



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, February 17, 2014, 6:30 pm

Present: Richard Helmick, Sharon Knight, Anne Hartwick, Sally Watson, Jim Winship, Danielle Hudson
Absent: Julie Caldwell

Administrative Staff Present: Stacey Lunsford, Diane Jaroch, Cathy Bloom

1. President Anne Hartwick called the meeting to order at 6:31 p.m.
2. A move was made to remove the Library Presentation from the agenda. MSC (Helmick/Knight) Hartwick, Watson. Noes: None
3. PRESENTATION--None
 - a) Master Visioning and Planning Report by Rick McCarthy of Library Vision
4. The consent agenda was approved as presented. MSC (Helmick/Knight) Hartwick, Watson. Noes: None
5. Acknowledgement of receipt of circulation, service, Mango, and Boopsie statistics for December 2013 and Year-End 2013 were acknowledged and accepted as presented MSC (Knight/Helmick) Hartwick, Watson, Winship, Hudson. Noes: None
6. Acknowledgment of receipt of circulation, service, Mango, and Boopsie statistics reports for January 2014 2013 were acknowledged and accepted as presented MSC (Winship/Hudson) Helmick, Knight, Hartwick, Watson, Caldwell. Noes: None
7. A motion was made to renew the Bank CD due on 3/4/14. MSC (Winship/Helmick) Knight, Hartwick, Watson, Hudson. Noes: None
8. Acknowledgment of receipt of treasurer's reports for December 2013 and January 2014 were acknowledged and accepted as presented MSC (Hudson/Winship) Helmick, Knight, Hartwick, Watson. Noes: None.
9. Citizen input regarding matters not on agenda; no action at this meeting
10. OLD BUSINESS
 - a) Library Building Expansion Project ~ None
 - b) Council and Community Communications ~ None
11. NEW BUSINESS
 - a) 2013 State Annual Report ~ motion made to approve the annual report MSC (Knight/Helmick) Hartwick, Watson, Winship, Hudson. Noes: None
 - b) Director's annual evaluation ~ Evaluations should be submitted to the Library by March 3rd. Closed session to discuss evaluations will follow regular March 17th meeting.
 - c) Approval of closed holidays and special closings for 2014 ~ Motion made to approve closing for holidays and special closings for 2014 MSC (Winship/Hudson) Helmick, Knight, Hartwick, Watson.
 - d) Review of Introduction and Chapter One of the Trustee Essentials Handbook ~
12. DIRECTOR'S REPORT as presented by Stacy Lunsford
 - a) The makerspace will not be open by February 1. Dwight and Kyle have been dealing with emergency issues at our building and the municipal building with frozen and bursting water

pipes (two here.) Until the emergency issues are behind them, they do not have the time to set up the counterspace and electrical in the White Room.

- b) I attended the January 9 Directors Council meeting at Horicon. There was a great deal of discussion on major changes in IT support from the systems. Things have been a little bumpy since the decision not to merge the two systems as decisions about services had been deferred while that decision was pending. Now decisions need to be made about boundaries, responsibilities, and expectations based solely on the SHARE agreement.
 - c) We have been having trouble with some of our equipment. Our network switch was replaced on Friday, January 17. We have also been having trouble with the new copier not printing color as expected. We needed a feature turned on by the Xerox people before Microsoft Publisher could be reconfigured to speak the same color language as the copier. This was completed on February 11.
 - d) I have received unofficial word that the LSTA grant that we applied for along with four other libraries to fund a mobile makerlab will be funded. No official word will be given until the federal government releases the funds to the state.
 - e) I also heard that the Literacy Center grant that the University applied for will be funded and that they plan to partner with us as a weekly meeting place for participants in the program. I will be reporting on this more at a later date.
 - f) All supervisors attended performance evaluation training at City Hall on January 23. We will be implementing performance evaluations for all staff this year.
 - g) The annual employee recognition luncheon will be held on Friday, February 28 from 11 am to 1 pm. Cathy, Diane, and I will remain at the library from 11 to noon while staff are at lunch. Two of our staff will be recognized for ten years of service, SusanKay Johnson and Roberta Landsee.
 - h) Karen O'Connor, a retired archivist from the Hoard Museum, has been coordinating with us to index the Kraege local history binders. She will begin work sometime this month. The indexing will allow greater access for researchers looking for specific information in the Kraege collection.
13. ADULT SERVICES REPORT as presented by Diane Jaroch
- a) We had 8 people attend the Maker Monday program on January 20th. There was a nice mix of ages at this event; middle school through adult. We made paper beads from the magazines discarded from the library. Everyone was able to make a bracelet in an hour.
 - b) Crime Club met on January 22nd and discussed the book *Vanishing Act* by Thomas Perry.
 - c) I proctored one exam during the month of January for a patron working on her Master of Business Administration through the University of North Dakota.
 - d) Cathy and I met with Terry Honeycutt, a book vendor from Unique Books, and ordered some exciting new non-fiction books and DVD's for the library.
14. YOUTH SERVICES REPORT as presented by Cathy Bloom
- a) Storytime: Storytime for the Winter-Spring session began on Tuesday, Jan14, 2014. There are three weekly storytimes: Preschool, Toddler, and Lapsit. Storytime attendance has been good so far. Total attendance for the three weeks of storytime in January is 250.
 - b) Crafts for your 18" Dolls was on Saturday, January 18, 2014 from 11:00 AM -1:00 PM. 36, children attended and we received many positive comments. As a bonus, one of the parents who attended offered to do a program for this year's summer reading program.
 - c) Lego Club was held on Tuesday, January 21 from 4:00- 5:00PM. Twenty four children were in attendance.
 - d) Board Day was on January 24, 2014 from 1:00-4:00 PM. There was no school that day and I just put out a variety of board games and puzzles. Approximately 20 children attended.
 - e) On Friday, January 31, I attended a summer reading workshop. Lots of good ideas!

- f) Diane and I did the small display case for January which featured music from the 60s.
 - g) Sherry Pantel and I worked on the Pete the Cat reading program which will begin in February, and we are also working on the summer reading program.
15. Board member reports--none
 16. Board member requests for future agenda items closed session following March 17th meeting.
 17. Confirmation of next meeting on March 17, 2014, 6:30 pm.
 18. Adjournment at 7:36 pm.

Minutes submitted by Sally Taylor Watson, Board of Trustees Secretary

A handwritten signature in cursive script that reads "Sally Taylor Watson". The signature is written in black ink and is positioned below the typed name of the secretary.