

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, January 14, 2014**

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, Wayne Duerst, Jody Hoesly, Suzi Janowiak, Lexa Speth (arrived at 6:34 p.m.), and Becky Weiss. Library Director Maggie Waggoner was also in attendance.

**ANNOUNCEMENTS:**

- A.** The Library Board will convene into a Closed Session called under WI 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 W. Duerst, second by S. Janowiak. Motion Carried.

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

**OLD BUSINESS:**

- A. DISCUSSION & CONSIDERATION: BUILDING PROJECT:** L. Hiland had provided a summary of the motions made at the December 17<sup>th</sup> Village Board meeting related to Glarner Park as a site, studies, and concept design. L. Hiland reported on the update she got from Village Administrator Nic Owen: the soil borings have been completed and they are waiting on the final report; working with Vierbicher Associates Inc. on the topographical survey and that he will forward all results when received. In response to a question from L. Hiland on when the next sub-committee meeting would be scheduled, N. Owen replied that he thought the sub-committee was done. J. Hoesly moved that we discuss and consider how to move forward with a concept design, second by K. Budsberg. The ensuing discussion covered the following topics: types, costs, and timeframes for design plans from Dimension IV, pros and cons of sites, borrowing, referendum, costs, public outreach, pledges and donations. Motion Carried, 6-1 (Weiss). Moved to table this topic till our next meeting by S. Janowiak, second by K. Budsberg. Motion Carried, 6-1 (Hoesly).
- B. DISCUSSION & CONSIDERATION: FRIENDS OF GLARUS AGREEMENT:** W. Duerst continues to monitor the bank account and reported the funds have not yet been received. L. Hiland volunteered to contact Kaye Gmur for an update.

**NEW BUSINESS:**

- A. DISCUSSION & CONSIDERATION: EDUCATION COMPONENT FOR NEW LIBRARY REFERENDA:** On the topic of advocating for your library: Director Waggoner shared the story of the book burning party that was held by a Michigan Library and information from the DPI (Department of Public Instruction) website; J. Hoesly referred to items that she had researched on the ALA (American Library Association) website. We then talked about website, submitting press releases, holding an open house, phone calls, posters, and door-to-door conversations. Discussed at length the role that the Library Board and

Library Staff can and cannot take in this process. It was equated to the school referendum where the School Board remains neutral, but the school superintendent and staff can advocate for the referendum. K. Budsberg will ask N. Owen what the educational component plan is. K. Budsberg will also forward to Director Waggoner updated documents for the library campaign, Director Waggoner will work with SCLS to update items on the website.

**BILLS / FINANCIAL REPORT:** There were three sets of bills presented: the December 30, 2013 bills totaled \$2,358.34, the January 7, 2014 bills totaled \$128.45, and the January 14, 2014 bills totaled \$22,233.13. The bills were initialed by trustees to show approval for payment. Director Waggoner reported that not all of the 2013 bills have been received yet and that she anticipates having final 2013 numbers for our next meeting. The December 2013 financial report prepared by Village Clerk-Treasurer Lynne Erb had been emailed prior to the meeting.

### **DIRECTOR'S REPORT:**

#### **World Language Collection Statistics (12/4/2013)**

We continually examine different parts of our collection as part of our collection management plan. In December, we looked at our World Language books. We have 151 items in this collection with a total of 1761 circulations since 2006. Twenty items have never been checked out. Only 51 of these items have checked out this year. Only 34 of the 151 items have checked out more than 20 times. We will be further evaluating our World Language collection for its value to our patrons versus our very limited space issues.

#### **Database Subscriptions Renewed**

We have renewed the following databases through WiLS\* for 2014:

*Ancestry* (\$21.74); *Consumer Reports* (\$114.19); *Chilton* (\$126.47); *Literature Resource Center* (\$67.71); *NoveList* (\$47.38); *RefUSA* (\$276.15)

\* WiLS is a non-profit membership organization that facilitates collaborative projects and services to save members time and money and to advance library service, primarily in the state of Wisconsin. South Central Library System pays for our membership.

#### **2013 Library Programming**

We offered 119 library programs that were attended by 2,130 people in 2013. This compares to 86 programs in 2012 with 1,516 people attending and 78 programs in 2011 with 1,353 people attending.

#### **PLA National Conference**

The Public Library Association's national conference will be held in Indianapolis, Indiana on March 10 – 15, 2014 and I have registered to attend. I have applied to SCLS for a continuing education scholarship. I'm looking forward to participating in a half day preconference workshop called "StoryCorps @ your library: Enhance Library Programming through Oral History Narratives." StoryCorps presenters will lead a hands-on workshop that includes practical advice for bringing out the best stories from our patrons including knowing the

technical and institutional requirements needed to make a local oral history program successful. This is an exceptional conference with over 150 educational workshops and the chance to network with thousands of other library professionals. For more information, link to the PLA National Conference site at <http://www.placonference.org/#skyline>

### **1,000 Books Before Kindergarten**

We are excited to launch “1,000 Books Before Kindergarten” - our first new program for 2014! This program reaches out to parents and other caregivers of young children and promotes the extreme importance of reading aloud with children, starting in infancy. Our 1,000 Books B4K brochure sums up the value of reading to very young children this way: *“Everyone wants to do the best for their baby. Looking at books with your child every day is one of the most important things you can do for her/his future. Sharing books together strengthens your child's foundation for learning. Pointing at pictures in a book, saying rhymes, singing songs, writing words, and playing together makes your child more ready for school. Your baby's ability to learn grows from interacting with you, not a screen or educational toy. Plant the seed for lifelong learning by growing a reading relationship with your baby.”* ~ Growing Wisconsin Readers

Our program provides reading tips, reading logs to track progress, free books to children who reach reading milestones, online registration, and lots of encouragement and enthusiasm. We are reaching out to community childcare providers and asking elementary school teachers to help us spread the word about 1,000 Books B4K. We are creating a bulletin board in the library that will feature photos of our reading stars. All of our material will acknowledge the support of the New Glarus Community Foundation.

