



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, June 20, 2016, 6:30 pm

Mission Statement: The Irvin L. Young Memorial Library will foster a sense of community and be a center for resources, information, and creativity for all people in the Whitewater area.

1. Call to Order by President Hartwick at 6:32 pm

Present: Julie Caldwell, Brienne Diebolt-Brown, Chris Grady, Anne Hartwick,
Richard Helmick

Absent: Cory Pepler, Jim Winship

Staff Present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Consent Agenda

- a) Approval of minutes of the May 16, 2016 regular meetings*
- b) Acknowledgment of receipt of financial reports for April 2016*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for May 2016*
- d) Approval of payment of invoices for May 2016*
- e) Acknowledgment of receipt of statistical reports for May 2016*
- f) Acknowledgment of receipt of treasurer's reports for May 2016*

MSC Helmick/Grady to approve the consent agenda in total
Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick
Nays: None

3. Hearing of Citizen Comments

- a) No comments made

4. Old Business

- a) Library Building Expansion Project ~ Update
 1. Nothing new from Troy Hoekstra
- b) Council and Community Communications ~ Discussion
 1. Nothing urgent to discuss
- c) Planning next "Books on Tap" event ~ Discussion
 1. Caldwell contacted Staller (Wendy), middle of September is harvest, Diebolt-Brown will contact Dr. Brown, 8-26-2016 or 9-9-2016, no further action

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- d) City Market June 7 and 14 ~ Report
 - Deana was there the 7th, 19 kids signed up for summer reading program, system crashed for card signup, Stacey was there on the 14th, 3 kids signed up, 2 for library cards, successful, do next year with a canopy
- e) Spanish language storyteller ~ Discussion
 - 1. Received a fee schedule, consensus is that we cannot do this as a stand-alone project, to be discussed at August board meeting
- f) Kraege indexing project ~ Update
 - 1. Volunteer has been gone, health/family issues, not back on the database yet, volunteer planning to come back in on Mondays, 1 quarter of the way through the indexing
- 5. New Business
 - a) New Federal Overtime Ruling ~ Discussion
 - 1. Bottom line: As of Dec. 1, 2016, the new overtime rule will go into effect/budget starts in January, ILYML has one exempt employee who this will affect – discussion ensued, new budget numbers may be ready by July
 - b) Review and reapproval of the Volunteer policy ~ Action
 - 1. Minor changes, separating policy from application

MSC Caldwell/Helmick to approve the Volunteer Policy as written.
Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick,
Nays: None
 - c) Review of *Trustees Essentials* Chapter 19 ~ Discussion
 - 1. Reviewed, Caldwell will lead discussion on Chapter 20 in July
- 6. Staff & Board Reports
 - a) Director's Report – Standards Committee is doing an overhaul, hoping to present something for the WLA conference in October, Stacey is the point person on technology
 - b) Adult Services Report

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- c) Youth Educational Services Report – 229 kids signed up for summer reading as of today, teen advisory board is not meeting over the summer
 - d) Board member reports – Caldwell to reconcile \$5,000 Friends of the Library Roof from the money market account
7. Board member requests for future agenda items
- a) Hartwick - Check in for library director goals, trustee goals and library goals
 - b) Hartwick will be gone on Aug. 15, asked that Helmick lead the meeting in her absence
8. Confirmation of next meeting on July 18, 2016, 6:30 pm
9. Adjournment at 7:34_____

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DIRECTOR'S REPORT

I. ADMINISTRATION

- a. One work order was sent in and completed in May.
- b. I have agreed to serve as a mentor for the new director of the Delafield Public Library, Stephanie Ramirez. We met on June 15.

II. BUDGET

- a. I have removed the library expansion project from the City Capital Improvements Plan for 2017.

III. PERSONNEL

- a. We had another salary compensation committee meeting on May 18. The bulk of the discussion was on the application of PTO (paid time off) in replacing designated vacation and sick days. Also discussed were ways to reduce building costs at City Hall through early closings.

IV. LIBRARY COLLECTION

- a. We have begun weeding collections again in an effort to free up space. We have weeded the adult large print, the adult paperback science fiction, the children's fiction and picture books.

