



# Irvin L. Young Memorial Library

Irvin L. Young Memorial Library  
431 W Center St  
Whitewater WI 53190  
Board of Trustees Regular Meeting  
Community Room  
Monday, August 19, 2019, 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 6:34 p.m.

Present: Julie Caldwell, Richard Helmick, Jaime Weigel, Brienne Diebolt-Brown, Anne Hartwick

Absent: Cory Pepler, Jim Winship

Staff: Stacey Lunsford, Diane Jaroch

Guests: Nancy Cassano

### 2. Consent Agenda

- a) Approval of Minutes of the July 15, 2019 regular meeting\*
- b) Acknowledgment of Receipt of Financial Reports for July 2019\*
- c) Approval of Payment of Invoices for July 2019\*
- d) Acknowledgment of Receipt of Statistical Reports for July 2019\*
- e) Acknowledgment of Receipt of Treasurer's Reports for July 2019\*

MSC Richard Helmick/Brienne Diebolt-Brown to remove 2b and 2d from the  
Consent Agenda

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Brienne Diebolt-Brown, Anne Hartwick

Nays: None

MSC Julie Caldwell/Richard Helmick to approve Consent Agenda

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Brienne Diebolt-Brown, Anne Hartwick

Nays: None

MSC Richard Helmick/Brienne Diebolt-Brown to approve 2b and 2d

Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Brienne Diebolt-Brown, Anne Hartwick

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.
  - i. Nancy Cassano from the League of Women's Voters shared information about an upcoming community program about recycling that will be held on November 21st at 6:30 PM and asked to create a display for the front display case of the library to educate the public about how to recycle better.

#### 4. Old Business

##### 4 i. Library Building Project - Update

- a. Anne Hartwick reported on a conference call with Bear Development Team on August 6, 2019; another conference call is planned with the developer and will be reported on at a future meeting.

##### 4 ii. Strategic Plan Activities - Progress Report ~ see attached

#### 5. New Business

##### 5 i. Review and Re-Approval of Refunds for Lost Materials Policy ~ Action

MSC Richard Helmick/Julie Caldwell to approve Refunds for Lost Materials Policy  
Ayes: Julie Caldwell, Richard Helmick, Jaime Weigel, Brienne Diebolt-Brown, Anne Hartwick  
Nays: None

##### 5 ii. Email Security ~ Discussion

- a. Discussion postponed to the September meeting

##### 5 iii. 2018 Annual Report for Jefferson County Library Services ~ see attached

#### 6. Staff & Board Reports

- a) Director's Report ~ see attached
- b) Adult Services Report ~ see attached
- c) Youth Educational Services Report ~ see attached
- d) Programming & Makerspace Librarian Report ~ see attached
- e) Friends of the Library Report
  - 1. FOL meeting will be held on September 16, 2019 at 6:00 PM
- f) Board reports
  - 1. Board members will report on Board Trustee Training Week Webinars at the September meeting

#### 7. Board member requests for future agenda items

8. Confirmation of next meeting on September 16, 2019, 6:30 p.m. following the Friends of the Library meeting
9. Adjournment at 7:40 p.m.

Minutes respectfully submitted by Jaime Weigel on August 19, 2019

## **LIBRARY DIRECTOR REPORT**

### **I. ADMINISTRATION**

- a. 12 work orders were submitted in July
  - i. Five were related to computers.
  - ii. Toilet in the women's bathroom needed handle repair.
  - iii. Janitorial supplies needed replenishing.
  - iv. Janitorial work wasn't completed one evening.
  - v. A book cart needed welding.
  - vi. The fall carpet cleaning was scheduled.
  - vii. The patio wall was power washed.
  - viii. The bubbler needed repair.

### **II. BUDGET**

- a. We are currently working on the expenditures section for the 2020 budget. A draft budget will be presented to the Library Board at the September meeting.