### **New Glarus 5<sup>th</sup> Grade Spelling Bee**

The annual New Glarus 5<sup>th</sup> grade spelling bee is January 20<sup>th</sup> at 6:30pm. This year I will join the fun as the “official pronouncer!” [Ignacia did this last year and gave me a tip for my turn - “talk loud”]

### **DPI Annual Report for Public Libraries**

We should be able to begin work on our annual report to the Department of Public Instruction soon. The online form for collecting Wisconsin Public Library Annual Report data will be open by the week of January 20, 2014. The deadline for submitting our 2013 annual report is Monday March 3, 2014. We anticipate submitting our 2013 annual report to the NG Public Library Trustees in February.

### **OverDrive Advantage Program Update**

We have the final numbers on our SCLS 2014 Advantage account. Every SCLS member library has made the commitment to participate in the OverDrive Advantage program and the grand total is \$27,758.95! Titles have already been added and holds are being placed.

### **Koha Evaluation**

Every year since SCLS migrated to the Koha Integrated Library System, member libraries have been asked if they want SCLS to continue developing Koha or pursue evaluating and migrating to another ILS. The result of the latest vote is to continue working with and developing Koha. This agrees with the NGPL vote.

### **SCLS Printing Allocation**

Our SCLS printing allocation for 2014 will be \$285.00. Our 2013 allocation was \$550.00. All SCLS member libraries had their printing allocation cut this year as agreed on by the libraries in order to help keep SCLS membership costs down. The Summer Library Program performer flyers (up to 200 sheets) and program brochures (up to 1,500 2-sided black & white or 750 2-sided color) will be covered by SLP funds. All other SLP printed materials will be deducted from our annual allocation.

### **New Glarus Public Library Program Attendance - December 2013**

3 Children’s programs/34 children & 11 adults attending

4 Adult programs/8 attending

<b>Activity</b>	<b>Date</b>	<b>Number of Attendees</b>
<b>Scrabble</b>	Tuesday, December 3rd	0
<b>Preschool Story Time</b>	Friday, December 6 <sup>th</sup>	10 child, 5 adult
<b>Scrabble</b>	Tuesday, December 10 <sup>th</sup>	2
<b>Adult Book Club</b>	Wednesday, December 11 <sup>th</sup>	2
<b>Preschool Story Time</b>	Friday, December 13 <sup>th</sup>	7 child, 2 adult
<b>Scrabble</b>	Tuesday, December 17 <sup>th</sup>	4
<b>Preschool Story Time</b>	Friday, December 20th	Cancelled – weather
<b>Preschool Story Time</b>	Friday, December 27th	17 child, 4 adult

As part of our partnership with the schools, L. Hiland questioned if the new teacher’s were aware of our Foreign Language collection. L. Speth will email a list of teachers to Director Waggoner to see if we can share or incorporate those books into the classrooms. B. Weiss

commented on the growth in programming over the last two years. Director Waggoner shared how excited they were about the upcoming roll-out of the “1,000 Books before Kindergarten” and the “Seed Exchange” as new programming events.

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

**APPROVAL OF MINUTES:**

**A.** Moved to approve the December 10, 2013 Library Board Minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried

**CONVENE INTO CLOSED SESSION:** Moved to go into closed session by B. Weiss, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:07 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:25 p.m.

**RESULTS OF CLOSED SESSION:** We reviewed the performance evaluation form with Director Waggoner.

**ADJOURNMENT:** Meeting adjourned on a motion by K. Budsberg, second by J. Hoesly. Motion carried at 8:25 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE FEBRUARY 11, 2014 LIBRARY BOARD MEETING*

<b>NEW GLARUS PUBLIC LIBRARY 2013</b>	<b>Circulation</b>	<b>New Patrons Registered</b>		<b>Circulation by PSTAT 2013</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane County (No Library)</b>
January	6780	10		January	3288	1554	823	311	366
February	6213	11		February	2987	1526	641	282	168
March	7002	13		March	3491	1537	819	429	254
April	7052	8		April	3476	1618	809	402	282
May	6133	7		May	3117	1449	683	306	253
June	7739	26		June	3492	2319	900	325	329
July	8152	14		July	4064	2088	926	274	426
August	7234	27		August	3603	1488	905	200	466
September	5704	7		September	2814	1043	857	179	356
October	6835	20		October	3027	1200	1088	300	493
November	6086	8		November	2624	1230	798	273	439
December	5603	7		December	2678	1191	696	229	209
<b>Total:</b>	<b>80533</b>	<b>158</b>		<b>Totals:</b>	<b>38661</b>	<b>18243</b>	<b>9945</b>	<b>3510</b>	<b>4041</b>
	<b>Patron ILL 2013 Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	
January	24	14	2	729	1206		209	95	
February	4	7	0	682	1031	767	217	106	
March	7	5	2	787	1309	735	255	126	
April	10	2	2	515	802	890	198	93	
May	6	11	0	719	1047	1221	199	85	
June	6	5	1	750	1050	1132	188	80	
July	8	6	0	851	1129	1302	294	137	
August	5	1	1	790	1155	1492	286	117	
September	12	10	2	557	791	1610	233	86	
October	4	2	0	384	603	1072	210	85	
November	10	8	2	316	562	1212	203	86	
December	8	5	3	570	1111	1151	179	75	
<b>Total:</b>	<b>104</b>	<b>76</b>	<b>15</b>	<b>7650</b>	<b>11796</b>	<b>12584</b>	<b>2671</b>	<b>1171</b>	
	<b>2013 Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Programs</b>	<b># Adults</b>	<b># Children</b>	<b>Total Attending</b>		
January	3403	200	17.0	(5A&4C) 9	72	46	118		
February	3065	200	15.3	(2A&4C) 6	19	43	62		
March	3366	196	17.2	(3A&4C) 7	35	61	96		
April	3381	218	15.5	(8A&7C) 15	68	88	156		
May	2467	209	11.8	(6A&7C) 13	44	184	228		
June	3375	205	16.5	(6A&6C) 12	100	586	686		
July	3782	218	17.4	(8A&8C) 16	121	170	291		
August	3169	223	14.2	(3A&1C) 4	25	21	46		
September	3987	200	19.9	(4A&5C) 9	37	74	111		
October	2674	227	11.8	(7A&6C) 13	95	81	176		
November	2566	196	13.1	(4A&4C) 8	38	69	107		
December	2148	162	13.3	(4A&3C) 7	19	34	53		
<b>Total:</b>	<b>37383</b>	<b>2454</b>	<b>15.6</b>	<b>119</b>	<b>673</b>	<b>1457</b>	<b>2130</b>		

