

Village of New Glarus

Minutes of the Library Board of Trustees

New Glarus Public Library

Tuesday, January 13, 2015

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth (left at 8:38 p.m.), Petra Streiff and Becky Weiss. Library Director Lauren White was also in attendance.

ANNOUNCEMENT: The Library Board will convene into a closed session called under Wisconsin State Statute 19.85 (1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. (Capital Campaign)

APPROVAL OF AGENDA: The agenda was approved on a motion by S. Janowiak, second by J. Hoesly. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: INFORMATION REQUEST: L. Hiland reported that she has not received any additional updates from either Village Administrator Nic Owen or the Village Attorney. After the meeting L. Hiland will follow-up with N. Owen and the requester to share that the consensus of the Board is that we are waiting for the Village Attorney's pending legal opinion. It will also be noted that some of the information is already available from the Financial Report prepared by Village Clerk-Treasurer Lynne Erb.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: ADJUSTMENTS TO LIBRARY DIRECTOR EVALUATION FORM: It has been proposed that we maintain the scoring system of using 1 – 5 but expand on the definitions of what the numbers represent (example, 2 = Novice, 4= Advanced). Both K. Budsberg and B. Weiss asked questions about the scoring scales. J. Hoesly, L. Speth and L. Hiland all added that they have experienced these scales in their jobs. In response to a questions from K. Budsberg, Director White replied that she is fine with either scale, the proposed one is closest to what she has been evaluated on in the past. Director White then asked about the probationary period to which L. Speth, J. Hoesly, K. Budsberg and L. Hiland all shared examples and opinions about the probationary period. This lead into a discussion about collection management, delegation of tasks, and circulation numbers. L. Hiland volunteered to update the form with changes to the rating scale, wording edits and remove some of the formatting colors. Moved to accept the 6 month evaluation form, with the changes, by K. Budsberg, second by B. Weiss. Motion Carried.

BILLS / FINANCIAL REPORT: There was two sets of bills presented: the January 13, 2015 bills totaled \$21,035.76; in addition, the last group of bills from 2014 totaled \$2,931.42. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by Village Clerk-Treasurer Lynne Erb. K. Budsberg asked when the 2014 financials would be closed out; Director White replied that Village Administration was looking at that being completed the following week. Director White also added that in the upcoming year she will be working with staff to make sure they schedule vacation time in advance so we do not encounter a situation where a staff member loses vacation time.

DIRECTOR'S REPORT:

Green County Director's Meeting:

In December, the library director's in Green County met to discuss initial plans from M45, the marketing firm we're currently working with. For some time, the idea to promote Tutor.com as a count-wide initiative. M45 came to the November director's meeting and then started putting together some sample promotional materials. However, when we met in December, it was clear that the amount of work that would be required by all directors to promote the services, even with the help of M45, would be too demanding. So, instead, we decided to go back to the drawing board and find a way to work with M45 on promoting Green County libraries as a whole. I anticipate that we will have some initial promotional materials for review in late January from M45 to review once again. Our goal in broadening our scope is to create a greater awareness for Green County libraries without focusing on specific services, which likely vary from library to library.

December Staff Meeting:

We had a very productive staff meeting in December and all but one staff member was in attendance. One of the first things we discussed was how the new customer service model is going for everyone. Staff are now working four hours on the desk per day and have a stool that they are using to make the

time there more comfortable. A few of the staff members mentioned that the stool was a bit uncomfortable and I have since invested in a cushion for them to use. Otherwise, the feedback was very positive and I have noticed a great increase in the level of customer service library staff provides. As a whole, staff greet patrons as they come through the doors, they are more attentive to the needs of patrons, and I'm confident that patron satisfaction is higher because of this change. No further changes to the customer service model will be made at this time.

Shelf Reading Project:

Another concern that was brought up at staff meeting was the number of shelving and circulation errors being made. These range from minor issues to more concerning issues and staff are encouraged to be especially mindful right now. Errors in shelving can occur for a variety of reasons and can be the result of patron browsing, so one thing I've asked staff to do is begin shelf reading one hour per week. There is a binder where everyone will record their time spent shelf reading and there they stop and start. Everyone will begin in one area of the library and each person will begin where the previous person left off. Eventually, all items in the library will have been shelf read and this should solve some of the issues we're finding on the shelves. By structuring the shelf reading assignments as such, everyone will have a chance to read a variety of areas. Staff are also being encouraged to look at the condition of items and weed those that are obviously need work or have damage to them.

Storage Room Update:

At the December staff meeting, I asked for a progress update on the back storage room and also gave a timeline for completion. The youth services portion of the closet, which is in the majority, will need to be finished by January 16th and then the rest of the staff will begin working on cleaning and organizing. I have asked that the second portion of the project be finished by mid- March. Once we have a better idea of what is in the storage room, we can begin upgrading and updating where necessary (e.g. the board games for teens are grossly outdated).

Summer Reading Program 2015:

Youth services staff members have already begun planning for the 2015 collaborative summer reading program! In December, Erica and Ignacia attended a SRP workshop for SCLS libraries and said that they really enjoyed sharing ideas with their peers. While we're still in the very early planning stages, it is something we're beginning to focus on and we will have a SRP meeting in late January to begin solidifying program specifics and changes we would like to make from 2014. Ignacia has also begun booking programmers for the summer and hopes to book several more.

New Glarus Public Library Program Attendance December 2014

In order to help with our statistics for the 2014 Annual Report, please keep track of the number of children (those under age 18) and adults attending each program – Thanks!

Activity Date Number of Attendees

Family Holiday Movie Monday, December 1st 15C/6A

Scrabble Tuesday, December 2nd 2

Preschool Story Time Friday, December 5th 8C/2A

Scrabble Tuesday, December 9th 3

Adult Book Club Wednesday, December 10th 6

Preschool Story Time Friday, December 12th 6C/2A

Scrabble Tuesday, December 16th 2

Preschool Story Time Friday, December 19th 11C/4A

Scrabble Tuesday, December 30th 3

K. Budsberg commented that he found the section about shelf reading interesting and L. Hiland added that she enjoyed Director White's most recent article in the Post Messenger Recorder.

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

A. Moved to approve the December 9, 2014 Library Board minutes by S. Janowiak, second by K. Budsberg. Motion Carried.

DISCUSSION & CONSIDERATION: CAPITAL CAMPAIGN: L. Hiland started by reminding us that discussion about the campaign should be general in nature. But that if needed we were to let her know so we could move into closed session to discuss specific donors.

K. Budsberg reported that at a recent meeting of the Co-Chairs that they had taken a look at what steps had been undertaken in the campaign, where we are at today and where do we want to be in the future. K. Budsberg next provided a brief summary of events from the original report done by Jodi Bender Sweeney, development of the case statement, activities of the Co-Chairs, Grants Team, etc. He then asked what do we want the Co-Chairs to do moving forward. Maintain their current tasks and continue to focus on communication; re-evaluate and re-start various groups such as the CPC (Capital Planning Committee); focus on raising funds for the endowment fund; or other duties?

L. Hiland pointed out that the Friends of the New Glarus Public Library are hosting two events in the coming months; 3rd annual Trivia Night and the Foot Golf event. That anyone can choose to donate to the endowment fund at any time, but does not see that the endowment should be the current focus.

B. Weiss clarified that since the project has to go to bid that the Architects have experience with what can and cannot be used for in-kind donations from local businesses and organizations. S. Janowiak suggested checking again with others (for example Barb Anderson) and seeing if there were any ideas from the school referendum process or The Swiss Church building addition that should be an idea we consider.

In response to a question from L. Speth; K. Budsberg said one of the things the Co-Chairs is looking at is do we need to bring back the CPC? S. Janowiak summarized for the group who the CPC members were and some of the tasks they had performed. B. Weiss questioned the value of bringing back the CPC, as she had concerns about scheduling and what duties they would be assigned. K. Budsberg mentioned that one of their duties may be to revise the case statement and other promotional materials. Discussion continued on the topics of building plans, team members, case statement, plus the referendum results in relation to both borrowing and site location. P. Streiff also mentioned Village levy limits and borrowing for upcoming street projects. Consensus was not to bring back the CPC at this time.

J. Hoesly offered to check with a resource from her job to see if they have any additional resources for grants or classes that may be beneficial to the campaign. L. Hiland provided a brief summary of the ribbon cutting ceremony she attended at the Orfordville Public Library.

AGENDA ITEMS #12 & #13: It was determined that the closed session was not needed.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by S. Janowiak. Motion carried at 8:50 p.m.

Respectfully Submitted,

Becky Weiss, Secretary

MINUTES APPROVED AT THE FEBURARY 10, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, January 27, 2015**

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Also in attendance was Library Director Lauren White.

APPROVAL OF AGENDA: Moved to approve the agenda by J. Hoesly, second by K. Budsberg. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: VILLAGE HALL BUILDING CONDITION

REPORT: Village Administrator Nic Owen had forwarded the report titled "Village of New Glarus, Village Hall Plan Review" written by the Village of New Glarus Building Inspector, Mike Fenley. B. Weiss asked since the Village Board directed M. Fenley to prepare the report, if the report had been discussed at the Village Board; P. Streiff replied it had not. P. Streiff added that she thought the report should start with the Building Committee reviewing it. K. Budsberg asked for thoughts on the report; it was mentioned that the report touched on some expected items such as HVAC and electrical. But overall we were surprised that items such as ADA compliance, fire walls, etc. were not mentioned. Next we discussed timeline, site location and the referendum results. Moved that the Village Hall Building Condition Report be forwarded to the Building Committee for review by L. Speth, second by S. Janowiak. Motion Carried.

B. DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR'S 2015 GOALS: Prior to the meeting Director White had emailed her list of goals for 2015. Multiple trustees offered positive comments on the goals selected for the upcoming year. S. Janowiak asked if the training for the "soft skills" was generally done as role playing; Director White replied that it can be or in a presentation style format. She is also looking into classes that may be offered thru SCLS (South Central Library System) on this topic. B. Weiss asked for clarification on which staff members are involved in the collection management process; Director White clarified that the section referred not to weeding of the collection for damaged items which all staff can do, but overall development of the collection which would be herself and Assistant Director Erica Loeffelholz. Moved to approve Library Director's 2015 Goals by J. Hoesly, second by B. Weiss. Motion Carried.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: INFORMATION REQUEST: L. Hiland started by confirming that all had received a copy of the opinion letter from William E.

Morgan with Murphy Desmond Lawyers. Trustees then read and commented on sections from the opinion letter. L. Speth mentioned that medical information has HIPA (Health Insurance Portability and Accountability Act) and questioned if there was something similar to HIPPA that would apply to this information request. K. Budsberg summarized that the opinion letter mentions there is no case law, no state statutes, no code or laws that address this issue; so it was determined that we would also check with CFSW (Community Foundation of Southern Wisconsin, DPI (Department of Public Instruction) and SCLS to see if they had any additional information or guidelines. We then continued to discuss the Wisconsin state statues, financial information, privacy, and public policy. L. Hiland will email the requester and N. Owen and share that in light of the attorney's response we will be working with CFSW to develop a policy and continue to provide information as appropriate. L. Hiland will follow-up with both CFSW and DPI, while Director White checks with SCLS.

REPORTS/DISCUSSION/CONSIDERATION:

- A. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW report balanced last month and that the charts had been emailed prior to the meeting.
- B. BUILDING COMMITTEE:** Will be checking schedules and setting up a meeting.
- C. CO-CHAIRS TEAM:** Discussing duties and additions to the Co-Chairs team.
- D. COMMUNICATION TEAM:** Nothing to report.
- E. GRANTS TEAM:** Nothing to report.
- F. PARTNERSHIP TEAM:** Looking at setting up meetings with the New Glarus Home and the New Glarus School District to introduce Director White.
- G. VILLAGE BOARD LIAISON:** P. Streiff reported that there has been no business related to the Library discussed at the recent Village Board meetings. K. Budsberg asked if we wanted to consider placing the CFSW information reported on the monthly Financial Statement to be added to the Director's Report. This moved us into a discussion of the various spots both Village and Library budget information is already displayed - budgets, sinking fund reports, audit reports, etc.
- H. FRIENDS OF THE LIBRARY:** S. Janowiak reminded us that the Friends are hosting the 3rd Annual Trivia night featuring The Flying Zupan Brothers. Trivia starts at 7 p.m. on February 7th at Barnaby's Monticello House. The movie this year is the 1978 version of *Animal House*. The Friends are also assisting in preparing for a FootGolf event to be held Sunday, May 17th at Argue-ment Golf Course. Also mentioned were two other upcoming Library events: the Quilt of Valor Sew-In scheduled for February 7th starting at 10 a.m. and the 1,000 Books Before Kindergarten Party on February 28th at 10 a.m.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by B. Weiss. Motion carried at 7:53 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE FEBURARY 10, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, February 10, 2015**

President Linda Hiland called the meeting to order at 6:35 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Library Director Lauren White (left at 7:41 p.m.) was also in attendance.

ANNOUNCEMENT: The Library Board will convene into a closed session called under Wisconsin State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility (Library Director Performance Evaluation).

APPROVAL OF AGENDA: The agenda was approved on a motion by K. Budsberg, second by B. Weiss. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: 2014 ANNUAL REPORT: J. Hoesly started by asking if there were any big changes this year; Director White replied yes we weeded the Children's book kits. She also noted a small decrease in circulation numbers across the board and the summer reading program specifically the number of teens. B. Weiss asked Director White how the process went as this was her first time completing the annual report; Director White said she utilized SCLS (South Central Library System) staff for a variety of questions. K. Budsberg clarified was getting the data hard and/or did it require hours of research; no replied Director White once SCLS pointed out where the information is stored. She further added that SCLS pre-populates some of the information and then it is up to each individual library to fill in specific items such as the summer reading program numbers. S. Janowiak asked for clarification about the question denial of services; Director White responded this does not apply to NGPL, but an example would be a Library who charges for services. L. Hiland asked where the utility costs come from; Director White said the numbers are provided by Village Clerk-Treasurer Lynne Erb. Director White added that Mark Ibach, Consulting Services Coordinator with SCLS checked the report twice.

B. Weiss moved to approve the statement "The New Glarus Public Library Board of Trustees hereby states that in 2014, the South Central Library System Did provide effective leadership and adequately meet the needs of the library." second by S. Janowiak. Motion Carried.

Moved to accept the 2014 Annual Report by S. Janowiak, second by B. Weiss. Motion Carried.

L. Hiland signed the 2014 Annual Report copies and Director White will submit them to SCLS. In addition, Director White will email a copy to the Board for their records.

B. DISCUSSION & CONSIDERATION: PUBLIC POLICY: Director White had received a reply from Kara Blue, Library Director at Albertson Memorial Library in Albany WI about donation procedures. In addition, L. Hiland had information from the DPI (Department of Public Instruction) and CFSW (Community Foundation of Southern Wisconsin). We went on to discuss the attorney's letter, different types of policies, and public records documentation and WI State Statutes. K. Budsberg, S. Janowiak, L. Speth and Director White all agreed to check with additional sources such as ALA (American Libraries Association) and start developing a policy to be discussed at a future meeting.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the January 27, 2015 bills totaled \$2,252.04 and the February 10, 2015 bills totaled \$1,771.15. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by L. Erb. B. Weiss asked Director White if she was feeling more comfortable with how to update the budget given that there was now actual numbers for 2015 versus projected numbers. Director White said yes, and added that L. Erb had assisted with providing a spreadsheet to help track bills from Amazon.

DIRECTOR'S REPORT:

SLP Discussion:

Youth services staff members and myself met to discuss plans for the 2015 Summer Learning Program on January 29th and I think we all walked away with a better sense of what we'd like to do this year. We specifically examined what was done last year and what we'd like to do this year. To keep consistent with the national Collaborative Summer Reading program, I have asked that all artwork for the summer should be from 2015 (e.g. not using old artwork for the current program and not using the adult program artwork for the teen program). This is different from previous years, but I think it's important to remain consistent with the theme so that the program is universally recognizable. We also plan to have a category for babies and young toddlers this year for the program, which will be new. I have proposed that we have three categories this year: listeners (ages 0-6), readers (ages 7-11), and teens (12-18) to provide a more well-rounded program that really addresses all ages and encourages reading at every level. Staff also discussed incentives this year and if that is something that we want to use and what types of incentives would be used. There is a lot of talk around literacy incentives (e.g. giving away books as prizes), but that is often costly. However, the consensus is that we don't want to give away trinket prizes this year. A carnival, similar to the one done last year, is a possibility, but staff stated that there would need to be several more volunteers than we had last year if it was held again. We will have another meeting in February/March to finalize plans.

1,000 Books Before Kindergarten Party

With the great success of 1,000 Books Before Kindergarten, Erica proposed that we host a party for the participants and honor those who have already completed the program. On Saturday, February 28th at 11am, the library is hosting a party in the Community Room for children and their families. Cat in the Hat will also make a special appearance thanks to another SCLS library that loaned us their costume! Those that have completed the program will be recognized with crowns and Ignacia will be reading stories and plan fun activities for the morning.

Annual Report and Webinar

On Wednesday, January 14th, I participated in the 2015 annual report webinar to learn critical information in order to prepare the annual report. I found the webinar very useful, especially since I've never prepared such a document before. It will go to the library board for approval at the February 10th meeting and pending approval, will be sent to the DPI. I anticipate that completing the report next year will be much easier given that I'll have been with NGPL for the duration for the recording period. Keeping monthly statistics throughout the year really helped locate and translate the information much more quickly than trying the piece it together from various sources.

Insurance Meeting with M3

This brief meeting was held to make various Village department heads aware of services this company offers along with our insurance company. They covered various topics such as liability and workplace hazards and indicated that they would be available for trainings should we be interested in them. Their goal is to create safer work environments, which in turn results in fewer insurance claims.

E-Commerce Updates and Webinar

E-commerce is a service that SCLS has been looking at for quite some time and it involves the payment of patron fines by the use of debit and credit cards. There was a webinar held on January 27th, which informed participants on the methods for paying fines online and addressed many questions library directors had. E-commerce was set to go live on Monday, February 2nd, but was delayed due to an issue with fines. Ideally, when a patron of New Glarus returns an overdue item (from New Glarus) to another SCLS member library, New Glarus should get the fine money from that, but because of a glitch, this wasn't happening. So, until this can be fixed, E-commerce will not go live. Right now, E-commerce will be patron led, meaning that library staff are not to handle patron credit/debit cards or have access to this sensitive information. The computers that staff use will also not allow staff to process these payments, so if the patron wants to pay the fine in the library, they must do so at a public computer. Another item to be aware of is that when patrons choose to pay their fines online, the minimum fine balance must be \$10 and the patron will need to pay the full amount on the account (partial payments are not allowed at this time).

Green County Director's Meeting

Due to inclement weather, the turnout for this meeting was low and only Albany, Belleville, and New Glarus director's attended the meeting at Albany on Monday, January 26th. The purpose for this meeting was to discuss how to move forward with

the marketing company M45 and if we were interested in their marketing proposal. Because there were so few directors present, we decided that no decision could be made without consulting the other county directors. After emailing them, we decided that it was best to move forward with the marketing plan and a physical meeting will take place with M45 in the next month or so.

January Staff Meeting

The staff meeting in January was held on the 22nd and a variety of topics were discussed. First, staff were given a copy of the new evaluation form that will be used for their annual evaluation. Staff were able to ask questions, however there were none. In February, all staff will meet with me to set their goals for the year and I've asked them to think about how their goals can fit into the new evaluation rubric, which includes areas such as customer service, time management, and technology skills. Another topic we began to explore was soft skills and the point of this was to introduce staff to the idea of them before we begin much larger work on these important customer service skills. We discussed boundaries, respect, and healthy communication with each other because these are some critically important soft skills that we've begun working. Staff also had time at the end to discuss issues that they felt needed discussion and everyone was able to provide input and give suggestions. All of the children's materials have been organized in the storage room and now all other staff members will begin organizing the rest of the room to make the most efficient use of the space.

