



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, June 16, 2014, 6:30 pm

Present: Anne Hartwick, Julie Caldwell, Richard Helmick, Sharon Knight

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

1. President Anne Hartwick called the meeting to order at 6:35
2. CONSENT AGENDA Motion by Helmick/Knight to amend Minutes of May 19 for 7)e to "Library Board wishes to continue renting property at 413 W. Center St." Approved.
The consent agenda was approved once change reflected. MSC
(Knight/Helmick) Hartwick, Caldwell Noes: None
3. Acknowledgment of receipt of circulation, service, Mango, and Boopsie statistics reports for May 2014. MSC (Helmick/Hartwick) Caldwell, Knight Noes: None
4. Acknowledgment of receipt of treasurer's reports for May 2014. MSC
(Helmick/Caldwell) Hartwick, Knight Noes: None
5. HEARING OF CITIZEN COMMENTS ~ None
6. OLD BUSINESS
 - a) Library Building Expansion Project ~ Stacey reported on continued communication with architect. August 4 is scheduled presentation on current updated plan.
 - b) Council and Community Communications ~ June 18 City Council meeting includes discussion of capital improvements budget.
7. NEW BUSINESS
 - a) Review and approval of committee to review director's performance evaluation process. Motion approved to create committee, to include Hartwick, Knight and Helmick (unless other director interested).
MSC (Helmick/Hudson) Hartwick, Caldwell, Knight Noes: None
 - b) Review of Irvin L. Young Memorial Library Endowment Fund and board member qualifications. Helmick directs Hartwick to reach out to members to fill positions on endowment board.
 - c) Review of items designated for city auction. Motion made to approve items for city auction MSC (Helmick/Caldwell) Hartwick, Knight Noes: None
 - d) Review of Edge Assessment results. Stacey intends to incorporate into planning process.
 - e) Report on Disaster Planning and training completed.
 - f) Chapter One of *Trustees Essentials* ~ recently completed.
8. DIRECTOR'S REPORT as presented by Stacey Lunsford
 - a) I met with the City Manager Cameron Clapper Assistant City Manager Chris McDonell, an Finance Director Doug Saubert to review the Capital Improvements Projects list on Tuesday, May 27. We will be going ahead with improvements to our heating, ventilation and air conditioning system as part of the Trane project and we will have some repairs and retrofitting done to our roof to try to correct the problem that caused such sever ice damming this winter, resulting in the flooding of Cathy's office.
 - b) I attended the monthly Directors Council meeting in Horicon on Thursday, June 12. Transition plan was released. Staff received a copy of plan. Signs will be posted for patrons. Press releases will be edited by Stacy. Jefferson County director's meeting following lunch that day. Ideas presented to incorporate into outdoor summer activities. More outdoor

activities will be planned for next summer.

9. Adult Services Report for the Month of May 2014

- a) Author Richard Thieme spoke about his book UFOs and Government: a Historical Inquiry on May 1st. Thieme's program was very interesting and informative and prompted many questions by the audience.
- b) We had 5 people attend the Maker Monday program on May 19th. Participants made Wish Bracelets with twine and beads.
- c) Crime Club met on May 28th and discussed the book Adrenaline by Jeff Abbott. I believe this book has prompted an interest in Parkour. Perhaps the Crime Club members will be organizing their own Parkour group.
- d) There were 18 people in attendance for the Maker Space Demonstration event that was held on May 29th. I demonstrated how to use the Cricut Expressions 2 machine for cutting out paper images, and how to solder electrical wires to a circuit board. Susankay Johnson demonstrated how to transfer your VHS tapes to DVD, and vinyl records to CD. Those attending were most interested in using the equipment for transferring their VHS tapes to DVD's. Since having the demonstration program, we have had several people use the Cricut Expressions 2 machine and the equipment for transferring slides to DVD.
- e) Cathy and I met with Bill Bowen from GoStrive. Patrons may once again register for summer library events online at www.gostrive.com or on their mobile device after downloading the GoStrive app.
- f) Cathy and I met with a vendor from Salem Press and Unique Books. Watch the shelves for new items!
- g) May was a busy month, as many of us we were busy planning and preparing for the Summer Reading Program. We have a variety of fun and fascinating programs for all ages planned.

10. Youth Services Board Report for June

- a) For the month of May, there were no storytimes.
- b) Lego Club was held on Tuesday, May 20 and 26 people attended.
- c) Muffins for Mom was held on Saturday, May 10 and there were 36 people in attendance.
- d) On May 13, I attended a youth services meeting in Horicon. Topics discussed were the Battle of the Books, Family Fun Night at Horicon Marsh, and the summer reading program. The workshop also offered the opportunity to work with the Makey Makeys. With the MakeyMakey, you can use various objects to create a keyboard. Our library has purchased two of these and I plan on using them for a Tuesday @ 2:00 program. Kids should have a lot of fun with them.
- e) Anna O'Connor, the summer library assistant, started on Friday, May 2nd.
- f) Most of May, Sherry and I were busy with this year's Summer Reading Program. This year for the preschooler through children entering 4th grade this coming fall, the library will offer: 3 weekly storytimes, 6 weeks of Tuesdays @ 2:00, weekly performers, a library sleepover,

and a SRP kick-off featuring The Figureheads (a hip hop band from Milwaukee) . We will also have a final performance with Miller and Mike followed by an ice cream social.

- g) For children entering 5th grade or higher this coming fall, the library will offer the reading program, Battle of the Books and three special programs. The young adults can also volunteer at the various programs for the younger children. In August, we take them to Pizza Hut for lunch as a way of saying “thanks”.
- h) Also, I am on the committee for the Family Fun Night at Horicon Marsh. This will be held on Tuesday, July 15. Last year was a huge success and we are hoping that families will have as much fun as they did last year!

11. Board member reports None.

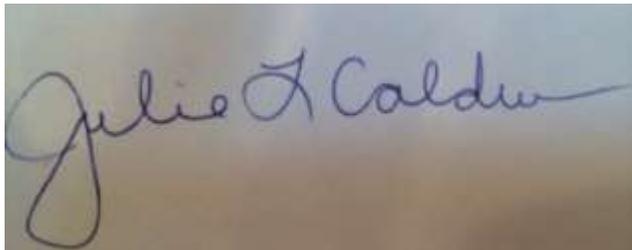
12. Board member requests for future agenda items. Kraege papers.

13. Confirmation of next meeting on July 21, 2014, 6:30 pm

14. Motion made to Adjourn into Closed Session **NOT 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.” MSC (Caldwell/Hartwick) Roll call vote unanimously approved.

Item to be discussed: Annual evaluation of the library director

- i) Minutes submitted by Julie Caldwell, Board of Trustees

A photograph of a handwritten signature in blue ink on a light-colored background. The signature reads "Julie Caldwell" in a cursive script.