V. PUBLIC AND COMMUNITY RELATIONS

- a. Whitewater Leads cancelled their June meeting.
- b. I manned a table at the City Market on June 14.

VI. LIBRARY BOARD RELATIONS

- a. None.

VII. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS

- a. I attended the state library standards committee meeting in Waukesha on June 16. Details to be given at the board meeting.
- b. I attended the Alliance of Public Libraries and the CAFÉ Council meetings on June 17. Details to be given at the board meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. I participated in a webinar on Library as Classroom through Library 2.0 on June 15.

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ASSISTANT DIRECTOR'S REPORT

The Fairy Garden workshop on May 7th was one of the best programs I have had. I required those interested in attending to register in advance, and we filled all fifteen spaces that were available. I could not have done this program without the expertise of my colleague Brenda Helwig. She knew what supplies we needed and how to use them to instruct the class on creating their own, unique fairy garden. We had many compliments from those in attendance, and everyone thanked us for providing such a quality program for free. The majority of those in attendance had never created a fairy garden, but with a few instructions they got right to work and enjoyed the process and their final product.

3 people attended the Adulting 101: Car Maintenance class held on May 9th. Sheldon Newkirk from Blackhawk Technical College did an excellent job of leading the class, and took the students outside for a hands-on lesson with a vehicle. The handout he provided for the class was very detailed, and will continue to be useful for them in the future.

This month Maker Monday was held on May 16th and was all about the birds! We made two different types of birdfeeders, complete with birdseed, so they were ready to take home and hang up. One of the attendees was from Elkhorn and asked if she could share the class idea with her home library. I thought this was a nice compliment to our library and our programs.

The "Music of Star Wars: A Celebration of John Williams' Movie" program held on May 17th, was well attended by 22 patrons of all ages. Aaron Krerowicz, Beatles scholar and author, showcased the music of all seven movies, citing historical precedents and comparing musical influences with the twofold purpose of (1) illustrating how the music developed, and (2) enlightening listening and furthering enjoyment of the music. This was the second time Aaron has presented at our library.

Deana and I had 9 people attend the Bee Hotel workshop on Saturday, May 21st. Everyone in attendance made a bee hotel for themselves, and a bee hotel for the library. Since the PVC pipe we used was white, we brought out the colorful Duck and Washi tape which made the project more creative and colorful. We purchased the PVC from Home Depot, and they were kind enough to cut each piece into thirds, at no cost to us. That was a big time saver for us.

The I Am Jazz reading on May 23rd was a great success. There were 70 people in attendance and everyone was very respectful. The students who did the reading did a great job! The community was thankful that the library was willing to provide space for

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this event. The two banners that the youth created to promote “Close the Book on Hate” are hanging in and outside of the Whitewater Room. I proctored two online Math exams for UW Whitewater students during the month of May. Our experience at BookExpo in Chicago was just wonderful! It was such an excellent event for librarians to attend. I hope to one day have the opportunity to attend BookExpo again.

YOUTH EDUCATIONAL SERVICES REPORT

I Am Jazz Event

The public reading of *I Am Jazz* was a success! We had over 70 people in attendance. The children and teens who attended created two *Close the Book on Hate* banners that are currently on display in the Whitewater Room for LGBTQ Pride Month.

Elementary School Visits

Cory Pepler was able to arrange for me to visit all three elementary schools in the Whitewater Unified School District in order to promote the summer reading program. During the visit I read *Ragweed's Farm Dog Handbook* to the younger classes, explained the reading logs, and talked about the programs and prizes.

Teen Volunteer Training

We currently have 9 individuals registered to participate in our summer volunteer program. Volunteers have been trained to work the registration table, will assist with program prep, and some will participate in our Read-with-Me program and will be reading to our birth-3 year olds.

Summer Reading Program Registration

We had 150 children and teens register for the summer reading program during registration week alone. Participants may continue to register until the final week of the program. Last year, we had 231 participants total. We are on target to increase our numbers this year. The school visits were instrumental in this increase.

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