Memorial Room**  
**Monday, January 14, 2013, 6:30 pm**

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

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

1. President Nosek called the meeting to order at 6:35 p.m.
2. Library Building Expansion Project~ Rick McCarthy of PSA Drewberry presented his ideas on updating the library building project conceptual plans.
3. The consent agenda was approved as presented. MSC (Winship/Knight)  
Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship  
Noes: None
4. The circulation, service, and Mango statistics reports for December 2012 and all of 2012 were acknowledged and accepted as presented.
5. The treasurer's report for December 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) Council and Community Communications ~ Stacy will publicize information regarding Rich McCarthy's presentation at the next Council meeting.
  - b) Strategic Planning ~ Cathy Bloom, Diane Jaroch and Stacy Lunsford will be meeting with Steve Grabow and Josh Clements on Thursday, January 24<sup>th</sup>, 2013.
8. NEW BUSINESS
  - a) 2013 Goals and Objectives ~ Motion was made to accept the 2013 Goals and Objectives with suggested updates/changes as discussed. MSC (Winship/Knight) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
  - b) Staff Vacation Policy~ Motion was made to accept the Staff Vacation Policy with suggested changes as discussed. MSC (Helmick/Caldwell) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
  - c) Circulation Policy ~ Motion was made to accept the revised Circulation Policy as presented. MSC (Winship/Knight) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
  - d) Budget transfer ~ Motion was made to transfer/carryover \$1900 in the library building fund, line 100-55111-245, Building Repair and Maintenance, to 2013. MSC (Leaver/Knight) 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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- e) Change in Board meeting schedule ~ Motion was made to change the Board meetings to the third Monday of the month. MSC (Helmick/Caldwell) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None
- 9. **DIRECTOR'S REPORT**  
SUGGESTION BOX: None  
DIRECTOR'S REPORT
  - a) The new cleaning company started on Wednesday, January 2. KAS Cleaning of Elkhorn had the low bid for the city building janitorial contract.
  - b) Stacey attended the Mid-Wisconsin Directors Council meeting on Thursday, January 10 and reported on it.
- 10. **ADULT SERVICES REPORT (As submitted by Diane Jaroch)**
  - a) I proctored two online exams during the month of December.
  - b) Cathy and I will be creating displays for the small display case in the lobby during 2013. We have all of the topics mapped out and ready to go. The January display will be promoting the Lego Club.
  - c) Bill Jamerson will be returning in March to do a Lumberjack Program. The program will be on March 21st at 2:00 pm.
- 11. **YOUTH SERVICES REPORT (As submitted by Cathy Bloom)**
  - a) The month of December was a quiet month for children's programs. Storytime was held the first two weeks of December. 2013 Winter-Spring Storytime flier were mailed to all the families whose children attended the Fall-Winter Storytime.
  - b) Diane and I were assigned the small display case for 2013. We have themes planned for every month. Lego Club was held in December and the theme was to build something each child would like for Christmas. Diane and I thought we would have the January theme for the case be "Legos." We used the items that the children made in December. This is nice because patrons can actually see what the children have done. Usually the items are on the top shelves in the Children's Area.
  - c) December was a good month to put the finishing touches on the Winter-Spring Children's and Young Adult program, get caught up on some cataloging and to do some weeding.
- 12. Board member reports: NONE
- 13. Board member requests for future agenda items: NONE
- 14. Confirmation of next meeting on February 18, 2013, 6:30 pm
- 15. Motion was made to adjourn the meeting at 8:08 p.m. MSC (Knight/Leaver) Ayes: Caldwell, Helmick, Knight, Leaver, Nosek, Santacroce, Winship Noes: None

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\* 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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