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**New Glarus Public Library  
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**APPROVAL OF AGENDA:** The agenda was approved on a motion by B. Weiss, second by W. Duerst. Motion Carried.

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

**REPORTS/DISCUSSION/CONSIDERATION:**

- A. ADMINISTRATION TEAM:** B. Weiss thanked Director Waggoner for forwarding an e-mail in which a donor provided updated address information and requested a copy of their donation receipt for 2013 taxes. B. Weiss contacted the Community Foundation of Southern Wisconsin (CFSW) and they assisted in processing the donor requests. B. Weiss stated that the CFSW report balanced and that the charts had been emailed prior to the meeting.
- B. BUILDING COMMITTEE:** W. Duerst shared that he had a discussion with Dimension IV regarding the cost and timeframe estimates for preparing a plan for Glarner Park comparable to the plan for the site next to The Swiss Center of North America (SCNA).
- C. CO-CHAIRS TEAM:** Nothing to report
- D. COMMUNICATION TEAM:** Nothing to report.
- E. GRANTS TEAM:** J. Hoesly reported that she is keeping the NEH Grant login/contact information up-to-date. In addition, that she had forwarded to Director Waggoner information about a grant opportunity with the Dane County Foundation.
- F. PARTNERSHIP TEAM:** Nothing to report.
- G. LIBRARY/VILLAGE BUILDING SUBCOMMITTEE:** L. Hiland had received an e-mail from Village Administrator Nic Owen summarizing that Village President Roger Truttman was not planning on convening additional meetings of the subcommittee. In addition, that R. Truttman had directed Village staff to prepare information to be publicized on the village website, Post Messenger Recorder, etc. and to prepare for a public informational meeting on the referendum questions. We have not yet received a copy of the Topographical survey and after the meeting J. Hoesly will forward a copy of the Geotechnical report.
- H. VILLAGE BOARD LIAISON:** K. Budsberg said the informational meeting has been scheduled for March 4<sup>th</sup> at 7:00 p.m. in the Village Hall Community Room. In addition, he had forwarded to Library Trustees an article from "The Municipality" titled *Municipal Library Boards*. He is also contacting N. Owen to clarify the role of both Village and Library Trustees at the informational meeting. The referendum questions will be on the April 1<sup>st</sup> ballot and currently there are two individuals running for the three open seats on the Village Board.
- I. FRIENDS OF NEW GLARUS:** Kaye Gmur has sent off an email to Hans Ryhner requesting an update.

**NEW BUSINESS:**

**B. DISCUSSION & CONSIDERATION: ESTABLISH EMPLOYEE PAYOUT FUND:**

Director Waggoner responded to trustee questions clarifying budget line items and amounts. Director Waggoner also pointed out that we can take action on this item, but it will require a follow up resolution for the auditors. K. Budsberg moved to establish an Employee Payout Fund (EPF) and direct the entire carryover amount into that fund, second by J. Hoesly. As discussion continued W. Duerst asked for clarification on what “payout” covered as it is a broad term, for example can it be used for insurance. W. Duerst also asked if we would be required to fund the EPF every year, could we fund every two years if we choose. Director Waggoner also questioned if the EPF would be an operational line item, or actually qualify as a capital or sinking fund item instead. Given the additional questions, K. Budsberg (with J. Hoesly’s agreement) withdrew his motion. Director Waggoner will research the additional questions. K. Budsberg moved to table this agenda item till further research is completed, second by B. Weiss. Motion Carried.

**C. DISCUSSION & CONSIDERATION: REVISE CIRCULATION POLICY:**

Prior to the meeting Director Waggoner had e-mailed a copy of the current circulation policy with suggested edits. Typographical items were noted and we clarified the use of abbreviations and other wording suggestions. Director Waggoner answered questions about “teacher” and “temporary” cards, e-book loan timeframes, and settings on the automated system for courtesy reminder notices. S. Janowiak moved to approve the Circulation Policy as amended, second by K. Budsberg. Motion Carried. Director Waggoner will process the edits and e-mail a copy when completed.

