

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, January 20, 2020, 6:30 pm

MINUTES

Mission Statement:

We will have the space and the stuff to do the things that you want.

1. Call to Order at 6:32 p.m.

Present: Julie Caldwell, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Absent: no school district representative in attendance

Staff: Stacey Lunsford, Diane Jaroch

Guests: none

2. Consent Agenda

- a) Approval of Minutes of the December 16, 2019 regular meeting*
- b) Acknowledgment of Receipt of Financial Reports for December 2019*
- c) Approval of Payment of Invoices for December 2019*
- d) Acknowledgment of Receipt of Statistical Reports for December 2019*
- e) Acknowledgment of Receipt of Treasurer's Reports for December 2019*

MSC Jim Winship/Julie Caldwell to approve Consent Agenda without the Financial Report

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

MSC Anne Hartwick/Brienne Diebolt-Brown to liquidate the CD for the collection development trust of \$16,073.76 and transfer it to Money Market Account earmarked for collection expenses.

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

MSC Brienne Diebolt-Brown/Jim Winship to approve December 2019 Financial Report

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

3. Hearing of Citizen Comments

- a. No formal Library Board action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three-minute speaking period. Specific items listed on the agenda may not be

discussed at this time; however, citizens are invited to speak to those specific issues at the time the Library Board discusses that particular item.

4. Old Business

4 i. Library Building Project

- The Library Expansion Exploration Committee met on Thursday, January 16 to discuss the Request for Qualifications for architectural firms. A verbal report will be given at the trustees meeting.
 - Jim Winship reported that the Committee was assured by City staff members that this process could be completed before next year's fiscal budget.
 - Expansion project to include an additional 6,000-8,000 square feet with room for the following: expanded large meeting room, smaller meeting rooms, updated Children's and Maker Space Areas.
 - The RFQ will be sent out to about a dozen regional architects by January 24th; they due back on February 24th.
 - The second sentence on #14 of the RFQ has been removed (page 17 of the packet).

4 ii. Approval Of The Final Draft Of The 2020 Strategic Plan Activities

- Dena Rolfsmeyer, the Youth Librarian, will host a Community Involvement Fair the last weekend of January in 2021. The UW-W Community Engagement Center was suggested as a possible location.
- Stacey Lundsford reported that the equipment for the Listening Station arrived today.

MSC Jim Winship/Brienne Diebolt-Brown to approve the Final Draft of the 2020 Strategic Plan Activities

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

5. New Business

5 i. Approval Of The 2020 Contract For County Library Services For Jefferson County

- This is the annual contract which must be approved and signed by both the library board and the city council. Council approval has already been given.

MSC Brienne Diebolt-Brown/Julie Caldwell to approve the 2020 Contract for County Library Services for Jefferson County

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

6. Staff & Board Reports

a) Director's Report ~ see attached

1. WUSD has hired a new Library Media Specialist, Kathy Retkze. She will serve on the Library Board as the school district representative.
2. The Library will be launching a new digital streaming service called *Hoopla* on April 1st

b) Adult Services Report ~ see attached

1. *The Latehomecomer* by Kao Kalia Yang will be the next Big Read book. This year will include a companion children's book written by the same author.

c) Youth Educational Services Report ~ see attached

7. Board Reports

a) Library Legislative Day will be held on February 11th

8. Board member requests for future agenda items

a) Discussion of Technology Trust CD

9. Confirmation of next meeting on February 17, 2020, 6:30 p.m.

10. Adjournment Into Closed Session

1. 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."

- Item to be discussed:

- a. Performance evaluation for the Library Director

MSC Julie Caldwell/Jim Winship to adjourn into closed session

Ayes: Julie Caldwell, Jaime Weigel, Anne Hartwick, Jim Winship, Brienne Diebolt-Brown

Nays: None

Meeting ending 7:20 p.m.

Minutes respectfully submitted by Jaime Weigel on January 20, 2020