



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, July 20, 2015, 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 Board President Hartwick at 6:31 p.m.
Present: Brienne Diebolt-Brown, Julie Caldwell, Chris Grady, Anne Hartwick, Richard Helmick
Absent: Cory Pepler
Staff Present: Stacey Lunsford, Deana Rolfsmeyer
2. Monthly Reports
 - a) Approval of minutes of the June 15, 2015 regular meeting
MSC Hartwick/Grady to approve minutes for the June 15, 2015, regular meeting
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick
Nays: None
 - b) Acknowledgment of receipt of financial reports for May 2015
MSC Hartwick/ Grady to acknowledge receipt of financial reports for May 2015
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick
Nays: None
 - c) Acknowledgment of receipt of financial report of special revenue fund receipts for June 2015
MSC Hartwick/Grady to acknowledge receipt of financial report of special revenue fund receipts for June 2015
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick
Nays: None
 - d) Approval of payment of invoices for June 2015
MSC Hartwick/Grady to approve payment of invoices for June 2015
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick
Nays: None
 - e) Acknowledgment of receipt of statistical reports for June 2015
MSC Hartwick/Grady to acknowledge receipt of statistical reports for June 2015
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick
Nays: None
 - f) Acknowledgment of receipt of treasurer's reports for June 2015
MSC Hartwick/Grady to acknowledge receipt of treasurer's report for June 2015
Ayes: Diebolt-Brown, Caldwell, Grady, Hartwick, Helmick
Nays: None
3. Hearing of Citizen Comments
 - a) No comments made
4. Old Business
 - a) Library Building Expansion Project ~ Discussion



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1. Stacey was informed by the architectural firm, Studio GC, Inc., that revised quotes for the expansion project should be forthcoming shortly. Stacey will distribute the revised quotes to the board prior to the August meeting if she receives them in time.
- b) Council and Community Communications ~ Discussion
 1. Lunsford will be discussing plans and budget at next Council planning session, July 21
5. New Business
 - a) Tree health and maintenance
 1. Oak was looked at by Allison and recommended iron treatment, Stacey will check with city to see if that is within its purview.
 2. Helmick moved to replace Maple with Magnolia tree, Scarlet Oak with Ginkgo and Linden with Ivory Silk Lilac, Hartwick second, unanimous approval
 - b) Review and reapproval of Library Photo Collection policy
 1. Caldwell moved to approve, Helmick second, unanimous approval
 - c) Review and reapproval of the Staff Vacation Policy
 1. Helmick moved to approve, Caldwell second, unanimous approval
 - d) Review of *Trustees Essentials* Chapter 11
 1. Reviewed and discussed
6. Staff & Board Reports (NOTES WILL BE PROVIDED FOR THE FIRST THREE REPORTS)
 - a) Director's Report
 1. **ADMINISTRATION**
 1. Seven work requests were entered in June.
 2. Assembly of bookcase for Twin Oaks Mobile Home Park.
 3. North side entry doors handicapped access mechanism needs repair.
 4. Deliver bookcase to Twin Oaks Mobile Home Park.
 5. Report of overflowing garbage outside north side entry doors.
 6. Family restroom toilet is clogged.
 7. Outside garbage is overflowing again.
 8. The humidity in the library is more than the optimum 30%
 2. **BUDGET**
 1. I completed the review and correction of the personnel spreadsheet for the 2016 budget.
 2. I completed the update of statistics and goals accomplished for 2015 for the main 2016 budget narrative.
 3. **PERSONNEL**
 1. None.
 4. **LIBRARY COLLECTION**



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1. Susan Wynn and Sue Wynn (sisters-in-law) donated three Leon Pescheret etchings to the Library's collection.

5. PUBLIC AND COMMUNITY RELATIONS

1. I worked with the White Memorial Association to install a Little Free Library at the Twin Oaks Mobile Home Park and stocked it with donated books.

6. LIBRARY BOARD RELATIONS

1. None.

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

1. I attended the Mid-Wisconsin Federated Library System Directors Council and trio meetings on June 11 in Horicon.
2. I participated in a teleconference with the State Public Library Standards Steering Group on June 16.
3. I attended the Waukesha County Board of Supervisors meeting on June 23 in which the new Jefferson County/Waukesha County federated library system was approved.