**D. DISCUSSION & CONSIDERATION: REVISE PERSONNEL MANUAL SECTION 24.2:**

Before the meeting Director Waggoner had checked with B. Weiss to see if this had been discussed in the past; B. Weiss found no record. Director Waggoner had also e-mailed section 24.2 with suggested edits for trustees review. S. Janowiak moved that we revise Personnel Manual section 24.2 with the proposed wording change, second by K. Budsberg. L. Speth asked how other libraries handle this situation. Director Waggoner mentioned a conversation with Village Clerk-Treasurer Lynne Erb, in which L. Erb stated the Village does not close so staff must use personal time. Several trustees shared their employer’s policy. Motion Carried. Director Waggoner asked if at a future meeting we will want to review the policy and how it relates to area school districts when they close for bad weather or an emergency.

**E. DISCUSSION & CONSIDERATION: VOLUNTEER POLICY FOR NGPL:**

Director Waggoner had e-mailed out both the “Volunteer Policies and Agreement” and “Volunteer Application” prior to the meeting. Director Waggoner reported that we need to have a clearly defined policy and background checks completed for volunteers. It is estimated that the cost of the background checks would be \$5.00 and the library would be responsible for the cost. L. Speth questioned both what policies other libraries have in place and asked about liability concerns regarding on the job injuries. K. Budsberg wondered if that could fall under workers comp laws. B. Weiss asked if we would need to have our liability insurance limits re-evaluated. Director Waggoner will research the additional questions and bring this item back to the board. L. Hiland moved to table the volunteer policy until we get further wording options, second by S. Janowiak. Motion Carried.

**F. DISCUSSION & CONSIDERATION: NGPL 2013 ANNUAL REPORT:**

Director Waggoner responded to questions from the trustees about: square footage, full-time equivalents, page hours, and carryover funds. She also mentioned that next year’s report



will have a section focused on literacy based programs broken out by age, number of attendees, etc.

K. Budsberg moved to approve the “Statement Concerning Public Library System Effectiveness,” second by S. Janowiak. Motion Carried.

K. Budsberg moved to approve the 2013 Public Library Annual Report, second by S. Janowiak. Motion Carried.

**G. DISCUSSION & UPDATE: LIBRARY DIRECTOR’S 2014 GOALS:** Director Waggoner verbally shared some of her goals but reported that the goals are not in a written format yet. Director Waggoner will be out of town starting later this week and attending a convention in early March so this will be a future agenda item.

**BILLS / FINANCIAL REPORT:** There were two sets of bills presented: the January 28, 2014 bills totaled \$1,609.42 and the February 11, 2014 bills totaled \$2,217.11. The bills were initialed by trustees to show approval for payment. Director Waggoner reported that she had the January 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb.

## **DIRECTOR’S REPORT:**

### **Social Media**

New Glarus Public Library uses social media to help promote our library’s programs and services. Pinterest is a visual discovery tool used to collect ideas for different projects and interests. People create and share collections (called “boards”) of visual bookmarks (called “Pins”) that they use to do things like plan projects, share ideas, or organize events. For instance, the library has Boards about our new material, 1,000 Books Before Kindergarten, award winning books, library humor, activity ideas for story times and early literacy, Wisconsin writers, and various program Boards geared toward our program interests. Since signing onto Pinterest, we have created 33 separate Boards with a total of 2,300 Pins with 190 followers (and we’re just getting started!) We also have 226 Facebook followers and growing. We use Pinterest, Facebook, and Twitter to tell our library story but also to connect with other libraries and people to share ideas. Social media is another valuable tool that we use for bringing people into the library and for reaching out into our community. One is able to connect instantly to the NGPL Pinterest, Facebook, or Twitter pages from our web site.

### **New Glarus Public Library to gain faster Internet access**

(from John DeBacher, Director, Public Library Development, DPI., Division for Libraries and Technology)

“Through a restructuring of the TEACH discount program that provides broadband connections to schools and libraries, public libraries and systems will receive a much-needed boost in bandwidth this year, including fiber optic installation to most locations.

Planning for the library fiber upgrade has been underway since mid-2013 and is part of enhancing the state’s BadgerNet broadband network. Nearly all public libraries will receive an increase in capacity, often from three to five times as fast, as part of the program upgrade. DPI and Public Library Development staff worked with the Department of Administration’s TEACH staff to restructure the current program within the existing contract terms to boost

capacity without increasing the monthly charge to libraries. E-Rate program discounts will substantially help fund the upgrades.”

Slow Internet connections in nearly three-quarters of the state’s public libraries will speed up dramatically with a \$4.2 million federal E-rate investment in fiber broadband connectivity. NGPL is included in this upgrade. The full text of the DPI press release is available here, including a preliminary list of sites:

[http://news.dpi.wi.gov/files/eis/pdf/dpinr2014\\_18.pdf](http://news.dpi.wi.gov/files/eis/pdf/dpinr2014_18.pdf)

### **PLA National Conference**

I’m pleased to report that I received a \$400.00 grant from South Central Library System toward attending the PLA national conference. I’m scheduled to leave on March 11. For more information, link to the PLA National Conference site at

<http://www.placonference.org/#skyline>

### **AtoZDatabase**

We have a trial subscription to AtoZDatabase for the next month. This database is for searching for a job, a business, or a person. It is used to create mailing lists and sales lists. Several public libraries in SCLS subscribe to it. If we decide to subscribe, we can get a discounted rate through WiLS. Preliminarily, it seems that it will be useful for job hunters but also for the business community and non-profits who are looking for contacts or creating mailing lists.

