



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Minutes
Monday, September 15, 2014, 6:30 pm**

1. CALL TO ORDER

The meeting was called to order by Chairperson Hartwick at 6:35 PM.

Present: Anne Hartwick, Sharon Knight, Danielle Hudson, Cory Peppler, Richard Helmick

Absent: Jim Winship, Julie Caldwell

Staff present: Stacey Lunsford

2. ELECTION OF OFFICERS

MSC Knight/Hudson to elect Peppler Board of Trustees Secretary.

Ayes: Hartwick, Knight, Hudson, Peppler, Helmick

Nays: None

Abstain: None

3. CONSENT AGENDA

a) Approval of minutes of the August 18, 2014 regular meeting*

b) Acknowledgment of receipt of financial reports for July 2014*

c) Acknowledgment of receipt of financial report of special revenue fund receipts for August 2014*

d) Approval of payment of invoices for August 2014*

Knight requested that item d) be removed from the Consent Agenda for discussion.

MSC Knight/Hudson to approve a), b), and c) of the consent agenda.

Ayes: Hartwick, Knight, Hudson, Peppler, Helmick

Nays: None

Abstain: None

Discussion ensued regarding payment #14047.01 in support of planning for the library addition. The board should be aware of the funds remaining in the building fund. Lunsford will seek clarification from Mitch Simon regarding possible time limits attached to previous, gifted money.

(Julie Caldwell arrived at 6:46 PM.)

MSC Hudson/Knight to approve d) in the Consent Agenda.

Ayes: Hartwick, Knight, Hudson, Peppler, Helmick, Caldwell

Nays: None

Abstain: None

4. Acknowledgment of receipt of statistical reports for August 2014

MSC Hudson/Hartwick to accept the statistical reports for August, 2014.

Ayes: Hartwick, Knight, Hudson, Peppler, Helmick, Caldwell

Nays: None

Abstain: None



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5. Acknowledgment of receipt of treasurer's reports for August 2014
MSC Helmick/Caldwell to acknowledge receipt of the treasurer's report for August, 2014.
Ayes: Hartwick, Knight, Hudson, Peppler, Helmick, Caldwell
Nays: None
Abstain: None
6. HEARING OF CITIZEN COMMENTS
 - a) No formal Library Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Library Board discusses that particular item.
There were no citizen comments.
7. OLD BUSINESS
 - a) Library Building Expansion Project
Lunsford will review the Master Vision Plan with Rick McCarthy with additional information gleaned from previous meetings of the Board of Trustees and general public.
 - b) Council and Community Communications
Lunsford will be discussing the library's budget with the city sometime next week. She will report information from that meeting to the Board of Trustees at their next, regularly scheduled meeting.
8. NEW BUSINESS
 - a) Closing the library during the ILS migration
Discussion ensued regarding the best time and way to support the future, digital migration of records. The library will close November 19, 2014, the day before the migration, so that staff can focus on necessary details. During the time of the migration, November 14 – 19, patrons will be allowed to check out materials. There will be no holds available and fines will not be assessed for late materials.
MSC Peppler/Caldwell to close the library on November 19, 2014.
Ayes: Hartwick, Knight, Hudson, Peppler, Helmick, Caldwell
Nays: None
Abstain: None
 - b) Draft policy on e-cigarettes
Hartwick was recognized for her assistance in developing the proposed policy on e-cigarettes.
MSC Hudson/Knight to adopt the proposed policy as presented.
Ayes: Hartwick, Knight, Hudson, Peppler, Helmick, Caldwell
Nays: None
Abstain: 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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c) Chapter Four of *Trustees Essentials*

Hartwick led a review of Chapter 4, Trustees Essentials. Discussion ensued.

9. Adjournment into Closed Session **TO RECONVENE** per Wisconsin State Statute 19.85(1) (c) “Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

Item to be discussed: (1) Salary and benefit discussion regarding Youth Educational Services Librarian

MSC Caldwell/Hudson to adjourn into closed session. Roll call vote:

Hartwick, aye
Knight, aye
Hudson, aye
Peppler, aye
Helmick, aye
Caldwell, aye

The meeting was closed to the public at 7:35 PM.

The meeting was re-opened to the public at 7:45 PM.

10. Salary and benefit offer for Youth Educational Services Librarian

MSC Knight/Peppler to offer Ms. Rothmeyer the position of Youth Educational Services Librarian at a starting salary of \$40, 643 and ten days of vacation upon hire. Roll call vote:

Hartwick, aye
Knight, aye
Hudson, aye
Peppler, aye
Helmick, aye
Caldwell, aye

11. Committee Report

Knight informed the board on the progress the subcommittee had made regarding the new evaluation procedures.

12. Director's Report

- a) We have completed the Edge training sessions. They were well done with good information for which they provided PDF documents of the entire training with supplemental materials. We will be looking at these to implement ideas following the ILS migration in November.
- b) We will be implementing MobileCirc after the ILS migration in November. I know that you have been eager for us to be able to provide the ability to register people for library cards off-site and we are purchasing the iPads for that this month.



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- c) I have been working on the data review of the migration test data and so far it all looks very good.
- d) We will be reviewing governance documents relating to the TRIO consortium at the Directors Council meeting of September 11. We also have the finance committee budget hearing for Jefferson County that morning so I will attend that before going to Horicon.
- e) I have sent out 2 Quarter statements to all the new Endowment Fund board members and invited them to email me some potential dates for an inaugural meeting.
- f) We had the first meeting of the Project 2025 group at the library on Monday, September 8, at 8:00 am. The group decided on a structure for future meetings and will be meeting at 8:00 am on Mondays at the library for at least September through October.

13. Adult Service's Report

- a) We had 5 people attend the Maker Monday program on August 18th. In preparation for the school year altered a Crystal Light box, turning it into a backpack for storing small items and we personalized notebooks and clips by covering them with patterned paper.
- b) There were 2 people in attendance for the Scenic Cinema Brownbag Lunch event. It rained heavily all day that Monday so I think the inclement weather contributed to the low turnout.
- c) I attended CPR/First Aid training on August 19th with other city staff on the UW Whitewater campus.
- d) Stacey had me attend one of the Edge Training webinars on August 25th as she had to be at MWFLS headquarters for a Director's training session concerning the new ILS.
- e) Stacey and I both attended a training session on August 27th at the MWFLS headquarters in preparation for the new ILS we will be getting in November.
- f) We had a wonderful turnout for Cathy Bloom's retirement party and everyone had a great time. The staff did an excellent job at organizing the party.

14. Friends off the Library Report (FOL)

The Board of Trustees again recognized the invaluable leadership of Jim and Rose Mary Leaver in the continued efforts of the FOL. Discussion ensued regarding how the board could support the FOL.

15. Board member reports

Hart wick will report on the Trustee Training Week conference at a future meeting.

16. Board member requests for future agenda items

There were no requests at this time.

17. Confirmation of next meeting on October 20, 2014, 6:30 pm

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The next meeting will be held on October 20, 2014, 6:30 PM at the library.
18. Adjournment

The meeting was adjourned at 8:18 PM.

Respectfully submitted.
Richard Helmick, Secretary Pro-tem