

Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, July 16, 2018, 6:30 pm

MINUTES

AMENDED 7/9/18; 10:18 a.m.

Addition of 6b. Discussion of 2019 significant goals for the Library

AMENDED 7/9/18; 11:34 a.m. Addition of 6c. Six-month review of 2018 goals and objectives

AMENDED 7/10/18; 9:57 a.m. Addition of 6d. 2019 Budget

AMENDED 7/12/18; 1:13 p.m. Removal of 2. Demonstration of new Cricut Maker

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

Chairperson Hartwick called the meeting to order at 6:33 PM.

Present: Anne Hartwick, Julie Caldwell, Jamie Weigel, Jim Winship, Patrick Singer, Richard Helmick

Absent: Cory Pepler, Brienne Diebolt-Brown

Staff present: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

2. Demonstration of the new Cricut Maker

Removed from agenda.

3. Consent Agenda

a) Approval of minutes of the June 18, 2018 regular meeting

b) Acknowledgment of receipt of financial reports for June, 2018

c) Approval of payment of invoices for June, 2018

d) Acknowledgment of receipt of statistical report for June, 2018

e) Acknowledgment of receipt of treasurer's reports for June, 2018

MSC Winship/Caldwell to approve the consent agenda as posted.

Ayes: Hartwick, Caldwell, Weigel, Winship, Singer, Helmick

Nays: None

Abstain: None

4. Hearing of Citizen Comments

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.

5. Old Business

a) Library Building Expansion Project

1. Report on Library Marketing Committee meeting

Winship reported that the Marketing Committee is comprised of Hartwick, Diebolt-Brown, Lunsford, and Rolfsmeyer. The Committee has met seven times to prepare the draft RFP. Winship instructed the Board on the proposed RFP. The RFP needs to be reviewed by other, city departments before coming back to the Board for final approval in August. Once approved, the RFP will go out September 15, 2018 with an expected return by interested parties by December 7, 2018. Minor changes to the draft were recommended by the Board. MSC Winship/Caldwell to accept the draft with changes as discussed to be forwarded to other city departments.

Ayes: Hartwick, Caldwell, Weigel, Winship, Singer, Helmick

Nays: None

Abstain: None

b) Council and Community Communications ~ Discussion

Winship reported progress on the proposed RFP to the CDA at its June, 28, 2018 meeting.

c) Strategic Planning ~ Update

Lunsford held a conference call on July 10 with personnel from WI Library Services to discuss the Library's first step in the Strategic Planning process. Members of the Strategic Planning Committee will be Weigel, Helmick, and one other to be named at a later date.

d) Development of Library "Elevator Pitch" ~ Discussion and possible action

Winship passed out and explained a matrix of possible conversational scenarios. Discussion ensued. Minor changes were recommended by the Board. Winship will bring a revised matrix with him to the August, 2018 Board meeting.

6. New Business

a) Review and reapproval of the Regarding Public Concerns About the Library Resources policy ~ Action

MSC Helmick/Singer to approve the policy as printed.

Ayes: Hartwick, Caldwell, Weigel, Winship, Singer, Helmick

Nays: None

Abstain: None

b) Discussion of significant goals for 2019 budget for the Library ~ Possible Action

Two additional goals were proposed for 2019: implement our new Strategic Plan and take action on the RFP.

MSC Singer/Winship to accept the two, new proposed goals for 2019: implement the Strategic Plan and act on the RFP.

Ayes: Hartwick, Caldwell, Weigel, Winship, Singer, Helmick

Nays: None

Abstain: None

c) Six-month review of 2018 goals and objectives ~ Discussion

Hartwick led a discussion of the goals and objectives. Board members signed to listen to upcoming, informative webinars.

d) 2019 Budget ~ Discussion

Lunsford distributed a chart describing services the library provides to the public.

The services were divided into Core and Non-Core categories. She explained that all city departments were asked to develop a 2019 budget reflecting a 3.0 – 3.5% decrease from this year. Discussion ensued. Lunsford will bring more specific figures to the August Board meeting.

7. Staff & Board Reports

1. Reports were given by Lunsford, Jaroch, and Rolfsmeyer. Report by Claire Tidwell, MakerSpace and Programming Librarian, was read. The Board thanked staff for their reports and all the work they do for the library.

2. There were no Board reports.

8. Board member requests for future agenda items

1. Discussion of a Staff Appreciation Day

2. Cricut demonstration

9. Confirmation of next meeting on August 20, 2018, 6:30 pm.

The next regular meeting of the Irvin Young Library Board will be held on August 20, 2018, 6:30 pm.

10. Adjournment

Hartwick adjourned the meeting at 8:18 pm.

Respectfully submitted,

R. Helmick, secretary, pro-tem