### **Consolidated County Libraries & Adjacent County Payments**

Last fall there were two pieces of proposed legislation introduced - one in the Assembly (Assembly Bill 288), one in the Senate (Senate Bill 397) - that addressed adjacent county payments and consolidated county public libraries. There have been two amendments to these Bills. In a nutshell, the amendments say the same thing: if a consolidated county library decides to bill an adjacent county for service it provided to their rural residents, then that consolidated county library will be eligible to be billed by adjacent counties for service they provide to their rural residents (residents who live outside of municipalities that have a physical library of that consolidated county). According to these amendments, consolidated county libraries who decide to bill adjacent counties would need to notify that county by April 1st of each year. If a consolidated county library does not bill, then it can't be billed. Naturally, legislation that impacts any public library in Wisconsin impacts all public libraries. However, SCLS member libraries in counties that are not adjacent to a consolidated county (such as Green and Dane Counties) will not see a direct impact from this legislation if it proceeds.

### **1,000 Books Before Kindergarten**

We have registered 26 children so far in our new early literacy program. We are happy to announce that Colton Hendrickson is our first 100 Books Reader!



### **A Little More Information about our Integrated Library System (ILS)**

Our ILS, of which Koha and LinkCat are a part of, was “down” from 9:15am to 3:30pm on February 10. As you know, Koha is our cataloging and circulation system and LinkCat is our on line catalog. What went wrong? Our ILS is a web based system and it’s server (think brain/memory) is “in the Cloud”. In this case, the “Cloud” is owned by Amazon. It took Amazon over 6 hours to repair the server but meanwhile, our intrepid staff carried on with an off-line circulation backup system.

### **Green County Library Directors and Piano Teachers**

The Green County Library Directors met on January 31, 2014 at New Glarus. The Green County Piano Teachers presented each library with a donation to be used for anything music related. We are deciding whether to use it for collection development or a special music event at the library.

Vicki Teal Lovely from SCLS attended the meeting to tell us about the new e-mail system that we hope is coming soon to SCLS libraries. We also brainstormed adult programming, discussed library laptops for in-library use, headphones, smoke detectors and the March All Directors meeting.

### **Other Staff Happenings**

Maggie is attending Library Legislative Day on February 11, 2014.

Erica went to a Summer Library workshop on January 31 and met with other SLP planners to talk about alternatives to incentives for reading.

Ignacia is now back to working 30 hours per week.

NGPL had a table at the elementary schools “Child Development Days”. Thanks to Vicki Sasso for volunteering to help out with that.

Maggie took a webinar on instructions for the annual report on Jan. 23, 2014

Maggie took a webinar called Beyond Recycling: Sustainability Projects to Engage the Community on Feb. 6, 2014 (It was very inspiring!)

The 2013 DPI Annual Report is done and ready for Library Board approval!

### **New Glarus Public Library Program Attendance - January 2014**

5 Children's programs by 48 children & 12 adults  
 5 Adult programs attend by 11 adults

<b>Activity</b>	<b>Date</b>	<b>Number of Attendees</b>
<b>Preschool Story Time</b>	Friday, January 3	5c./1 a.
<b>Scrabble</b>	Tuesday, January 7 <sup>th</sup>	<i>Cancelled</i>
<b>Adult Book Club</b>	Wednesday, January 8 <sup>th</sup>	5
<b>Preschool Story Time</b>	Friday, January 10 <sup>th</sup>	14c./3 a.
<b>Scrabble</b>	Tuesday, January 14 <sup>th</sup>	0
<b>Preschool Story Time</b>	Friday, January 17 <sup>th</sup>	12c./3 a.
<b>Scrabble</b>	Tuesday, January 21 <sup>st</sup>	4
<b>Preschool Story Time</b>	Friday, January 24 <sup>th</sup>	10 c./4 a.
<b>Scrabble</b>	Tuesday, January 28 <sup>th</sup>	2
<b>Preschool Story Time</b>	Friday, January 31 <sup>st</sup>	6 c./ 1a.

Director Waggoner then talked about: being the announcer at the local spelling bee, fiber optic installation, AtoZDatabase and the events she attended at Library Legislative Day.

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

**APPROVAL OF MINUTES:**

**B.** Moved to approve the January 14, 2014 Library Board Minutes, noting typographical corrections, by K. Budsberg, second by S. Janowiak. Motion Carried

**ADJOURNMENT:** Meeting adjourned on a motion by S. Janowiak, second by B. Weiss. Motion carried at 8:08 p.m.

*Respectfully Submitted,  
 Becky Weiss, Secretary*

*MINUTES APPROVED AT THE MARCH 11, 2014 LIBRARY BOARD MEETING*

<b>New Glarus Public Library 2014</b>	<b>Circulation</b>	<b>New Patrons Registered</b>		<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	6525	16		811	3032	1323	926	280	153
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:									
	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	
January	10	8	0	366	711	1307	215	100	
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:									
	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total Count</b>
January	2418	191	12.7	4	11	5	47C/12A	15	70
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:									

## Village of New Glarus

**Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, March 11, 2014**

President Linda Hiland called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland): Kevin Budsberg, Wayne Duerst, Lexa Speth, and Becky Weiss. Jody Hoesly and Suzi Janowiak were absent. Assistant Library Director Erica Loeffelholtz (left at 7:13 p.m.) was also in attendance, as Director Waggoner was attending a conference.

**APPROVAL OF AGENDA:** The agenda was approved on a motion by B. Weiss, second by K. Budsberg. Motion Carried. Moved by K. Budsberg, second by B. Weiss to move agenda item 5B (Library Director's 2014 Goals) just before agenda item 10 (Adjournment). Motion Carried.