8. PROFESSIONAL DEVELOPMENT

1. None

b) Adult Services Report

1. Maker Monday met on June 15th with 5 in attendance. This month we used empty water bottles and chopsticks to create a birdfeeder. They turned out very cute and everyone who attended was very excited to create and decorate their feeder.
2. Brienne Diebolt-Brown was the presenter for the June 18th Seed Exchange Library program. Brienne demonstrated how to construct a seed screen. There were four in attendance and each person was able to build their own screen. The seed screen will help them in the fall when they need to save seeds from the heirloom plants they planted from our seed library.
3. I held my first Technique Tuesday on June 23rd in the Makerspace. There were two of us in attendance. The technique I demonstrated was how to turn ordinary gloves into touch screen gloves using conductive thread. The conductive thread is part of the mobile maker lab. This was an easy project that took very little time to learn. The only supplies needed were gloves, a needle, a pair of scissors, and conductive thread.
4. On Monday June 29th I showed the movie The Best Exotic Marigold Hotel. There were three people in attendance. The movie for July will be The Hundred-Foot Journey.
5. To date 28 people have registered for the Adult Summer Reading Program.

c) Youth Educational Services Report



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1. **1000 Books before Kindergarten**- In June we had 10 children register for 1000 Books before Kindergarten, bringing our total to over 50 participants. Our initial goal was 50 registrations within the first year and we have achieved that goal within the first five months of the program! In addition, we had 20 children report their reading and one child complete the program.
2. **Summer Reading Program** - 226 children and teens registered for the summer reading program. The structure of the program is different from past years. Rather than having weekly logs, participants complete challenge cards. For every challenge card they complete, elementary and preschool age participants help us "save the city" by voting for a charity and "defeat the villain" by covering our Darth Vader standee in stickers. The charity with the most votes at the end of the summer will receive a \$200 donation from First Citizens State Bank. After four challenge cards, participants receive a free book.
3. **Battle of the Books** - BOB is a competitive book club for students who have completed fifth grade and up. Participants are given a 10 title booklist. On July 29th a team of five teens will compete in a trivia competition against teams from other libraries.
4. **Zoozort** - For our first performer of the summer, we had licensed animal handler Noelle Tarrant bring some of her animals in to share with the kids. Some of her pets included an African Toad, a Wallaby, and a Python named Montgomery.
5. **Superhero or Villain** - This program was presented by Beth Haffenbredl, a DNR Educator from the Horicon Marsh. The highlight was an interactive game where participants guessed which creature was a marsh hero and which was a villain.
6. **We All Speak for the Trees** - Using games, crafts, and an interactive telling of *The Lorax*, this program taught participants strategies for being an environmental hero. This program was presented by the Welty Environmental Center.
7. **Art Workshop with Kelly Gunn** - Local author/illustrator Kelly Gunn, who is legally blind, performed a reading of her new book *ABSee Animals* and discussed her process for creating her illustrations. She also provided participants with an introduction to Braille. In addition, participants were blindfolded and provided materials to create their own art piece.
8. **Superhero Summer Camp** - This program has been very successful! So far, participants have saved the library from a Kryptonite emergency, completed a costume relay race, survived the *Percy Jackson* game, and created their superhero costumes.

d) Board member reports

1. No committee reports
2. Stacey distributed a flyer regarding the Wisconsin Trustee Training Week, Aug. 17-21, to inform members of learning opportunities. See <http://www.wistrusteetraining.com/> for more information.
3. Stacey also distributed a save the date flyer for the Waukesha and Jefferson County library trustees. The ILYML board will be invited. It will take place on Thursday, September 24, 2015 5:30—7:30 pm in Pewaukee. For more information, visit



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<https://waukeshacountygovernment.app.box.com/s/2fg9d3bthr4x7563rgf793kohmxurmno>.

7. Board member requests for future agenda items
 - a) Helmick requested mid-year review of trustee goals be added to August's meeting and distributed the goals for trustees to review prior to the meeting
8. Confirmation of next meeting on August 17, 2015, 6:30 pm
9. Adjournment 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."7:44 pm

Items to be discussed:

1. Review of performance evaluation for the Library Director

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

Absent: Cory Pepler

Staff Present: Stacey Lunsford