



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, December 15, 2014, 6:30 pm
AMENDED 12/10/14 9:13 AM

7. d) Library Director Evaluation Process ~ Discussion

1. Call to Order by Chairperson Hartwick at 6:30 pm
Present: Sharon Knight, Anne Hartwick, Richard Helmick, Danielle Hudson, Cory Pepler, Jim Winship
Absent: Julie Caldwell
Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer
2. Presentation from StudioGC
 - a) Update from designers with latest schematic designs
 - b) Discussion ensued
3. Consent Agenda
 - a) Approval of minutes of the November 17, 2014 regular meeting*

MSC Winship/Helmick to approve as amended the November minutes (a) to list all present members
Ayes: Knight, Hartwick, Helmick, Hudson, Pepler, Winship
Nays: None
 - b) Acknowledgment of receipt of financial reports for October 2014*
 1. Helmick asked about summer expense materials

MSC Hudson/Knight to acknowledge receipt of financial reports
Ayes: Knight, Hartwick, Helmick, Hudson, Pepler, Winship
Nays: None
 - c) Acknowledgment of receipt of financial report of special revenue fund receipts for November 2014*

MSC Winship/Knight to acknowledge receipt of financial reports of...
Ayes: Knight, Hartwick, Helmick, Hudson, Pepler, Winship
Nays: None
 - d) Approval of payment of invoices for November 2014*

MSC Hudson/Hartwick to approve payment of invoices
Ayes: Knight, Hartwick, Helmick, Hudson, Pepler, Winship
Nays: None

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4. Acknowledgment of receipt of statistical reports for November 2014
 - a) Lunsford says still unable to pull circulation stats from new system for print materials and computer logins

MSC Helmick/Peppler to acknowledge receipt of statistical reports for November 2014

Ayes: Knight, Hartwick, Helmick, Hudson, Peppler, Winship
Nays: None

5. Acknowledgment of receipt of treasurer's reports for November 2014
 - a) Knight acknowledged that the words "not to exceed 10% of corpus" should have been removed from the Collection Development Trust description.

MSC Helmick/Hudson to acknowledge receipt of the treasurer's reports for November

Ayes: Knight, Hartwick, Helmick, Hudson, Peppler, Winship
Nays: None

6. Hearing of Citizen Comments
 - a) No citizen comments made.

7. Old Business

- a) Library Building Expansion Project ~ Discussion
 1. Rotary is interested in a fund-raising effort and expressed interest in the library
- b) Council and Community Communications ~ Discussion
 1. Budget was approved
 2. Won't have opportunity to speak to Council until January meeting
 3. Discussion about Winship's vacancy and how that affects the Library Board
- c) Unique Management Services and Wisconsin State Law ~Action
 1. Recommendation from Wally McDonell to not use a collection agency, citing disclosure statutes
- d) Library Director Evaluation Process ~ Discussion
 1. Hartwick distributed Library Director Evaluation forms to members, and gave instructions for Board members
 2. Evaluations are due on Dec 22, 2014, returned to Library front desk

8. New Business

- a) Jefferson County Library Services Contract for FY2015 ~ Action

MSC Helmick/Winship to approve the renewal of (above)

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

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Nays: None

- b) Lakeshores Library System Services Contract for FY2015 ~ Action

MSC Knight/Hudson to approve as approval the renewal of (above)

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

Nays: None

- c) Disposition of monies held in trust by the Library Board ~ Action
1. Lundsford gave history of the Collection Development Trust, transition from “slush” fund to legitimate trusts/fund.
 2. Suggestion is to move funds from trusts into building fund
 3. Knight: concern with relying too much on this money and therefore lessening the responsibility from the City

MSC Winship/Helmick to approve as transfer all proceeds from in Collection Development, Staff Development, and Technology Trusts, as CDs mature, into Building Fund

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

Nays: None

- d) Review of Trustees Essentials Chapter 8 ~ Discussion

1. Postponed until January 2015

- e) 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.”

1. Item to be discussed:
Review of open Technical Services Specialist position

MSC Winship/Harwick to adjourn into closed session. Library staff present remains in closed session with board permission. Roll call vote:

Knight, aye
Hartwick, aye
Helmick, aye
Hudson, aye
Peppler, aye
Winship, aye

Meeting was closed to the public at 8:24 pm

- f) Meeting was re-opened to the public at 8:31 pm

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g) Approval of proposed staffing changes ~ Action

Proposed:

1. We will not fill the position left vacant by Sherry Pontel's retirement.
2. We will make Susan Willmann and SusanKay Johnson full-time with 40 hours per week. They will remain as non-exempt employees but will receive full benefits. They will use those additional hours to absorb the work that Sherry Pontel was doing as a cataloger.
3. We will give four additional hours each to Suzanne Haselow, the Homebound Coordinator, and Shirley Hapka, the Volunteer Coordinator. They are both in the job classification of Outreach Services Specialist.
4. We will save \$12,767 in the budget which can be reallocated to another line item or items.

MSC Helmick/Hartwick to approve the proposed staffing changes as presented in closed session.

