



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, November 21, 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 6:30 pm

Present: Brienne Diebolt-Brown, Julie Caldwell, Chris Grady, Anne Hartwick
Richard Helmick, Cory Peppler, Jim Winship

Absent: None

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

Guest: Pat Blackmer

2. Consent Agenda

- a) Approval of minutes of the October 17, 2016 regular meeting*
- b) Acknowledgment of receipt of financial reports for September 2016*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for October 2016*
- d) Approval of payment of invoices for October 2016*
- e) Acknowledgment of receipt of statistical reports for October 2016*
- f) Acknowledgment of receipt of treasurer's reports for October 2016*

MSC Helmick/Grady to approve the consent agenda as presented
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler,
Winship

Nays: None

3. Hearing of Citizen Comments

- a) No comments made

4. Old Business

- a) Library Building Expansion Project ~ Update
 1. Lunsford rec'd an email from Troy (developer) that the new market tax credits were approved
 2. This completes the financing that was sought by the developer
- b) Council and Community Communications ~ Discussion
 1. The annual budget passed

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, November 21, 2016, 6:30 pm

5. New Business

a) 2017 Jefferson County Library Contract ~ Action

MSC Caldwell/Winship to approve the 2017 Jefferson County Library Contract

Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

b) 2017 Lakeshores Library System (Walworth County) Contract ~ Action

1. Lunsford explained some current changes in number of borrowers from each county and how that can affect funding.

MSC Helmick /Winship to approve and sign the 2017 Lakeshores Library System Contract

Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

c) 2017 Annual Addendum to the Bridges Library System Member Library & CAFÉ Agreements ~ Action

1. Lunsford explained the breakdown of ILYPL's fees to Bridges Library System and CAFÉ costs

MSC Grady/Diebolt-Brown to approve and sign the 2017 Annual Addendum

Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

d) Approval of revised Staff Loan Privileges Policy ~ Action

MSC Helmick/Winship to approve the Staff Loan Privileges Policy as revised

Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick, Peppler, Winship

Nays: None

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, November 21, 2016, 6:30 pm

6. Staff & Board Reports
 - a) Director's Report
 1. See attached
 - b) Adult Services Report
 1. See attached
 - c) Youth Educational Services Report
 1. See attached
 - d) Board member reports
 1. Report on Landmarks Commission meeting (Hartwick)
 - 1) Hartwick and Helmick attended the last meeting on Nov 3, 2016. They were mostly there to listen, but offered a brief update of the library expansion project.
 - 2) A suggestion was made to have the Landmarks Commission provide a brief history of the properties in question and the process of de-listing a historical landmark.
 2. Report on trustee webinar (Caldwell)
 - 1) Caldwell offered a number of takeaways from the webinar: "Duties of the 21st Century Library Board."
7. Board member requests for future agenda items
 - a) Request to have Pat Blackmer return to our December meeting to outline the city's ordinance (17.12) and the delisting process
 - b) Grady will present on "The Green to Dream" webinar presentation at the January meeting (instead of December)
 - c) Evaluation committee will report on the adjusted timeline for the Director's evaluation process (December meeting)
 - d) For December meeting, discussion of possibility of having t-shirts designed for wide use in schools and community
 - e) For January, a report from the Friends of the Library regarding successes and sales.
8. Confirmation of next meeting on December 19, 2016, 6:30 pm
9. Adjournment at 7:26 pm

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, November 21, 2016, 6:30 pm

Director's Report for October 2016

I. ADMINISTRATION

- a. None.

II. BUDGET

- a. The 2017 budget passed at the Common Council meeting of November 15.

III. PERSONNEL

- a. Employees have almost completed the assigned CVMIC webinars. Planned for 2017 is National Incident Management System training. Also, the Support Services Annual Conference will be held in Fort Atkinson in 2017 so we will be able to send staff members.

IV. LIBRARY COLLECTION

- a. Karen O'Connor has declined to continue working on the Kraege indexing project. We had some technological difficulties last fall with the computer and the program she was using, which we couldn't put on the front burner to solve right away due to the migration to Polaris and the new phone system installation. I think this discouraged her. When I contacted her, she said she had moved on to other retirement projects and was no longer interested in volunteering at the library.

V. PUBLIC AND COMMUNITY RELATIONS

- a. None.

VI. LIBRARY BOARD RELATIONS

- a. None.

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

- a. I attended the November 15 Common Council meeting.
- b. I attended the November 16 city safety committee meeting.

VIII. PROFESSIONAL DEVELOPMENT

- a. I've completed all the assigned webinars for CVMIC.

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, November 21, 2016, 6:30 pm

Adult Services Report for October 2016

- On October 12th our library hosted the Bridges Adult Services Meeting. We had a small group, but librarians did have the option of attending the meeting virtually, and many took advantage of this. The librarians that did attend were very impressed with our Maker Space and Seed Library.
- Author Carol Goodwin came to the library on October 15th to discuss her book *Titanic's Unknown Child*. As there were only 5 of us including the author and her husband, we had a very intimate discussion. Carol shared many fascinating stories, and rewarded us each with a signed copy of her book.
- We had seven people participate in the Maker Monday workshop on October 17th. In celebration of fall we made needle felted acorns from wool and authentic acorn caps.
- Author Vivian Probst spoke on October 18th about her book *Death by Roses*. Vivian was a dynamic speaker and took a personal interest in all who attended her presentation. Unfortunately our group was once again very small with only 5 in attendance, including the author and her assistant. Vivian gave everyone a yellow rose and insisted that the library accept the rest of the dozen yellow roses, which brightened the Circulation Desk for a week.
- In Stacey's absence I attended the City Council meeting on October 25th as the library's budget was being presented to the Council.
- Three people took advantage of learning how to use a tablet through the Sip & Swipe Café. We are partnering with Seniors in the Park for this program. One of our former staff members is the tutor for those interested in learning at the library. I have two new people signed up for November.
- I proctored four exams this month.

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, November 21, 2016, 6:30 pm

Youth Educational Services Report for November 2016

Reading with Rover

Our October program had record attendance with nine children participating. I am hopeful that we will be able to continue this program in the spring.

Young Adult Advisory Council

Five of our members were able to attend the October YAAC meeting. We finalized the plans for Game Night, the teen program they will be hosting later this month. I also gave them instructions on how to use Canva to create flyers for their program.

Pumpkin Painting

We had 44 participants at our pumpkin painting program ranging from toddlers to adults! We provided a limited number of pumpkins and paint. This is a program we will definitely be repeating.

Star Wars Scavenger Hunt

We had 27 children participate in our Star Wars Scavenger Hunt. Pictures of Star Wars characters were hidden throughout the library. Scavenger hunt forms were placed at the children's reference desk and children were invited to participate anytime they were in the library. The scavenger hunt was up for the entire month of October.

Veterans Day Storytime

Last June I was approached by a local veteran, Butch Beckum, who was interested in doing a children's storytime. Butch and another local veteran played some original songs, read picture books, and talked a little about their service experiences.

How'd You Manage That?!

I recently completed an online course on Youth Services Management through UW Madison Continuing Education. Over four weeks we discussed collection management, facilities management, and strategic planning.

Performer Showcase

On Monday, November 7th I attended a Performer Showcase hosted by several library systems within the state. Summer reading program performers demonstrated their acts and met with librarians to discuss the logistics of their performances.

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, November 21, 2016, 6:30 pm**

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.
Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.