New Glarus Public Library Program Attendance

January 2015

Activity	Date	Number of Attendees
Scrabble	Tuesday, January 6th	2 Adults
Preschool Story Time	Friday, January 9th	6 C/ 2 A
Scrabble	Tuesday, January 13th	2
Adult Book Club	Wednesday, January 14th	13
Preschool Story Time	Friday, January 16th	15 C/ 6 A
Scrabble	Tuesday, January 20th	4
Preschool Story Time	Friday, January 23rd	24 C/ 10 A
Scrabble	Tuesday, January 27th	Cancelled by group
Preschool Story Time	Friday, January 30th	6 C/ 3 A

Year to Date NGPL statistics appear at the end of these minutes.

B. Weiss asked if M3 may be a resource for focusing on patron and staff safety; Director White said M3 will be coming back in March and she can check then. K. Budsberg had recently had an insurance walkthrough held at his job and found that OSHA (Occupational Safety and Health Administration) guidelines were a major focus. He added that as an example, this would apply to us by focusing on shelving units and racks. S. Janowiak then provided to Director White a brief summary of the group New Glarus Vision and how they have helped with literacy events and book programs in the past. S. Janowiak will assist in coordinating a meeting between Director White and

Mark Janowiak to discuss how the Library and Vision may be able to partner in the upcoming year.

APPROVAL OF MINUTES:

A. Moved to approve the January 13, 2015 Library Board minutes, noting typographical corrections, by J. Hoesly, second by K. Budsberg. Motion Carried.

B. Moved to approve the January 27, 2015 Library Board minutes, noting typographical corrections, by K. Budsberg, second by L. Speth. Motion Carried.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by L. Speth, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 7:41 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:36 p.m.

RESULTS OF CLOSED SESSION: Six month evaluation was discussed and written in draft form; it will be presented to Director White at our next meeting in closed session.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by B. Weiss. Motion carried at 8:36 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE MARCH 10, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, February 24, 2015**

President Linda Hiland called the meeting to order at 6:37 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, and Becky Weiss. Petra Streiff was absent. Also in attendance was Library Director Lauren White.

ANNOUNCEMENT: The Library Board will convene into a closed session called under Wisconsin State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility (Library Director Performance Evaluation).

APPROVAL OF AGENDA: Moved to approve the agenda by K. Budsberg, second by L. Speth. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

NEW BUSINESS:

C. DISCUSSION & CONSIDERATION: CLOSING OF THE 2014 FISCAL YEAR: K.

Budsberg started by mentioning that we will have a carryover balance this year and felt we needed to discuss again how those funds would be utilized. J. Hoesly mentioned that we have discussed in the past computer replacement schedule, additional database purchases, programming, and other items to increase services to the community. In response to a question about physical items in the library Director White added that the carpet will need to be replaced at some point. L. Hiland also pointed out that we have started and will need to continue to fund the "Reserve Personnel Fund." S. Janowiak added that the Village regularly has a surplus and carries it over for future items as well. B. Weiss commented on the Wisconsin State Statute that affords the Library Board control of how the funds are utilized. K. Budsberg, L. Hiland, B. Weiss and Director White all then commented on various budget line items. Consensus was to wait for the final figures from the Auditors and that this will be a future agenda item.

REPORTS/DISCUSSION/CONSIDERATION:

I. ADMINISTRATION TEAM: B. Weiss reported that the CFSW report balanced last month and that the charts had been emailed prior to the meeting. L Hiland asked what type of accounts the funds are held in; B. Weiss replied that CFSW holds the Capital Campaign funds in a money market fund and that Endowment funds are held in mutual funds.

J. BUILDING COMMITTEE: Wayne Duerst, L. Hiland, J. Hoesly, Director White, and B. Weiss met on February 12th. The Building Committee (BC) examined the Village

Hall Review prepared by Mike Fenley, Building Inspector for the Village of New Glarus, discussed past studies, current and future needs of the library and came up with a list of points and a recommendation that is in draft form for tonight's discussion. S. Janowiak started by asking about timing and is this a discussion we wished to table since P. Streiff was not available tonight. Consensus was to start discussing, covering edits, etc. and as discussion continued we could always table if we touched on an item that needed additional research. We started with minor typographical and formatting changes. In response to a question from B. Weiss we had a discussion about the site selection preference of Glarner Park first, West Side site second. J. Hoesly asked if there were any new updates from the New Glarus School District about giving up Glarner Park and building a new field out at the school; last update was the School is still interested. Discussion then covered how our current collection size is rated below the basic level for our service population, ADA requirements, updates need to HVAC, electrical, plumbing, roof, etc. B. Weiss and K. Budsberg ran through our options with the report tonight: send back to the BC, approve, or table. J. Hoesly offered to make the corrections and L. Hiland will forward the final version to Village Administration. Moved to approve this document (New Glarus Public Library Board Response to the Village of New Glarus Village Hall Plan Review) with minor typographical changes and forward to the Village Board by S. Janowiak, second by K. Budsberg. Motion Carried.

K. CO-CHAIRS TEAM: Next meeting is currently scheduled for March 17th with a focus on securing volunteers for upcoming events. L. Hiland added that the Friends of NGPL are currently meeting the 3rd Wednesday of every month, that we are welcome to always attend one of their meetings. In addition, our participation and promotion of upcoming events such as FootGolf at Argue-Ment Golf Course and the annual book sale are appreciated and encouraged. In response to a question from B. Weiss, K. Budsberg replied that he has been staying in contact with Jodi Bender Sweeney regarding Co-Chair activities.

L. COMMUNICATION TEAM: Nothing to report.

M. GRANTS TEAM: J. Hoesly reported that our "SAM" login that is used for the NEH grant is coming up for its annual renewal; the renewal is free so J. Hoesly will take care of completing the renewal process.

N. PARTNERSHIP TEAM: Prior to the meeting L. Hiland had emailed a summary of the meeting held on February 12th with L. Hiland, Director White and from the New Glarus School District – Jennifer Thayer, Amy Thurow and Katelyn Hansen. They discussed the "Go Big Read" program, tutor.com, digital library cards, summer reading program, teen programming, "Battle of the Books" and better utilizing databases that SCLS offers. Director White has been invited to provide a brief presentation on the tutor.com database, at the next teacher in-service day scheduled for March 9th.

S. Janowiak and Director White met with Rick Colby, Executive Director of the New Glarus Home where they discussed services such as monthly book talks, homebound services, and other activities.

O. VILLAGE BOARD LIAISON: Nothing to report.

P. FRIENDS OF THE LIBRARY: S. Janowiak reminded us that the Friends are preparing for a FootGolf event to be held Sunday, May 17th at Argue-Ment Golf

Course. She also added that another fun and successful Trivia Night was held earlier this month.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 7:53 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by S. Janowiak, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:06 p.m.

RESULTS OF CLOSED SESSION: Library Board has completed the Library Director's six month evaluation. Library Director White has completed successfully her first six months.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by K. Budsberg. Motion carried at 8:07 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE MARCH 10, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, March 10, 2015**

Vice President Suzi Janowiak called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Janowiak) were: Kevin Budsberg, Jody Hoesly (arrived 7:00 p.m.), Lexa Speth, Petra Streiff and Becky Weiss. Linda Hiland was absent. Library Director Lauren White was also in attendance.

APPROVAL OF AGENDA: The agenda was approved on a motion by K. Budsberg, second by B. Weiss. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: CLOSING OF THE 2014 FISCAL YEAR: Director White started by describing some numbers from the final audit report. She also commented that in the upcoming years we will continue with the computer replacement schedule, plus have the need for changes to both shelving and the collection. Director White went on to add that there is likely to be a change in insurance given the recent meeting with M3 Insurance, M3 did a tour of both the Library and the Village Hall. K. Budsberg asked about one of the benefit numbers; Director White will confirm if the benefits line was projected using family or single coverage and bring it back to the next meeting. In addition, it was added that on the 2015 revenue side that the fines/fees category reflects amounts from the first two months of the year.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the February 24, 2015 bills totaled \$6,543.56 (minus the \$155.00 attorney fee bill that will be discussed later tonight) and the March 10, 2015 bills totaled \$2,022.45. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by Village Clerk-Treasurer Lynne Erb. There were no questions related to the 2015 budget as it was discussed earlier tonight as part of the 2014 budget discussion.

DISCUSSION & CONSIDERATION: ATTORNEY FEE: S. Janowiak wondered if since Village Administrator Nic Owen had facilitated the discussion with the attorney if he had been asked about the bill. Director White said not that she was aware of, but that in her discussion with L. Erb referenced the budget field, professional services, as the category the bill would fit under. B. Weiss felt that regardless of what the request was for, this is an issue that we would have consulted an attorney on and that we would then pay for the bill. K. Budsberg added that since this is from the Village Attorney that he would have the Village's interest in the forefront and did we have any comments about a conflict of interest. P. Streiff added that she would be interested in hearing how other

Municipalities and Libraries handle these situations. Director White said she could pose that question to members of SCLS (South Central Library Service). L. Speth asked if the bill was for a flat fee or billed hourly. B. Weiss also asked that Director White clarify with L. Erb which account the bill should come from, as several years back we had a set of bills that were incorrectly coded and came from the library budget instead of the savings account funds set aside for library expansion. K. Budsberg, J. Hoesly and L. Speth all commented on which account the payment should come from.

DIRECTOR'S REPORT:

Soft Skills: Communication:

The first skill that library staff and I are focusing on is communication. We've already seen some big changes this year with the staff Wiki and how it is used and it serves as the perfect segue into working on our interpersonal communication, written communication, and non-verbal communication. Throughout the year, we'll take a variety of courses through WebJunction, which offers free courses and webinars for library professionals. The first course we're taking is "That's Not What I Said!: Foundations of Interpersonal Communication." Each staff member will complete the course and print off a certificate showing that it was completed and will be placed in personnel files. The goal of this is to really focus on how we're communication with each other and the public and it is my hope that the greater awareness will allow us to communicate more effectively.