Knight, aye

Hartwick, aye

Helmick, aye

Hudson, aye

Peppler, aye

Winship, aye

9. Director's Report

- a) The transition to TRIO has been a bit bumpy with more problems surfacing as time goes on. There still is no good way to get statistical data from the system but that won't become critical until January when the state annual report preparations start and I am going to assume that we will have many of these issues ironed out by then. We also do not have any data from computer usage because we have not been given our VPN (virtual private network) tunnel into the system office as we are have different Internet service providers. As we are the only library with this issue, they are naturally focused on problems that affect all the libraries first. The same is true of MobileCirc. Since so few libraries use it, it is not on their priority list to address. I will have more to report after the Directors Council meeting on Thursday, December 11.
- b) I spoke with the UW-Whitewater liaison, Kim Clarksen, for Make a Difference Day, which is scheduled for Friday, April 24. We decided that our tentative plan is to have bags for a "Knock and Drop" around town, outlining new services that the public should be aware of, such as 1000 Books Before Kindergarten, the Makerspace, and the Seed Exchange Library. I will clear this with Cameron but

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Kim thinks it is a great idea that will benefit the entire community and be most inclusive for all students who wish to participate.

10. Adult Services Report

- a) I had the opportunity to speak at the Bassett House on November 19th about the library's Maker Space. I made everyone in attendance a card created with the Cricut machine. The group was very interested in the Maker Space and several had already had a tour of the space and one had even used some of the equipment.
- b) There were 28 people in attendance for our second annual International Gaming Day event. We did a life sized Pac Man game that was very popular. We had a variety of ages at the event and several people asked if we could offer a Saturday gaming event more often than once a year.
- c) We made Gratitude Journals at our monthly Maker Monday class using the Rubicoil machine a staff member lent us. Participants created a journal from the bottom up. They chose the size they wanted to make, the type of foundation material to be used, the paper to cover the foundation pieces, and the type of paper the interior of the journal was to be made of. After they assembled the journal they were free to decorate it to their liking. There were 18 in attendance for this class.
- d) Six people attended our first annual NANOWRIMO (National Novel Writing Month) workshop. Those in attendance have taken the event one step further and have now created a writing group that will be meeting at the library one to two times a month. Next year we hope to offer more classes and workshops for this annual event.
- e) Our 3-D printer in the Maker Space is up and running. We will be offering workshops in 2015. We have also now received all of the items for the Mobile Maker Space and will begin utilizing the equipment and materials to create classes and workshops in 2015.
- f) A Big Shot machine has recently been purchased for the Maker Space. It is a manual die cutting machine similar to the industrial Ellison die cutting machine the library has been using for years to create letters. Several people were intimidated by the computerized Cricut die cutting machine, so we used some of the funds raised by the Friends of the Library for the Maker Space, to purchase the Big Shot. We will be using the Big Shot at the December Maker Monday.
- g) We completed interviews for the new Customer Service Representative position and have hired Abbey McCallum for the position. She has previously worked at the Horicon Public Library for four years and is a freshman at UW-Whitewater.

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11. Youth Educational Services Report

- a) Early Literacy Classes
Numbers have been steady but monthly totals were affected by our brief closure for the trio migration and the Thanksgiving break. I have received many responses to the survey that was sent out and I am using that feedback to plan the classes for the spring session. Registration for the spring session began on December 8th.
- b) 1000 Books Before Kindergarten
Heather has almost completed the graphics and I am hoping to have our brochures and flyers within the next few weeks. The community literacy group Whitewater Leads created early literacy postcards that were placed in the giveaway bags at the Optimist Club's Santa Breakfast on Saturday December 6th along with a booklist of age appropriate titles. These postcards have also been handed out at the early literacy classes and will be passed out to the 4K and early childhood classes in town.
- c) LEGO Engineering Workshop
Numbers for our LEGO workshop remain steady. In November the participants made various creations including a prison, jungle gym, and island of doom.
- d) Frozen Sing-A-Long
On Monday, December 8th we will be showing the sing-a-long version of Frozen. We set up a photo booth that included a snowy backdrop and stand-ups of some of the characters and children were encouraged to take their picture. One of my colleagues made snow wands to hand out at the program for the kids to wave while they are singing and for them to have something to take home from the program.
- e) Kiwanis
On Tuesday, December 2nd I spoke at the Kiwanis breakfast meeting. Last year the Kiwanis donated \$400 for picture books that their speakers sign. The books are then given back to the library for circulation. These books are located on the top of the New Books bookshelf. They have donated another \$400 for 2015.
- f) Collection Management
This week I will finish relocating the new YA books to the front end of the first shelf within that section. That area will then be marked with clear signage so that the new arrivals are easier to locate. In addition, we have been weeding in several places including the space-saver and the paperback spinners.

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12. Board member reports
 - a) Hartwick presented the letter from the MWFLS in response to the Board's letter of concern (pdf attached)
 - b) Winship:
 1. Regarding the Whitewater Leads, upcoming community book drive in January for new and gently used children's books
 2. Indoor "Little Libraries" in workplaces
 - c) Knight: Evaluation committee will meet on January 8, 2015 at 6:00 pm in the library

13. Board member requests for future agenda items
 - a) Moving discussion on Chapter 8 to January's meeting
 - b) Review our Board goals for 2014 and revise goals for 2015
 - c) Will need a closed session in January in preparation for library director evaluation that will happen in February

14. Confirmation of next meeting on January 19, 6:30 pm

15. Adjournment by Chairperson Hartwick at 8:46 pm

Respectfully submitted,
Cory Pepler
Secretary/School District Representative

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