### **III. PERSONNEL**

- a. Shirley Hapka will be retiring from the library on October 31 after 30 years of service. I will not be filling her position; instead, we will be creating a 20-hour per week customer service specialist position. The last year has proven that too many front-desk duties are falling to administrative and back-room staff so that we aren't able to concentrate on our own job duties as well as we would like. An additional front-desk person who is not limited to fewer than 1200 hours per year will provide coverage for mornings and evenings that are currently understaffed or staffed by administrative staff.
- b. Nancy Stanford will be returning to work on Tuesday, August 20 after 12 weeks of medical leave following surgery.

### **IV. LIBRARY COLLECTION**

- a. None.

### **V. PUBLIC AND COMMUNITY RELATIONS**

- a. We received an additional \$50 in donations from one of the food truck vendors, bringing our total to \$387.

### **VI. LIBRARY BOARD RELATIONS**

- a. None

### **VII. LAISING WITH CITY, STATE, COUNTY, AND SYSTEM GROUPS**

- a. The August Alliance of Public Libraries meeting was cancelled.
- b. I spoke to Parks and Recreation Director Eric Boettcher, who also oversees city building maintenance. He plans to have his crew repair the bricks on the south

walkway this fall. This project is part of the 2019 Capital Improvement Projects budget.

- c. I attended a Heritage Day post-event meeting at Bassett House on August 6. The library will continue to have the Food Truck Rally as an annual event in June. Heritage Day may be a biennial event as it is a lot of work to organize and it may be difficult to find different points of interest to highlight more often than every other year.
- d. I attended a demonstration of RFID technology from Envisionware at the Oconomowoc Public Library on August 13, hosted by Bridges Library System.

#### **VIII. PROFESSIONAL DEVELOPMENT**

- a. I attended a tutorial on using MiViewPoint to access city finance department information about vendors and invoices.

#### **ADULT SERVICES REPORT**

There were two attendees at the monthly “What Are You Reading?” book discussion on July 9<sup>th</sup>.

Sadly, there were no participants at the July 15<sup>th</sup> Maker Monday workshop.

Forty-five people signed up for the Adult Summer Reading Program, twenty-six people completed the program, one person completed a Bingo sheet, and seventy-seven books were read.

I proctored 5 exams.

#### **Meetings/Workshops Attended:**

July 15: Bear Development Meeting

July 15: Library Board Meeting

#### **YOUTH EDUCATIONAL SERVICES REPORT**

##### **Summer Reading Program**

- Registered:
  - 201 Children
  - 40 Teens
- Completed
  - 60 Children
  - 7 Teens

##### **Programs**

- 13 kids participated in the Kid’s Chopped Challenge.
- 28 participants came to the Mad Science show.

- 3 teens attended the lock in.
- 44 people came to see the Lion King-the final prize for finishing the summer reading program.
- Our July homeschool program had to be cancelled due to ridiculously hot weather.
- 89 kids participated in the butterfly scavenger hunt.

### **Monarchs**

Our butterfly project has been wildly successful this year. To date we have released 12 butterflies. We have an estimated 7 chrysalises and 8-10 caterpillars still in the enclosure.

### **MAKERSPACE AND PROGRAMMING LIBRARIAN REPORT**

#### **Craft a Thon**

*August 1*

- **10 Attended, 2 Adults, 8 Children**
- The Innovation camp attended
- We made galaxy jars.
- Kids were guided step by step so it went quicker than expected.

I was contacted by Chris at Marathon County Public Library in Wausau. They are looking to start a Makerspace so they contacted me to answer some questions. More and more libraries are reaching out to us with Makerspace questions after our presentation at WAPL and Tech Days.

I was contacted by Engineer students from UW-Platteville who are putting together a list of libraries that have Makerspace. We were recommended by Waukesha's library.

Abby Armour from Johnson Creek contacted us about the logistics of partnering with a brewery.

My proposal was accepted and I will do a presentation of the Cricut Maker at Tech days in Sept.