1,000 Books Before Kindergarten Party:

Our 1 year anniversary party was held on Saturday, February 28th at 10 and we had close to 50 parents and children in attendance. Overall, I would say that the party was a huge success and we had a lot of positive feedback from parents. Erica and Ignacia did a phenomenal job planning and presenting this program and their attention to detail really shined. All of the snacks were Dr. Seuss themed as were the activity stations and stories that Ignacia read. Children enjoyed taking photos with the Cat in the Hat, which Katie was kind enough to dress up in. Program participants who had completed their 1,000 books goal were also crowned at the party and enjoyed wearing them with their peers.

Collection Maintenance Plan:

In early February, Erica and I met to discuss collection development and weeding for the year. Together, we're working on identifying holes in the collection and filling them in. The first two areas that I've asked her to buy for are contemporary romance and manga. Contemporary romance is extremely popular right now and we had virtually no representation of this in the collection. As soon as Erica and Rachel put these items out on the new material's shelves they are checked out within the day and it's great to see such a positive response to these materials. Manga is a form of Japanese graphic novels and are very popular with teens, so asked that these be added to the collection.

We didn't have a single copy before this process and while it may take some time for teens to realize that we now carry them, I expect them to be popular as well. Erica and I also created a weeding schedule so that we're regularly evaluating items in the collection and making room for new items. Each month, we'll look at a specific section (e.g. non-fiction, fiction, large print, etc) and based on reports from SCLS, we'll remove items based on condition and circulation history. The final change Erica and I have made is to change the way that staff recommend materials to her. Instead of all staff contributing to a spreadsheet that she sees, she has asked everyone to personally email her with suggestions.

February Staff Meeting:

Much of the February staff meeting centered around a discussion on communication. We filled out an activity that addressed the types of communication we use in the workplace, why we use them, and then the pros and cons of them. Staff were able to better understand how we communicate with each other and that it isn't a one-size fits all method when working as a team. We must all be aware of how we interact with each other both verbally and non-verbally. This meeting is also when I told staff about the WebJunction course and gave them the timeline for completion. Staff then asked questions about various topics and brought other comments and concerns to the table.

Summer Learning Program Donation Solicitations:

This year, Ignacia and I made some minor changes to the way that we solicit donations from various community organizations and businesses. In order to enhance our image in the community, solicitation letters now come with response cards, making it easy for donors to quickly select donation amounts, and prepaid envelopes to make the process as easy as possible for our supporters. Ignacia has already mailed everything out and we're hoping to have a great response for the Summer Learning program this year.

Cross-training/ Distribution of Job Duties:

In order to take some pressure off of staff members, we have restructured the distribution of jobs slightly. Rachel has taken on three new responsibilities, which include three monthly displays, managing the library website, and managing interlibrary loan services. This will give Erica more time to focus on her other job duties and because she has experience in these areas, she can serve as a backup for Rachel in the future. Erica has done a fantastic job training Rachel in these areas and Rachel was very open to the idea of taking on these responsibilities.

Library Legislative Day:

Library Legislative Day took place on Tuesday, February 17th in Madison. I had the opportunity to meet with Representative Sondy Pope and John Erpenbach with other library representatives from the two districts. As a first time director and a transplant to WI, it was nice to speak with so many other librarians from the area and connect with

those that help in decision making for the people of Wisconsin. It was incredibly inspiring to sit amongst such experienced trustees, volunteers, patrons, and librarians who are all as passionate about libraries as I am. WLA did a fantastic job organizing the event and making sure that everyone knew exactly what the purpose of the meetings was and the points that we should hit to be most effective in our short meetings.

Director White talked briefly about their plans to promote the Manga graphic novels for teens, in response to a question from B. Weiss.

New Glarus Public Library Program Attendance February 2015

Activity	Date	Number of Attendees
Scrabble	Tuesday, February 3rd	Cancelled by group
Preschool Story Time	Friday, February 6th	14C/ 5A
Scrabble	Tuesday, February 10th	Cancelled by group
Adult Book Club	Wednesday, February 11th	Cancelled
Preschool Story Time	Friday, February 13th	11C/ 3A
Scrabble	Tuesday, February 17th	5
Preschool Story Time	Friday, February 20th	10C/ 10A
Scrabble	Tuesday, February 27th	3C/ 1A
1,000 Books Party	Saturday, February 28th	24C/ 27A

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

- A. Moved to approve the February 10, 2015 Library Board minutes, noting typographical corrections, by K. Budsberg, second by L. Speth. Motion Carried.
- B. Moved to approve the February 24, 2015 Library Board minutes by K. Budsberg, second by L. Speth. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Speth, second by K. Budsberg. Motion carried at 7:20 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE APRIL 14, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, March 24, 2015**

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Petra Streiff and Becky Weiss. Suzi Janowiak and Lexa Speth were absent. Also in attendance was Library Director Lauren White.

APPROVAL OF AGENDA: Moved to approve the agenda by B. Weiss, second by K. Budsberg. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

OLD BUSINESS:

D. DISCUSSION & CONSIDERATION: THE CLOSING OF THE 2014 FISCAL YEAR:

Director White started by providing an overview of the 2014 budget. B. Weiss questioned how much was needed in the reserve personnel fund to cover retirement payouts. K. Budsberg added that his goal is to have, at minimum, funding to cover one year of family plan coverage for a full-time employee. J. Hoesly agreed with that goal and would like to see funds for programming be considered as well. Discussion continued with trustees commenting on health care, dental benefits, and retirement payout projections. Moved to take \$12,500.00 of surplus funds and place in the Reserve Personnel Fund, to reflect a full year cost of health benefits by K. Budsberg, second by J. Hoesly. Motion Carried.

K. Budsberg asked if the 2016 County Aid numbers had arrived yet; Director White said yes earlier this afternoon and that she would review and share in the near future.

E. DISCUSSION & CONSIDERATION: 2015 BUDGET: Incorporated into previous budget discussion earlier tonight. B. Weiss asked Director White how she was feeling with the budget process, especially since she now has real numbers to enter for the first months of 2015 instead of dealing mostly with projected numbers. Director White shared that certain items are very easy to adjust as for example the computers are on a replacement schedule. Other such as Continuing Education and the Summer Reading Program are more difficult to calculate. L. Hiland asked about the \$6 charge listed for Vet's Park Flood Study; B. Weiss thought it was to adjust that line item to zero. Director White will research the adjustment.

REPORTS/DISCUSSION/CONSIDERATION:

Q. ADMINISTRATION TEAM: B. Weiss reported that the CFSW report balanced last month and that the charts had been emailed prior to the meeting. She also praised CFSW for once again being timely with their response to two questions on this month's report. K. Budsberg added that when obtaining money orders at The Bank of New Glarus the fee is waived for the Library accounts.

- R. BUILDING COMMITTEE:** Nothing to report
- S. CO-CHAIRS TEAM:** Did have a meeting March 17th and had multiple individuals volunteer to assist with upcoming events. They are looking at their next meeting being held on April 16th.
- T. COMMUNICATION TEAM:** L. Hiland asked if it was time to renew the “Know Your Library” articles and if so let’s discuss timing and article ideas. All agreed that starting up the articles was a good idea, but had varying opinions on topics and timing. Some of the topics mentioned were: features of what the Library offers, circulation and programming numbers, expansion, endowment and operating funds, grants, etc. L. Hiland volunteered to start drafting an article and P. Streiff offered to assist with the draft. As for timing the one thing we all agreed on was that the articles do not need to be done weekly.
- U. GRANTS TEAM:** Nothing to report.
- V. PARTNERSHIP TEAM:** L. Hiland did inquire if we wanted to start thinking about a different individual to attend meetings of the New Glarus Chamber as Dan Gartzke is no longer a co-chair and he had attended some Chamber Board meetings in the past as he is a Chamber member.
- W. VILLAGE BOARD LIAISON:** P. Streiff shared a summary of Village Trustees feedback from the meeting where the Library Boards response to the use of the Village Hall was discussed.
- X. FRIENDS OF THE LIBRARY:** L. Hiland asked Director White about the on-line registration link on the Library website; Director White replied that it is intended to give you a spot to download the form and mail it in, not an actual on-line registration process. Director White then provided a summary of the Friends last meeting:
- Some new members
 - Working on a Facebook page
 - Planning for the Foot Golf event on May 17th at Argue-Ment Golf Course
 - Reviewed their By-Laws
 - Continue to sponsor the movie license and agreed to sponsor the “Traveling Lantern” program
 - Decided to cancel the on-line book club “Dear Reader”

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by K. Budsberg. Motion carried at 8:01 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE APRIL 14, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, April 14, 2015**

President Linda Hiland called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Library Director Lauren White was also in attendance.

APPROVAL OF AGENDA: The agenda was approved on a motion by B. Weiss, second by S. Janowiak. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: PRIVACY POLICY: Prior to the meeting a draft of the "Donor Privacy Policy" had been emailed. Trustees made suggested edits and formatting changes that K. Budsberg incorporated into the document during the discussion. Moved to approve the "Donor Privacy Policy," incorporating the changes made tonight, by B. Weiss, second by L. Speth. Motion Carried. K. Budsberg will forward the final version after this meeting.

B. DISCUSSION & CONSIDERATION: PAGE HIRING: Director White reported that Katie Hartman will be leaving so Director White will be going thru the hiring process. K. Budsberg gave Director White an example of how the Friends of NGPL subsidized an employee to man a tent as part of summer's staffing. B. Weiss asked if any past pages had inquired about coming back to work during their summer break; no, replied Director White. We then did an overview of the hiring process and who was responsible for taking action on items such as: posting the position, conducting interviews, work permits, and putting together a resolution.