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

**REPORTS/DISCUSSION/CONSIDERATION:**

- A. ADMINISTRATION TEAM: CFSW FINANCIAL REPORT:** B. Weiss had emailed the charts out before the last meeting.
- B. BUILDING COMMITTEE:** W. Duerst commented that he did not find anything concerning in the geotechnical report. Both K. Budsberg and B. Weiss were surprised at the amount of top soil mentioned in the report. We also talked about survey lines and benchmarks.
- C. CO-CHAIRS TEAM:** Nothing to report.
- D. COMMUNICATION TEAM:** Nothing to report.
- E. GRANTS TEAM:** Nothing to report.
- F. PARTNERSHIP TEAM:** Nothing to report.
- G. VILLAGE BOARD LIAISON:** K. Budsberg briefly shared who was in attendance at the public hearing, about the referendum, and the few questions asked by the public. He also mentioned that the ballots are final, have been printed and that absentee ballots are going out in the mail.
- H. FRIENDS OF NEW GLARUS:** B. Weiss pointed out that given the requirements for this grant do we need to get started working on timelines, ads, etc. Consensus of the board was to wait till funds are received, given past delays we have experienced with this organization. L. Hiland will contact Kaye Gmur for an update.

**OLD BUSINESS:**

- C. DISCUSSION & CONSIDERATION: VOLUNTEER POLICY FOR NGPL:** Prior to the meeting, Director Waggoner had utilized the SCLS "announce" listserv asking for copies of volunteer policies from other libraries. Director Waggoner had emailed a memo containing responses from the following libraries: Sun Prairie, Madison and Monroe. L. Speth questioned the fact that the volunteer policy does not include any language about liability. Moved to adopt the New Glarus Volunteer Policy with the inclusion of a bullet point stating "NGPL (New Glarus Public Library) holds no liability" by K. Budsberg, second by W. Duerst. Motion Carried. B. Weiss asked to have the date on the policy updated to today's date.

**NEW BUSINESS:**

- A. DISCUSSION & CONSIDERATION: RESOLUTION TO COMPENSATE STAFF FOR TIME LIBRARY IS CLOSED DUE TO HAZARDOUS WEATHER:** The resolution was not available for this meeting. Moved to table till our next meeting by L. Hiland, second by B. Weiss. Motion Carried.
- B. DISCUSSION & CONSIDERATION: ESTABLISH EMPLOYEE PAYOUT FUND:** Prior to the meeting Director Waggoner had prepared a memo detailing additional information she had researched in response to previous questions. K. Budsberg and B. Weiss respectively commented on funds being considered “designated” and “not operating.” Others wished to see the spreadsheet that L. Erb uses in calculating the amount set aside for the Village employee payout. We further discussed some of the probability numbers mentioned, budget cycles, and the need for additional clarification on some numbers. Moved to table by K. Budsberg, second by B. Weiss. Motion Carried.

**BILLS / FINANCIAL REPORT:** There was two sets of bills presented: the February 25, 2014 bills totaled \$4,223.67 and the March 11, 2014 bills totaled \$779.70. The bills were initialed by trustees to show approval for payment. The February 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb was emailed prior to the meeting.

## **DIRECTOR’S REPORT:**

### **March Display Case Offering**

“Wisconsin Library Memorabilia”, an exhibit of Wisconsin library memorabilia sponsored by the Wisconsin Library Heritage Center, is on display at the New Glarus Public Library for the month of March. In the last part of the 19<sup>th</sup> century and in the first two decades of the 20<sup>th</sup> century an explosion of library construction took place in communities throughout Wisconsin. This construction boom was fostered to a large extent by Andrew Carnegie and other philanthropists. The new library buildings were a source of civic pride and as such were represented on a variety of souvenir items including china, spoons, and picture postcards. The library memorabilia exhibit includes examples of these souvenir items and others which reflect the library heritage of Wisconsin. The Wisconsin Library Heritage Center is a program of the Wisconsin Library Association Foundation and has a website located at [<http://heritage.wisconsinlibraries.org/>]. The collection of library memorabilia is owned by Larry T. Nix, a retired librarian who coordinates the traveling exhibit on behalf of the Wisconsin Library Heritage Center.

### **Child Development Days**

The library participated again this year in Child Development Days at the NG elementary school on February 7 and 8. Vicki Sasso volunteered to take all of our literature and display material to school and set up our information table. We gave out information on all of our programs and services for children and families. We were happy to be able to provide information on our new 1,000 Books Before Kindergarten program, which stresses how critical it is for children to be read to starting at birth.

## 1,000 Books B4K - March

We have shared our 1,000 Books B4K brochures with Green County Human Services. They distributed them to their “Birth to 3”, “Early Head Start”, “Children’s Long-term Support”, and “Women, Infants and Children” departments. NGPL produces a monthly e-newsletter for our 1,000 Books B4K participants. We are happy to send this e-news to anyone who would like to receive it. Tessa Schmidt, Public Library Youth and Special Services Consultant at DPI subscribes to our e-news and has also posted our program on the Growing Wisconsin Readers website blog <http://blog.growingwisconsinreaders.org/>. We are also included in Wisconsin Youth Services Showcase [http://pld.dpi.wi.gov/pld\\_showcase](http://pld.dpi.wi.gov/pld_showcase). Below is a partial sample of this newsletter which includes photos of our children who have “read” their first 100 books and more!



### March 2014

Wow! After only two months, our 1,000 Books program already has 31 children participating, and 11 of those children have already read their first 100 books. We are thrilled at the positive response we've received from the community. If you know of local families with small children, please encourage them to stop by the library or visit our [website](#) to learn more about 1,000 Books Before Kindergarten.





Kam M.  
100 Books!



Cassie S.  
100 Books!



Colton H.  
**200** Books!



Adam L.  
100 Books!



Cora & Tate W.  
100 Books!



Everett B.  
100 Books!



Finn J.  
**300** Books!



John & Thomas P.  
100 Books!



### Storyteller at New Glarus Home

The NGPL hosted a program of storytelling by Karen Wendt at the New Glarus Home on February 13. Karen presented a series of stories called “Homegrown Tales” which entertained a great audience of listeners on an otherwise cold and snowy afternoon.

