



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, April 20, 2015, 6:30 pm**

AMENDED 2. Review of contract for schematic design proposal from StudioGC ~ Presentation, Discussion and Poss. Action

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 Chairperson Hartwick at 6:30 pm
Present: Julie Caldwell, Sharon Knight, Anne Hartwick, Richard Helmick, Danielle Hudson, Cory Peppler
Absent: none
Staff Present: Stacey Lunsford, Deana Rolfsmeyer
Guests: Rick McCarthy, Carl Giometti (from StudioGC)
2. Review of contract for schematic design proposal from StudioGC ~ Presentation, Discussion and Possible Action
 - a) Presentation and Discussion
 1. Contract for entire project presented and explained
 2. Schematic design will be completed and presented first, then process is paused
 3. With schematic design, all other questions can be answered and tweaks made.
 4. Final cost estimate can be made after schematic design is finalized.
 5. Clarifying questions from Board Members regarding various design phases, bidding process, architect's vs. contractor's responsibilities, costs and fees
 6. Discussion of any other who need to review the proposal (City Attorney has already reviewed it).
 7. Discussion about the current support from City and the community for this project
 8. Board members will review proposal, ask architects any questions through Stacey Lunsford by May 4, and Board will vote to authorize Schematic Design at the May board meeting.
3. Monthly Reports
 - a) Approval of minutes of the March 16, 2015 regular meeting

MSC Hartwick/Helmick to approve minutes for March 16, 2015 regular meeting
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler
Nays: None
 - b) Acknowledgment of receipt of financial reports for February 2015

MSC Hartwick/Caldwell to acknowledge receipt of financial reports for March 2015
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler
Nays: None
 - c) Acknowledgment of receipt of financial report of special revenue fund receipts for March 2015

MSC Hartwick/Hudson to acknowledge receipt of financial report for special revenue fund receipts for March 2015
Ayes: Caldwell, Knight, Hartwick, Helmick, Hudson, Peppler
Nays: None

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d) Approval of payment of invoices for March 2015

MSC Hartwick/Knight to approve the payment of invoices for March 2015

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

Nays: None

e) Acknowledgment of receipt of statistical reports for March 2015

MSC Hartwick/Hudson to acknowledge receipt of statistical reports for March 2015

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

Nays: None

f) Acknowledgment of receipt of treasurer's reports for March 2015

MSC Hartwick/Caldwell to acknowledge receipt of treasurer's reports for March 2015

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

Nays: None

4. Hearing of Citizen Comments

a) No comments made

5. Old Business

a) Library Building Expansion Project ~ Discussion

1. Rental monies from properties purchased by the library for the expansion project ~ Discussion and Possible Action

a. Lunsford spoke to Cameron last week. He expects us to get the money by next month

b. Helmick expressed the Board's frustration in the lack of expediency on the part of the City to remit the rental monies

MSC Helmick/Caldwell to direct Chairperson Hartwick to draft a letter to the City expressing the Board's frustration in the delayed payment of rental monies and requesting remission of monies by May 18 (the next Library Board meeting).

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

Nays: None

b) Council and Community Communications ~ Discussion

1. No new information

c) Creation of committees in support of goals and objectives ~ Discussion and Possible Action

1. Tabled until May 18 meeting

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6. New Business

- a) Approval of letter to Mid-Wisconsin Federated Library System informing them of our intention to withdraw from trio and the System pending successful completion of the statutory withdrawal process ~ Action

1. Already approved by six other Jefferson County libraries

MSC Helmick/Knight to draft a letter to MWFLS informing of our intention to withdraw from trio and the system, pending successful completion of statutory withdrawal process

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

Nays: None

- b) Approval of letter to the City of Whitewater Common Council stating our support for withdrawal from Mid-Wisconsin Federated Library System in anticipation of joining Waukesha County and requesting their approval of the withdrawal resolution when it comes before them at their May 5 meeting ~ Action

MSC Helmick/Pepler to draft letter to the Common Council stating our support for withdrawal from MWFLS in anticipation of joining Waukesha County, and requesting the City's approval for the withdrawal resolution at their May 5 meeting.

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

Nays: None

- c) Review and reapproval of Investment Policy ~ Action

MSC Hartwick/Hudson to reapprove the Investment Policy

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

Nays: None

- d) Review and reapproval of Unattended Child Policy ~ Action

MSC Hartwick/Knight to reapprove the Unattended Child Policy

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

Nays: None

- e) Review of *Trustees Essentials* Chapter 9 ~ Discussion

1. Tabled until May 18 meeting

7. Staff & Board Reports

- a) Director's Report

i. ADMINISTRATION

1. Eleven work requests sent during the month of March. All but one have been closed. The open one is for the May carpet cleaning.