C. DISCUSSION & CONSIDERATION: VILLAGE CELLULAR PHONE POLICY: Village Clerk-Treasurer Lynne Erb asked Director White to bring this policy to our attention. Director White asked if this was a policy we wanted Library staff to sign. L. Speth asked was this a policy that the all the Village Departments were signing; to her knowledge, yes replied Director White. J. Hoesly asked if Director White saw any reason in the policy not to sign; no. K. Budsberg pointed out that if Director White ever receives a complaint that this would then be the policy that she has to use. Moved that we adopt the Village "Cellular Phone Policy" for Library employees by S. Janowiak, second by J. Hoesly. Motion Carried.

D. DISCUSSION & CONSIDERATION: LIBRARY BUILDING PROJECT: L. Hiland started by asking for input on the next steps. P. Streiff asked if the Village had an update from the school on the softball diamond. Trustees also commented on: borrowing, budgets, fundraising, the architect's schedule, tours of libraries, etc. L. Hiland will contact Village President Roger Truttmann for an update on the items mentioned. Also she is planning on asking if will we having joint meetings, utilizing the

sub-committee and scheduling timeframes. L. Hiland will reach out to Dimension IV and B. Weiss will contact Wayne Duerst and provide an update on the project.

E. DISCUSSION & CONSIDERATION: 2015 MOWING PLAN: B. Weiss started by summarizing who has provided mowing services in the past. Consensus of the Board was that B. Weiss was to check with the same individuals to confirm availability and rates and authorized to ask them to perform mowing services in 2015.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: INFORMATION REQUEST: L. Hiland summarized the information and documents that will be included in the response to the information request.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the March 24, 2015 bills totaled \$1,922.37 and the April 14, 2015 bills totaled \$2,554.40. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by L. Erb. There was no discussion on the 2015 budget.

DIRECTOR'S REPORT:

Green County Library Board Meeting: This meeting was the first for the year and their main goal was to discuss strategic planning, which was scheduled to be completed by December 2014. So, the board began discussing their goals and ideas and talked about forming a sub-committee to work on the smaller pieces of this project. They will meet again in May to discuss the progress that they have made. Several members also plan to finish their terms on the board and then step down, so the library directors have been asked to come up with names of individuals that would be well suited for the positions.

Staff Soft Skills: Excellent Customer Service Webinar: Extreme Customer Service, Every Time is the next webinar that all staff will be required to take as part of our ongoing soft skills trainings. I went ahead and took this webinar before asking staff to complete it because I wanted to make sure that it would touch on the points I think are important and because it is over an hour long, I wanted to make sure that it was worth everyone's time. I cannot say enough good things about this webinar and the presenter—Gretchen Caserotti, director, Meridian Library District (ID), who has served from frontline librarian to policy maker, was trained at the Darien Library (CT) and was a 2010 Library Journal Mover & Shaker. Her presentation style is really engaging and I'm hoping that staff will greatly benefit from this. The presenter really makes a point of saying that it's our duty as library employees working on the front lines to truly engage and communicate with patrons and to find ways to extend the experience above and beyond their expectation. There's a lot of emphasis on the individual in our transactions and how we should use that to navigate, which is see a lot of value in. There were also several points made about being flexible and adaptable in tricky situations, which is something I love advocating for and hope that staff are able to understand that customer service isn't a one size fits all method after participating in this webinar.

All Director's Meeting: There were several things on the agenda for the March All Director's Meeting in DeForest. One of the large discussion items was on internet

filtering and whether or not the libraries were interested in it. If we agreed, the system, and in turn the libraries, would receive a small amount of money, but there was no way of knowing what that amount would be. Almost unanimously, we agreed that filtering was something we weren't interested in and that we all feel very strongly about the freedom to access information. Another discussion item was on providing the space to host local history materials (e.g. newspapers, photos, etc) and librarians seemed very interested in this. There would be a fee that each library would have to pay, but that amount is unknown until further investigation. There was also discussion on the ways libraries can measure service without talking about circulation. In this, there was also an infographic presented by a statistician at SCLS that showed that all of the system libraries experience the same valleys and peaks in their circulation, which is really interesting. Some things that we talked about were programs that we provide, the free WIFI that we have, public computer terminals, printing, faxing, copying, etc. Another way people encouraged us to talk about our worth is with anecdotal stories when someone has given us good feedback (i.e. those who used the library to look for jobs and then were hired, homeschool families that use the library as their "school" library, etc.).

Green County Library Director's Meeting: The Green County library director's met on Wednesday, March 25th along with the marketing firm M45 to discuss moving forward with a county-wide library visibility initiative. At this meeting, they were really interested to know about each of our libraries, how they operate, the challenges, and how we work together. So, they polled a lot of us on the services we see with highest priority and value as well as good services that we provide, but don't take the highest priority. They also had us do an activity where we were supposed to identify positive, potential, and problems for our libraries and interestingly enough, many of us had the same issues, which seemed to make the director's feel better knowing that they didn't struggle alone. M45 now plans to develop a marketing plan for the county libraries and present that to us within the next month or so. We still don't know what shape this project will take, but we look forward to highlighting our services in a unified way.

March/April Staff Meeting: Because this was a combined meeting, staff covered quite a bit of information in a short amount of time. The first thing staff discussed was the previous communication webinar and how they felt about that—there were also questions from the webinar to guide the conversation. Overall, everyone said that they felt like the information presented was helpful and that it was interesting to look at how communication was personal, situational, and organizational. Ignacia and Erica gave a short presentation on the Summer Reading Program this year and highlighted some of the changes that will be coming. This is the first time that some of the staff members have heard about this year's program, even though we've been planning behind the scenes, so I'm much more comfortable now that everyone seems to know what's going on with it. Staff members were also given general reminders about being aware of the desk even when they aren't assigned to work at it because the pages feel pressure to handle every transaction because they're on the floor. It was also during this meeting that I presented the next webinar to staff and they were able to ask questions about the topics at our staff meeting. Erica and Ignacia also let staff know that they are ready to begin putting new labels on the children's picture books and are asking for staff input on which label design they like better (especially the pages, since they are the primary

shelvers). They've created a few samples for staff to look over and vote on and once a decision has been made, labeling will begin.

New Glarus Public Library Program Attendance

March 2015

Activity	Date	Number of Attendees
Scrabble	Tuesday, March 3rd	Cancelled by group
Preschool Story Time	Friday, March 6th	13C/ 5A
Middle School Visit	Tuesday, March 10th	14C/ 2A
Scrabble	Tuesday, March 10th	Cancelled by group
Adult Book Club	Wednesday, March 11th	9
Preschool Story Time	Friday, March 13th	11C/ 6A
Scrabble	Tuesday, March 17th	3
Preschool Story Time	Friday, March 20th	10C/ 4A
Scrabble	Tuesday, March 24th	Cancelled by group
Preschool Story Time	Friday, March 27th	12C/ 6A
Teen Movie Event	Tuesday, March 31st	7C/ 1A
Scrabble	Tuesday, Mary 31st	Cancelled by group

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

A. Moved to approve the March 10, 2015 Library Board minutes by S. Janowiak, second by P. Streiff. Motion Carried.

B. Moved to approve the March 24, 2015 Library Board minutes by P. Streiff, second by K. Budsberg. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by L. Speth. Motion carried at 8:21 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE MAY 12, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, April 28, 2015**

President Linda Hiland called the meeting to order at 6:35 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly (arrived 6:37 p.m.), Lexa Speth, and Becky Weiss. Suzi Janowiak and Petra Streiff were absent. Also in attendance were Library Director Lauren White plus Darrel Weber and Howard Weber (both left at 6:40 p.m.).

APPROVAL OF AGENDA: Moved to approve the agenda by B. Weiss, second by K. Budsberg. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: Howard Weber started by introducing himself and his father (Darrel). They are here tonight to present a gift to the Library in memory of Audrey Weber (his mother, Darrel's wife) who passed away on February 2, 2015 and that the family had a memorial service for 8 days past. H. Weber shared how that his Mom held libraries and education in a special place and wished to enhance activities for students, reading skills and to support library activities. D. Weber asked for an introduction to L. Speth as they had not met before. D. Weber then spoke and shared how the library was a second home to Audrey. He was proud to present for his family this check. Audrey's wishes were that it would be used first to purchase media items, next support any programs or supplies to benefit children, or the building fund. L. Hiland accepted the check, conveyed our sympathies to Darrel, Howard and the Weber family and thanked them for their generosity and coming out tonight.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: SOCIAL MEDIA POLICY: Director White said she had been contacted by Director Bronna Lehmann at Belleville Public Library asking if NGPL had this policy; we did not, so they worked together to come up with this draft. B. Weiss asked was there a specific reason or it was just time for this policy; Director White said no specific reason that she was aware of. K. Budsberg thought we already had a policy on this; clarified that some of the items overlap with the patron conduct policy but not all. B. Weiss asked since the Village is mentioned in the policy, if Village staff already had or will have a chance to review the policy; Director White responded the Village had not, but that she can bring it to Village staff. B. Weiss made some edit suggestions and J. Hoesly asked about tracking of any deleted items. Moved to approve the "Social Media Policy," contingent on review by Village staff and incorporating the suggested edits, by K. Budsberg, second by B. Weiss. Motion Carried.

B. DISCUSSION & CONSIDERATION: PHOTO RELEASE POLICY: L. Hiland asked where are some of the places you are considering using any photos; Director White replied photos in newspapers, Facebook and other social media sites, website, flyers, etc. K. Budsberg asked if she envisioned using them for fundraising

promotions; Director White replied that no, she had been thinking of library related activities such as storytime, speakers at events, summer reading program carnival, not fundraising activities. J. Hoesly asked if a parent would have to have one signed release for every child or could there be a family release. This lead into an extended discussion on different ways the release could be setup, who would be the responsible party for completing the form if a group came in (for example with a daycare provider), questions about the amount of staff time needed to process the policy, could signing up for the policy be connected to when library cards are issued. It was also suggested to check with SCLS (South Central Library System) and the New Glarus School District on how they address a photo release policy. Director White will continue to research some of the questions and suggestions. Moved to table the agenda item "Photo Release Policy" by L. Hiland, second by K. Budsberg. Motion Carried.