### **AtoZDatabase Update**

After testing this database for a month, we have asked for a price quote from WiLS (Wisconsin Library Services). If affordable, the library will go ahead and offer it to our patrons. This database helps find jobs, businesses, and people. It may also be used to create mailing and sales lists. It will be useful for job hunters but also for the business community and non-profits who are looking for contacts or creating mailing lists.

### **Integrated Library System (ILS) Update**

The upgrade to Koha has been postponed until April 2 in order to work out the “bugs” that appeared in the program testing.

### **Other Staff Happenings**

Maggie took a webinar called “Beyond Recycling: Sustainability Projects to Engage the Community” on 2/6/14. Maggie attended Library Legislative Day on 2/11/14.

Library closed at noon on 2/17/14 due to hazardous weather.

Staff meeting held on 2/18/14 from 4:15 – 6pm. It was attended by all regular staff.

Maggie attended webinar “Every Budget is a Referendum About Your Library” on 2/19/14

Maggie attended SCLS Administrative Council meeting via teleconference on 2/20/14.

Ignacia attended webinar "Re-thinking Summer Library Programs" on 2/20/14.

Erica attended an all day workshop sponsored by SCLS called “Programming for Teens, Tweens and Adults” on 2/28/14.

Ignacia attended a webinar called “Picturing New Ways to Find Children's Books” on 2/28/14.

### **New Glarus Public Library Program Attendance February 2014**

4 children’s programs attended by 41 children & 14 adults; 6 adult programs attended by 48 adults

<b>Activity</b>	<b>Date</b>	<b>Number of Attendees</b>
<b>Scrabble</b>	Tuesday, February 4 <sup>th</sup>	3 Adults

<b>Preschool Story Time</b>	Friday, February 7 <sup>th</sup>	14Children/6 A
<b>Scrabble</b>	Tuesday, February 11 <sup>th</sup>	CANCELLED BY GROUP
<b>Adult Book Club</b>	Wednesday, February 12 <sup>th</sup>	10 A
<b>Preschool Story Time</b>	Friday, February 14 <sup>th</sup>	10C/3A
<b>Scrabble</b>	Tuesday, February 18 <sup>th</sup>	2 A
<b>Preschool Story Time</b>	Friday, February 21 <sup>st</sup>	9C/2A
<b>Scrabble</b>	Tuesday, February 25 <sup>th</sup>	4 A
<b>Preschool Story Time</b>	Friday, February 28 <sup>th</sup>	8C/3A

In response to a question from B. Weiss, Director Loeffelholz shared details of the workshop she had attended.

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

**APPROVAL OF MINUTES:**

**A.** Moved to approve the February 11, 2014 Library Board minutes, noting typographical corrections, by K. Budsberg, second by L. Hiland. Motion Carried.

**DISCUSSION & UPDATE: LIBRARY DIRECTOR'S 2014 GOALS:** L. Speth asked were we looking for goals for the Library or the Director; answer was both as it is hard to separate them. B. Weiss had expected one of the goals would focus on professional development of both the Director and staff. We then had a brief discussion of the goals, touching on programming, timeframes, copier, etc. Trustees are to review and this will be a conversation at our next meeting when Director Waggoner is back from the conference and can participate.

**ADJOURNMENT:** Meeting adjourned on a motion by B. Weiss, second by K. Budsberg. Motion carried at 7:36 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE APRIL 8, 2014 LIBRARY BOARD MEETING*

<b>New Glarus Public Library 2014</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>517</b>	<b>543</b>	<b>11879</b>	<b>1437</b>	<b>5630</b>	<b>2448</b>	<b>1586</b>	<b>462</b>	<b>316</b>
<b>2014</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
January	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>14</b>	<b>12</b>	<b>0</b>	<b>750</b>	<b>1412</b>	<b>2997</b>	<b>426</b>	<b>209</b>	<b>23</b>
<b>2014</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
January	2418	185	13	4	11	5	47C/12A	9	70
February	2239	193	11.6	6	48	4	41C/14A	10	103
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>4657</b>	<b>378</b>	<b>N/A</b>	<b>10</b>	<b>59</b>	<b>9</b>	<b>88C/26A</b>	<b>19</b>	<b>173</b>

**Village of New Glarus  
Minutes of the Library Board of Trustees**

**New Glarus Public Library**  
**Tuesday, March 25, 2014**

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, Wayne Duerst, Jody Hoesly, and Becky Weiss. Suzi Janowiak and Lexa Speth were absent. Library Director Maggie Waggoner was also in attendance.

**APPROVAL OF AGENDA:** Moved to approve the agenda by B. Weiss, second by W. Duerst. Motion Carried.

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

**REPORTS/DISCUSSION/CONSIDERATION:**

- I. ADMINISTRATION TEAM: CFSW FINANCIAL REPORT:** B. Weiss had emailed the charts prior to the meeting and reported that the CFSW report balanced again this month.
- J. BUILDING COMMITTEE:** Nothing to report.
- K. CO-CHAIRS TEAM:** Nothing to report.
- L. COMMUNICATION TEAM:** Nothing to report.
- M. PARTNERSHIP TEAM:** Nothing to report.
- N. VILLAGE BOARD LIAISON:** Director Waggoner asked if K. Budsberg knew what Trustee Thoemke was referring to when he mentioned re-visiting the Village plan in his candidate response published in the Post Messenger Recorder. K. Budsberg replied that he believed it was referring to an idea Trustee Eric Gobeli had mentioned in the past of looking into a facility that could house multiple units of government – village hall, police, library, ems, etc. K. Budsberg added that given past experiences with other projects and recently the joint garage project; he pointed out a lack of land and the amount of public funding needed as issues with the idea.
- O. GRANTS TEAM:** J. Hoesly shared that she is currently taking a class on grant writing and will be sharing details with Director Waggoner. In addition, J. Hoesly has completed steps to keep the NEH grant login information up to date.
- P. FRIENDS OF NEW GLARUS:** Nothing to report.