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2. A person stole several DVD discs by taking them out of their cases and leaving the building. Police were able to identify the suspect and issue her a citation for misappropriation of public property. The discs were found by the sidewalk by another patron and were returned to us.
- ii. BUDGET
 1. I am working on a draft budget estimate to include the change in costs from moving from Mid-Wisconsin Federated Library System to the new joint system with Waukesha County. This will be VERY preliminary as there are too many variables in personnel costs that have not been decided by the City yet.
 - iii. PERSONNEL
 1. Two full-time staff members have been registered for the Wisconsin Association of Public Libraries conference in Wisconsin Rapids, May 6-8.
 2. Tornado and fire drills are scheduled for the fourth Friday in April.
 3. Active shooter response training has been scheduled with the Whitewater Police Department for Wednesday, May 6, from 9:00 – 11:00 am. The library will be closed during that time and will open at 11:30 am. Press releases and signage will be put out about the change.
 4. I have signed two staff members who work with volunteers to attend a Cities and Villages Mutual Insurance Company training on Use of Volunteers for their Use of Volunteers class on Thursday, April 9, at the Middleton Fire Department.
 5. We have four open positions at this time. One Customer Service Specialist, due to the resignation of Jennifer Yurs to take a full-time position elsewhere; one Technical Services Specialist, due to the retirement of Yilin Zhang; one Customer Service Assistant, due to the dismissal of Alex Miller during his probationary period; and one summer intern, which is normally filled at this time each year.
 - iv. LIBRARY COLLECTION
 1. None.
 - v. PUBLIC AND COMMUNITY RELATIONS
 1. I attended the W3llness Fest at the Whitewater High School on Sunday, March 15, from 12:00 – 4:00 pm. I spoke to about 20 people about the libraries new services and materials. We donated an aluminum water bottle to the raffle with the READ, RENEW, RETURN tagline on it.
 2. I have purchased a 50 day Facebook add for approximately \$200. We started with 344 likes on March 17 and now have 499 likes. I still have not been able to separate the library's page from my personal page.
 - vi. LIBRARY BOARD RELATIONS
 1. None.

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- vii. LIAISON RESPONSIBILITY WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS
 - 1. As I have kept you updated, the process for Jefferson County leaving Mid-Wisconsin Federated Library System to create a joint library system with Waukesha County is proceeding as planned.
- viii. PROFESSIONAL DEVELOPMENT
 - 1. None.
- b) Adult Services Report
 - 1. Maker Monday met on March 16th with 10 in attendance. Our Practicum student Kayla hosted the beginner class on knitting. We had a nice mix of ages and most of the participants were new to knitting. The program was so popular, that at the request of those in attendance, we are having a second knitting class for Maker Monday on April 20th. The supplies being used for both classes are from the Mobile Maker Lab that our library is involved with.
 - 2. Anne Drehfal from Regenerative Roots Farm presented Eating Locally on a Budget on March 19th. This program was part of the Seed Exchange Library programming for 2015. Anne did an excellent job. There were 12 people at the program and everyone had something to contribute which made for a great discussion.
 - 3. I proctored one online exam this month.
- c) Youth Educational Services Report
 - 1. 1000 Books Before Kindergarten
 - a. We had no additional registrations for this program in March but we did have several children reporting at the 100 and 200 level. We also had our first participant reach the 500 level.
 - 2. Dr. Seuss Storytime
 - a. On Friday, March 13th the Children's Center came to the library for a special Dr. Seuss storytime. We read *Green Eggs and Ham* and my *Many Colored Days* and sang a Dr. Seuss-inspired version of *If You're Happy and You Know It*. We had 44 children of mixed ages in attendance.
 - 3. Diary of a Wimpy Kid
 - a. On Saturday, March 14th the library hosted a *Diary of a Wimpy Kid* event. We started the program with a round of Wimpy Kid Bingo. Afterwards, participants explored different stations, including Make Your Own Diary, the Manny Cereal Toss, and Pin the Booger on the nose. 6 children attended.
 - 4. Rethinking the Summer Reading Program Workshop
 - a. Wednesday, March 25th I attended a summer reading workshop presented by Shawn Brommer of the South Central Library System and hosted by MWFLS. At the workshop we discussed outcome based planning of the SRP and discussed changes that could be made to the program, such as changes to incentives.

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5. Day of the Dinosaurs

- a. On Saturday, April 11th the library hosted a dinosaur program. We first read *Are the Dinosaurs Dead, Dad?* by Julie Middleton. Stations included fossil making, cookie excavation, and How Many of Miss Deana's Shoes fit into an Apatosaurus Footprint? 7 children attended.

d) Board member reports

1. Sharon Knight, though this is her last meeting, will continue to complete treasurer reports until a new treasurer is elected
2. Board members and Stacey Lunsford expressed their appreciation to Sharon for her years of service to the Board and her work as Treasurer

8. Board member requests for future agenda items

- a) None

9. Confirmation of next meeting on May 18, 2015, 5:00 pm

10. Adjournment at 8:44 pm