OLD BUSINESS:

F. DISCUSSION & CONSIDERATION: 2015 MOWING PLAN: B. Weiss reported that she had spoken with Gene Dahlk who agreed to mow the easement area again at \$20 per cut for the 2015 mowing season. She had also initiated contact with Roger Arn to mow the acreage land in exchange for the hay. K. Budsberg asked for clarification on where the easement area was on the property.

G. DISCUSSION & CONSIDERATION: LIBRARY BUILDING PROJECT: L. Hiland provided an overview of a meeting she had with Village President Roger Truttman and Village Administrator Nic Owen. She reported that they are looking at preparing a resolution to discuss site, borrowing and other items for the May 5th Village Board meeting. It was clarified in that meeting, that the Library Project sub-committee had not been disbanded. In response to a question from J. Hoesly; L. Hiland shared that yes she had heard from Jim Gersich, Dimension IV Madison Design Group and that yes Dimension IV was still interested. J. Hoesly and K. Budsberg had a meeting with Tom Linfield (Vice President of Grantmaking and Community Impact – Madison Community Foundation) where some of the items discussed were: past fundraising activities, strategies for moving forward, grants, and financing options.

REPORTS/DISCUSSION/CONSIDERATION:

Y. ADMINISTRATION TEAM: B. Weiss reported that the CFSW report balanced last month and that the charts had been emailed prior to the meeting. K. Budsberg added that the "Bob the Builder" container in the library has been productive these last few months.

Z. BUILDING COMMITTEE: B. Weiss will contact Wayne Duerst to provide and update and get an idea of his schedule to help plan for any upcoming meetings.

AA. CO-CHAIRS TEAM: They are busy preparing for an event to update donors and volunteers scheduled for 6:30 p.m., May 7th at the Swiss Center of North America. We also talked about planned giving, IRAs, and endowment funding.

BB. COMMUNICATION TEAM: Nothing to report.

CC. GRANTS TEAM: Nothing to report.

DD. PARTNERSHIP TEAM: Director White mentioned that she did see a job advertisement for the position of Activities Director at the New Glarus Home.

EE. VILLAGE BOARD LIAISON: Nothing to report.

FF.FRIENDS OF THE LIBRARY: Director White added that the Friends were focusing on registration, sponsorship and other activities for the May 17th Foot Golf Event to be held at Argue-Ment Golf Course.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by J. Hoesly. Motion carried at 7:46 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE MAY 12, 2015 LIBRARY BOARD MEETING

Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, May 12, 2015

President Linda Hiland called the meeting to order at 6:34 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth (left at 7:01 p.m.), Petra Streiff and Becky Weiss. Library Director Lauren White was also in attendance.

APPROVAL OF AGENDA: The agenda was approved on a motion by K. Budsberg, second by B. Weiss. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

NEW BUSINESS: This line was left on the agenda in error, we disregarded it as there was no new business to discuss.

OLD BUSINESS:

A. DISCUSSION: LIBRARY BUILDING PROJECT: Prior to the meeting Director White had forwarded a copy of Resolution R15-27 that had been passed unanimously by the Village Board on May 5, 2015. A brief update on that Village Board meeting was presented by P. Streiff. As follow-up items, L. Speth will talk with Dr. Jennifer Thayer, New Glarus School District Superintendent, who was in attendance at the Village Board meeting. P. Streiff will contact Nic Owen, Village Administrator for an update on the use of Glarner Park and discussions with the New Glarus School District.

L. Hiland offered up ideas to start the night's discussion, the topic we started with was the Library Board submitting to the Post Messenger Recorder a "Know Your Library" article with the resolution information and an update. Ideas were suggested and K. Budsberg offered to prepare a draft of this article.

Next we moved on to discuss tasking the Building Committee (BC) with planning for meetings to review the "Building Program Statement (BPS)" and other appropriate documents, to update information such as collection numbers that have changed. We have already been in contact with the architect firm Dimension IV Madison Design Group. Some of the other items covered were: space needs discussion for current needs and projections 15+ years out, ADA requirements, safety concerns, and the effect code (e.g. fire, electrical) requirements have on square footage. L. Hiland will continue to update Dimension IV and B. Weiss will contact Wayne Duerst to discuss schedules for upcoming BC meetings.

Communication was the next subject, while the newspaper article, personal conversations, Donor events, social media posts, posting updates on the website, at the library, via the newsletter, etc. are a start. However, we also discussed the need for upcoming meetings with the Town of New Glarus Board, The Swiss Center of North America, New Glarus Home, Swiss Historical Village, School District, Fire Department, EMS, local businesses and organizations, to name a few.

In response to a question from Director White about timing and how the process flows, Trustees spoke about the past listening sessions and open house that had been held. Plus how Library staff had been involved in the past in developing the BPS, meetings with the architects and SCLS staff. L. Hiland will attend the next Library staff meeting and provide an update to staff as well.

K. Budsberg shared feedback from the Donor event hosted by the Co-Chairs last week. J. Hoesly and K. Budsberg also talked about fundraising strategies that they had discussed during a meeting with Tom Linfield (Vice President of Grantmaking and Community Impact – Madison Community Foundation). One of the items mentioned was a sign announcing the site location, B. Weiss had thought it was early in the process for a sign and questioned costs. K. Budsberg talked about the positive publicity this could bring. J. Hoesly added that one of the other ideas T. Linfield has seen draw positive reactions in the past is having children participate in a contest where they draw pictures of how they use a Library. This led into a discussion about the Summer Reading Program, and use of library services by day care providers and families that home school.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the April 28, 2015 bills totaled \$1,063.08 and the May 12, 2015 bills totaled \$1,412.61. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by L. Erb. There was no discussion on the 2015 budget.

DIRECTOR'S REPORT:

Green County Director's Meeting:

The Green County Library Directors met with M45 once again to look at the initial marketing plan and ideas and are very happy with their efforts so far. They gave us three posters/campaigns to choose from and we all came to a consensus pretty quickly they we like the "My Library. My Space." idea the most. M45 is now in the process of collecting more data from the libraries in order to really understand the audiences we want to work with and the best ways to connect with them. We are all really excited about this project and hope that it can make a real difference when it comes to reaching our target audiences and promoting our services.

New Glarus Girl Scout Community Donation:

The New Glarus Girl Scout Community presented the library with a donation last month in an effort to pay it forward to the community that supported them for many years. They explained that because they no longer had a use for the funds, they would like the library to use the donation in a way that is very special. They have asked that the funds be used to purchase materials and provide programming to girls

of all ages in the New Glarus community—specifically to empower them. I am incredibly excited about this project and am so thankful that the Girl Scouts chose to give us this responsibility.

Audrey Weber Family Donation:

At the April 28th Library Board meeting, Darrel and Howard Weber presented a family gift in honor of their wife and mother, Audrey Weber. This included donations from members of the New Glarus community (and beyond), which have been designated for materials purchases (specifically books and audiobooks, not DVDS) and children’s programming per the family’s request. I didn’t have the pleasure of knowing Audrey personally, but it is clear that she was beloved by a great many and it is a great honor to be tasked with continuing her legacy in a capacity in which she would have loved.

Page Hiring:

The library will be collecting library page applications during the month of May and we hope to hire two pages. One will replace a year-round page that is moving and the other one will work during the summer months to help with the influx of activity from the Summer Learning Program. For this hiring period, we’re looking at hiring applicants of all ages, not just high schoolers as we have in the past. However, this does not mean that I won’t hire qualified high school candidates.

Extreme Customer Service Webinar:

All staff have completed this webinar and printed their certificates. We plan on discussing this at our upcoming staff meeting on May 14th and from the comments I’ve heard thus far, everyone really seemed to enjoy the webinar, which is something I hoped for. As previously stated, I found the course to be extremely engaging and inspiring and that’s what I hope staff members gain from it. It is also my hope that staff understands that it’s okay to bend the rules within reason sometimes in order to create a better customer service experience. I’ve been working on gathering my own real life examples to share with staff and hopefully it’s empowering to them. The important point I want to make sure I emphasize with them is that they can move within certain parameters without feeling like they will be reprimanded. There still seems to be a bit of confusion as to where the line is, but we’re all working together to understand the process.

New Glarus Public Library Program Attendance

April 2015

Activity	Date	Number of Attendees
Preschool Story Time	Friday, April 10th	13C/ 6A
Scrabble	Tuesday, April 14th	5
Adult Book Club	Wednesday, April 8th	9

Preschool Story Time Friday, April 17th 26C/ 6A

Scrabble Tuesday, April 21th 3

Preschool Story Time Friday, April 24th 13C/ 5A

Scrabble Tuesday, April 28th 3

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

A. Moved to approve the April 14, 2015 Library Board minutes by S. Janowiak, second by K. Budsberg. Motion Carried.

B. Moved to approve the April 28, 2015 Library Board minutes by L. Hiland, second by K. Budsberg. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by J. Hoesly. Motion carried at 8:26 p.m.

Respectfully Submitted,

Becky Weiss, Secretary

MINUTES APPROVED AT THE JUNE 9, 2015 LIBRARY BOARD MEETING

2015 Monthly Statistics

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, May 26, 2015**

Vice President Suzi Janowiak called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Janowiak) were: Kevin Budsberg, Jody Hoesly, Lexa Speth (arrived 6:33 p.m.), Petra Streiff, and Becky Weiss. Linda Hiland was absent. Also in attendance was Library Director Lauren White.

APPROVAL OF AGENDA: Moved to approve the agenda by J. Hoesly, second by B. Weiss. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

OLD BUSINESS: DISCUSSION: LIBRARY BUILDING PROJECT: P. Streiff reported that she was checking with Village Administrator, Nic Owen to discuss the next steps in the process of moving the ball field. K. Budsberg mentioned that he had answered an email inquiry about the West Side site.

L. Speth provided an overview of her meeting with Dr. Jennifer Thayer, New Glarus School District Superintendent, where they discussed a variety of items:

- Past and future plans for facilities for all sports (football field, Veterans' Memorial Park and the tennis courts, open space across from the school, expansion around the school)
- Funding combined with the fact that the State of Wisconsin is currently discussing their biennial budget and the effects that could have on the school district
- Glarner Park use and schedule by both the softball team and other members of the rec program
- Sustainability
- Building design considerations such as flooring options
- Sports programs that are currently co-opted with neighboring schools and how that could change under WIAA (Wisconsin Interscholastic Athletic Association) guidelines

S. Janowiak will contact N. Owen to discuss scheduling upcoming group meetings.

REPORTS/DISCUSSION/CONSIDERATION:

GG. ADMINISTRATION TEAM: B. Weiss reported that the CFSW report balanced last month and that the charts had been emailed prior to the meeting.

HH. BUILDING COMMITTEE: J. Hoesly, Director White and B. Weiss reported on the recent meetings of the Building Committee (BC). The BC started by reviewing the "Building Program Statement" from 2012 and "Concept and Budget Report" prepared by Dimension IV Madison Design Group. The BC main focus was re-familiarizing ourselves with the documents and gathering/updating items that have

changed such as circulation numbers for the various collections (large print, CDs, children's books, non-fiction, etc.). The BC had several questions that they were asking the Library Board to review: rental space, building project budget, and future meeting schedule. The Library Board discussed the items and came to a consensus on the following items: no, at this time we are not planning on asking Dimension IV to develop two separate sets of plans (one with rental space and one without rental space). Regarding the building project budget we had a lengthy discussion touching on projected cost per square footage, differences in a two-story versus a one-story building such as elevator costs and how that could affect the budget, site work, amount of cement needed, sidewalks, and storm water management and consensus was that we anticipate the budget at or over \$2 million. Dimension IV had emailed a list of potential meeting dates, trustees then discussed our schedules. B. Weiss will communicate the dates selected with Dimension IV.

II. CO-CHAIRS TEAM: They continue to work closely with The Friends of the New Glarus Public Library on coordinating upcoming events. In addition, the Co-Chairs are working on gathering additional members of the Communication Team.

JJ. COMMUNICATION TEAM: Nothing to report.

KK. GRANTS TEAM: Nothing to report.

LL. PARTNERSHIP TEAM: Nothing to report.

MM. VILLAGE BOARD LIAISON: Nothing to report.

NN. FRIENDS OF THE LIBRARY: S. Janowiak reported that the May 17th Foot Golf event had been postponed due to weather. We did have a group that had read about the event in the "Isthmus" and were able to play several holes before the weather rolled in. The Foot Golf event has been rescheduled for Sunday, June 14th, running from 9:30 a.m. – 3:30 p.m. at Argue-Ment Golf Course.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by S. Janowiak. Motion carried at 8:15 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JUNE 9, 2015 LIBRARY BOARD MEETING

Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, June 9, 2015

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Kevin Budsberg was absent. Library Director Lauren White was also in attendance.

APPROVAL OF AGENDA: The agenda was approved on a motion by B. Weiss, second by S. Janowiak. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

NEW BUSINESS: DISCUSSION AND CONSIDERATION: ELECTION OF LIBRARY BOARD OFFICERS: Started by announcing that Library Board appointments were now official, thank you to both S. Janowiak and L. Hiland for agreeing to serve another term.

L. Speth nominated L. Hiland for President, second by J. Hoesly. L. Hiland accepted – Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by S. Janowiak. Motion Carried.

J. Hoesly nominated S. Janowiak for Vice President, second by L. Speth. S. Janowiak accepted – Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by P. Streiff. Motion Carried.

L. Speth nominated B. Weiss for Secretary, second by S. Janowiak. B. Weiss accepted – Motion Carried. S. Janowiak moved to close nominations and cast a unanimous ballot, second by L. Speth. Motion Carried.

L. Hiland nominated K. Budsberg for Treasurer, second by J. Hoesly. K. Budsberg had notified L. Hiland prior to the meeting that if he was nominated he would accept – Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by S. Janowiak. Motion Carried.

OLD BUSINESS: DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

L. Hiland had spoken with Jim Gersich, Dimension IV Madison Design Group, regarding the upcoming schedule of meetings, contract, fees and the fact that an owner representative would need to be selected as we move forward with the project.

In addition, L. Hiland had spoken with Village Administrator Nic Owen as well and he pointed out that there is a Parks and Recreation meeting scheduled for Wednesday, June 10th and discussion of the softball field is an agenda item.

K. Budsberg had emailed L. Hiland with questions and items the Co-Chairs would like the Library Board to consider in the future: providing a budget amount for Co-Chairs to use for promotional items, postage, etc. Starting to discuss the addition of a "Donate Now" button on the library website. K. Budsberg and J. Hoesly had recently attended a fundraising class and a donation button on the website was an item that was stressed. S. Janowiak added that PayPal does allow re-occurring donations. J. Hoesly asked who currently was responsible for updates on the library website; Director White replied Erica Loeffelholz and Rachel Holcomb. While we were talking J. Hoesly accessed the Verona Public Library website (www.veronapubliclibrary.org) and found that they use PayPal. Next we questioned would it be the Library or the Friends that should sign up since the Friends are a 501(c)(3) organization. Continued discussing the process, wording, disclaimer statements and tax implications.

Director White shared that she had met with Deb Haeffner, Building & Design Consultant with SCLS, and discussed shelving, and library spaces. One of the points D. Haeffner made was to be aware of what your priorities are in terms of spaces and how they are used within a library.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the May 26, 2015 bills totaled \$543.02 and the June 9, 2015 bills totaled \$1,478.54. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by L. Erb. There were no questions on the 2015 budget.

DIRECTOR'S REPORT:

Green County Director's Meeting:

The Green County Library Directors met on June 3rd in Brodhead. Much of our discussion was general and we brainstormed with each other to problem-solve. A few topics of discussion were cash registers, closing times (and when staff are expected to leave the building), business credit cards, and Mark Ibach from South Central Library System gave a report. We also briefly discussed working with M45, the marketing firm we've been working with, and when we anticipate meeting with them again.

South Central Library System All Director's Meeting:

At the May All-Director's meeting in Verona, the major topics for discussion were the Tech. and ILS budgets and we also informally voted on a number of issues to gauge interest. Among these were keeping the phone notification for holds, internet filtering, and keeping a full time staff member at the help desk. Several reports were also given by the consultants and delivery team. After the meeting, we had the opportunity to tour EPIC Systems, which was really fascinating. We were led by tour guides who

showed us around Campus 1 (of soon-to-be 5) and also around some of the grounds. The next All Director's meeting will be in Plain on July 16th, 2015 and we should have some more information about budget numbers for the 2016 fiscal year.

Page Hiring:

The library will be collecting library page applications during the month of May and we hope to hire two pages. One will replace a year-round page that is moving and the other one will work during the summer months to help with the influx of activity from the Summer Learning Program. For this hiring period, we're looking at hiring applicants of all ages, not just high schoolers as we have in the past. However, this does not mean that I won't hire qualified high school candidates. We received six applications for the two positions and are completing interviews on June 8-9. Three applicants will be interviewed and they all look to be very promising candidates. It is anticipated that resolutions for hiring will be presented at the June 23, 2015 Library Board meeting and if all goes according to plan, our new pages will start the week of July 6.

May 2015 Staff Meeting:

Library Board president, Linda Hiland, came to this staff meeting to update library staff on the building project and allowed them to ask questions. This was important for a variety of reasons and I think that this opportunity calmed some nerves on the staff's behalf and answered some questions that they had for the library board. Staff also enjoyed breakfast courtesy of an anonymous donor who graciously gave to a food fund. After the presentation by Linda, staff engaged in general discussion about the Summer Reading Program, the book re-labeling project, and the customer service webinar that everyone completed prior to the meeting. I have not asked staff to attend a webinar for the month of June with the onboarding of new staff members and the start of SRP, but they are interested in taking the color personality test and we plan to discuss that at or June 11th meeting.

South Central Library System ILS Meeting (New Hire):

On 6/1/15, Heidi Oliverson and Amy Gannaway visited New Glarus Public Library as part of the New Director Orientation process. They are situated in the ILS department and is largely responsible for codes, reports, and training and certification. I was able to ask about retrieving up-to-date collection information in preparation for meeting with Diminsion IV and have already received the item count by collection code report, which will help with collection projections.

In response to a question, Director White added that while talking with D. Haeffner they had a conversation about e-books and how e-book usage is setup to be tracked by SCLS but not at the individual library level. D. Haeffner had a graph showing e-book usage is not growing as much as had been projected.

New Glarus Public Library Program Attendance

May 2015

Activity	Date	Number of Attendees
Preschool Story Time	Friday, May 1st	9C/2A
Scrabble	Tuesday, May 5th	0
Gardening Workshop	Thursday, May 7th	2
Preschool Storytime	Friday, May 8th	26C/8A
Scrabble	Tuesday, May 12th	0
Adult Book Club Discussion	Wednesday, May 13th	8
Preschool Storytime	Friday, May 15th	11C/6A
Scrabble	Tuesday, May 19th	4
Preschool Storytime	Friday, May 22nd	11C/6A
Scrabble	Tuesday, May 26th	0
Middle School Visits	Tuesday, May 26th	23C/3A
Middle School Visits	Wednesday, May 27th	41C/3A
Middle School Visits	Thursday, May 28th	60C/6A
Elementary School Visits	Friday, May 29th	440C/17A

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

A. Moved to approve the May 12, 2015 Library Board minutes by S. Janowiak, second by P. Streiff.
Motion Carried.

B. Moved to approve the May 26, 2015 Library Board minutes by S. Janowiak, second by J. Hoesly.
Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by P. Streiff, second by S. Janowiak. Motion carried at 7:40 p.m.

Respectfully Submitted,

Becky Weiss, Secretary

MINUTES APPROVED AT THE JULY 14, 2015 LIBRARY BOARD MEETING

2015 Monthly Statistics

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, June 23, 2015**

President Linda Hiland called the meeting to order at 6:41 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Lexa Speth, Petra Streiff (arrived 6:49 p.m.), and Becky Weiss. Suzi Janowiak was absent. Also in attendance was Library Director Lauren White.

APPROVAL OF AGENDA: Moved to approve the agenda by B. Weiss second by J. Hoesly. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: There were no comments or questions.

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: RESOLUTION 15-01 PART TIME PAGE:

Director White reported that Library Page Katie Hartman will be leaving, and that after completing interviews Kathryn Zipsie is scheduled to start July 6th at \$7.62 per hour. Moved to approve Library Board Resolution 15-01 LB by B. Weiss, second by J. Hoesly. Motion Carried. A copy of Resolution 15-01 LB is included at the end of these minutes.

B. DISCUSSION AND CONSIDERATION: RESOLUTION 15-02 SUMMER PAGE:

Director White reported that after completing the interview process Maria Thurow is scheduled to start July 6th at \$7.62 per hour. K. Budsberg asked if this position affects the budget; Director White replied no it was already calculated into the budget. Moved to approve Library Board Resolution 15-02 LB by J. Hoesly, second by L. Speth. Motion Carried. A copy of Resolution 15-02 LB is included at the end of these minutes.

C. DISCUSSION AND CONSIDERATION: PAYPAL DONATIONS: B. Weiss started by asking where and how the online button would be used: for people to make donations to the Library for a particular item or program; donations to the Friends of the Library for a particular item or program; or donations to the building project or endowment fund. K. Budsberg replied that it may be all of those, but he was thinking about the building project first.

Director White had spoken with Director Wendy Rawson, Fitchburg Public Library, who shared that the Friends of Fitchburg Public Library have the PayPal account for Fitchburg Library as they are a 501(c)(3) organization. Fees for 501(c)(3) organization are 2.2% plus \$0.30 per transaction, for other groups the fees are 2.9% plus \$0.30 per transaction. Director White also added that we may want to discuss using a "GoFundMe" campaign, K. Budsberg added that he had thought about it. Director White did point out that one of the limitations of "GoFundMe" is that they do have time limitation where PayPal does not. J. Hoesly also mentioned there are other programs out there as well, such as "Flipcause" but that one has an annual fee. Discussion continued with some of the pros and cons of each program,

disclaimer statements, questions about tax implications, timing, etc. This will be an agenda item again at a future meeting.

OLD BUSINESS

DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: Village Administrator Nic Owen had forwarded L. Hiland's contact information to WPPI Energy since we are starting a building project. Beth Carlson, Energy Services Representative with WPPI Energy had emailed L. Hiland information about the Library Building Project participating in the "New Construction and Design Assistance Program" offered by New Glarus Utilities and WPPI Energy. Trustees had reviewed the information and it was moved to approve having President Hiland complete and submit the WPPI application by P. Streiff, second by B. Weiss. Motion Carried.

Next B. Weiss asked K. Budsberg for an update on the Town of New Glarus meeting he had attended on June 9th. K. Budsberg reported that he provided an overview of the last few months of activities, was invited back to future meetings to continue providing updates, and that impact fees were mentioned.

L. Speth asked if there were any updates on Glarner Park and moving the softball field. P. Streiff reported that at the June 10th meeting the Parks and Recreation committee had recommended to the full Village Board that they proceed with obtaining a detailed plan for building where the tennis courts currently sit. As part of the discussion at the June 16th Village Board meeting local Veteran's shared concerns about space usage, parking, maintenance and safety at Veteran's Park. Village Park and Recreation Director Chris Rear had a meeting already planned with the Veteran's group to discuss. In addition, Director Rear spoke to items such as setbacks, discussions with the School District and that he encouraged the Village Board to continue moving forward to obtain a detailed design and cost estimates. The Village Board passed a motion to work with Fehr Graham to get a more detailed plan. P. Streiff, K. Budsberg, and Director White shared more comments from the meeting such as parking discussions, agreements with coaches and players to clean trash from the diamonds, and restrooms. K. Budsberg wondered if the Veteran's group might consider moving the Memorial to the site next to the Swiss Center of North America as it would place it in close proximity to the local cemeteries. We continued on discussing schedules, when the Fehr Graham study might be done, Glarner Park, Veteran's Memorial Park, and the use of the softball diamond.

REPORTS/DISCUSSION/CONSIDERATION:

OO. ADMINISTRATION TEAM: B. Weiss reported that the CFSW report balanced last month and that the charts had been emailed prior to the meeting.

PP. BUILDING COMMITTEE: B. Weiss reported that the Building Committee is recommending approval of the proposals from Edge Consulting Inc. L. Hiland and J. Hoesly added that the Building Committee also stressed that Dimension IV and Edge Consulting have to consult with Village Staff to check on past studies, surveys, and details of the land transfer to the Fire Department.

K. Budsberg asked if we will ask the Village Board to pay for these proposals out of the sinking fund. P. Streiff asked for clarification on what sinking fund he meant; K.

Budsberg ran thru the history of the sinking fund and that it was used to pay for a past survey of Glarner Park.

K. Budsberg next asked if any off the proposals such as the one for Storm Water, could be delayed. J. Hoesly, L. Hiland and B. Weiss all commented on the proposals, emails and meetings with Dimension IV and the need for the studies in order to develop a site plan. L. Speth asked for clarification on the costs and expressed concerns about the timing with decisions on the softball diamond relocation still pending. J. Hoesly confirmed that yes we had discussed concerns about timing, site, and impact on fund raising. K. Budsberg clarified that the Library Board cannot levy taxes and cannot own land. P. Streiff added that if relocating the softball diamond doesn't work out that the option is the Village trying to purchase additional land for the diamond. K. Budsberg then shared his past experiences on the Village Board when they had been considering land purchases for a new garage facility.

I. Proposals from Edge Consulting Engineers, Inc.

1. Topo-Utility-Boundary Survey

Moved to approve the Topo-Utility-Boundary Survey Proposal from Edge Consulting Engineers Inc. (12992 PRO Survey.docx), by J. Hoesly, second by B. Weiss. Motion Carried.

Moved to request remainder of Sinking Fund, used to pay for Glarner Park studies, from Village to pay for this bill by K. Budsberg, second by J. Hoesly. Motion Carried.

2. Soil Testing (Borings) for Onsite SWDP (Storm Water Detention Plan)

Edge Consulting had included the items Soil Testing, SWDP and SWMP in one proposal (12992 PRO Stormwater.docx) so we covered agenda items BI2 and BI3 under the same discussion and motion.

Moved to approve the Soil Testing, SWDP, and SWMP proposal by Edge Consulting Engineers, Inc. (12992 PRO Stormwater.docx) by J. Hoesly, second by P. Streiff. Motion Carried.

3. SWMP (Storm Water Management Plan) and Related Applications and Approvals

(See agenda item BI2 above.)

II. Change Order #1 for Dimension IV Madison Design Group

K. Budsberg asked for clarification on the fee amount and also questioned who should sign this document. We discussed the design fees, moved to approve Change Order #1 (June 23, 2015) with Dimension IV Madison Design Group by J. Hoesly, second by B. Weiss. Motion Carried.

III. Update on Space Needs

Director White is scheduled to meet July 7th with Deb Haeffner, Building & Design Consultant with South Central Library System, and Tina Gordon, Interior Designer with Dimension IV to review library space needs, shelving, and the collection. K. Budsberg had a couple of notes on the local history area and Catelyn's Corner for Director White.

QQ. CO-CHAIRS TEAM: The Co-Chairs are working on gathering additional members for the Communication Team. Next meeting is scheduled for June 30th at 7:00 p.m. at the Swiss Center of North America.

B. Weiss asked for an update on the class that K. Budsberg and J. Hoesly had attended about fundraising for non-profits. Both commented that they were glad they attended and learned valuable information. K. Budsberg reminded Trustees that one of the webinars offered this year as part of Wisconsin Trustee Training Week 2015 is called "Making an Artful Ask" and directly relates to fundraising. They went on to discuss some different methods of donor recognition, strategies for setting fundraising goals, endowment planning, and the culture of long term fundraising.

RR. COMMUNICATION TEAM: Nothing new to report as members are still being selected.

SS. GRANTS TEAM: L. Hiland will complete and submit the WPPI application discussed earlier tonight. In addition, L. Hiland had met with Amy Thurow, Middle and High School Librarian for New Glarus School District and A. Thurow is willing to assist with writing grant applications. We also talked about past grant applications and which ones we may be still eligible for.

TT.PARTNERSHIP TEAM: No recent meetings. Will work on reaching out to our partners and obtaining updated endorsement letters to use for grant applications.

UU. VILLAGE BOARD LIAISON: Discussed earlier tonight under agenda item Old Business: Library Building Project.

VV. FRIENDS OF THE LIBRARY: L. Hiland shared an update from S. Janowiak that the Friends are thinking about selling tickets in the Library that could be used anytime for Foot Golf instead of hosting an event on a dedicated day. L. Hiland and K. Budsberg reported they had an enjoyable day playing Foot Golf.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 8:20 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JULY 14, 2015 LIBRARY BOARD MEETING

New Glarus Public Library

Library Resolution 15-01 LB

RESOLUTION FOR APPOINTMENT OF LIBRARY

PAGE I Kathryn Zipsie

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Katie Zipsie to the part time Library Page I position with the New Glarus Public Library. Said employment shall be effective July 6, 2015. Compensation shall be \$7.62 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 23rd day of June, 2015.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED 06/23/2015

Lauren White, Director
New Glarus Public Library

New Glarus Public Library

Library Resolution 15-02 LB

RESOLUTION FOR APPOINTMENT OF LIBRARY

PAGE I Maria Thurow

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Maria Thurow to the part time Library Page I position with the New Glarus Public Library. Said employment shall be effective July 6, 2015. Compensation shall be \$7.62 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 23rd day of June, 2015.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED 06/23/2015

Lauren White, Director
New Glarus Public Library