**OLD BUSINESS:**

- A. DISCUSSION & UPDATE: LIBRARY DIRECTOR'S 2014 GOALS:** L. Hiland started by thanking Director Waggoner for the list of goals. L. Hiland then asked given that the library is adding three new programs how is that going to work with staffing levels? Director Waggoner started by explaining that naturally staff will be busy but they are very excited about the programs. Staff is pleased with the number of kids registered and delighted with the level of reading completed so far and their enthusiasm for the program. Director Waggoner added that other public libraries have requested to borrow our promotional materials, also that information is being drafted for the Monroe Evening Times, and information about 1,000 Books Before 4K is also being distributed thru Green County Human Services. The seed starter program is a program that will take at least two years and currently other than staff assisting with seed checkout and answering questions it is moving along. Director Waggoner just returned from a conference where she attended a workshop on how to record a person's oral history, she is working on a

proposal for equipment, how to partner with New Glarus Home, and other ideas for this program.

L. Hiland asked a follow-up question on how these programs are being tracked: number of staff hours, supplies, plus the benefits to the community. As an example, can we say that as a direct result of this program that we have noticed an increase in circulation or applications for new library cards? Director Waggoner remarked that since a grant was received for the 1,000 books that yes detailed numbers will eventually be available, for example, if we do a promotion thru a newspaper or a radio spot we would have a dollar value, plus we would have the number of children participating and the number of hours and books read. K. Budsberg mentioned how all the intangible benefits to the community does not translate to a comparison of FTE (Full Time Equivalent) hours, because the focus is on adding value to the community. B. Weiss pointed out that Director Waggoner had told us that the next annual report from DPI (Department of Public Instruction) would focus on literacy based programs and that numbers would also be incorporated in that report.

B. Weiss also shared how much she has enjoyed walking into the library and seeing the growing number of pictures of the children holding their tracking sheets. Director Waggoner shared the story of how while at the post office, she ran into a group of kids from a local daycare and how the kids were excited to tell her what number of books they were up to. B. Weiss mentioned in future goals she was looking for one focused on staff development.

Part of the discussion focused on how many library activities have to take place outside of the library due to size limitations. For example, story time is held in the Community Room, the recent World Read Aloud day while a very successful partnership with the School District (28 teachers participated) took place outside of the library. As an instructor K. Budsberg also took part in World Read Aloud day and had students read during Microbiology class. Director Waggoner also mentioned multiple programs we hold throughout the year at places like the New Glarus Home.

## **NEW BUSINESS**

- A. DISCUSSION & CONSIDERATION: RESOLUTION TO COMPENSATE STAFF FOR TIME LIBRARY IS CLOSED DUE TO HAZARDOUS WEATHER:** Moved to approve resolution R14-1LB by K. Budsberg, second by B. Weiss. Motion Carried. K. Budsberg questioned if this would result in overtime pay for staff; Director Waggoner replied no, but it does restore the sick/personal time staff had used for prior snow closing days.
- B. DISCUSSION & CONSIDERATION: ESTABLISH EMPLOYEE PAYOUT FUND:** Director Waggoner shared details of conversations with Village Clerk-Treasurer Lynne Erb; that the funds would be carried on the books as “designated funds”, and that actually transferring the funds to a savings account would not be needed. In addition, that yes what the designated funds can be used for can be changed, in the future, by another voting action of the Library Board. In response to a question from J. Hoesly; Director Waggoner confirmed the funds would not be part of the operating budget. Director Waggoner then responded to a variety of questions about fund setup, how the projection spreadsheet worked, probabilities, past/current/future staff situations, estimate of the cost of upcoming copier/printer/scanner upgrade and budget details. Moved to create a Reserve Personnel Fund, Library Director shall report back with a Resolution with recommended fund amount, by K. Budsberg, second by J. Hoesly. Motion Carried.

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

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE APRIL 8, 2014 LIBRARY BOARD MEETING*

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, April 8, 2014**

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: Wayne Duerst, Jody Hoesly (arrived 6:34), Suzi Janowiak, Lexa Speth, and Becky Weiss. Library Director Maggie Waggoner was also in attendance.

**APPROVAL OF AGENDA:** The agenda was approved on a motion by B. Weiss, second by W. Duerst. Motion Carried.

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

**OLD BUSINESS:**

**D. DISCUSSION & CONSIDERATION: VOLUNTEER POLICY:** Director Waggoner started by reading an email response from the Area Vice President for the insurance company. The email outlines coverage options that are in place for volunteers and compliments the waiver as well written. Director Waggoner pointed out that we already have policy we pay for why would we have a waiver that may contradict that policy. She mentioned that there are legal precedents that waivers have negated policies in the past and that waivers also do not encourage individuals to volunteer. Director Waggoner then responded to questions from L. Speth and J. Hoesly regarding sexual harassment coverage, number of current volunteers, and other policy questions. Director Waggoner will check with Village Administrator Nic Owen about the Village's use of waivers plus his opinion and past experiences using waivers. After the meeting Director Waggoner will forward a copy of the email from the insurance company.

**NEW BUSINESS:**

**A. DISCUSSION & CONSIDERATION: RESERVE PERSONNEL FUND RESOLUTION**

**R14-2LB:** Prior to the meeting Director Waggoner had emailed a draft resolution.

Wording edits and the initial dollar amount to deposit in the fund were discussed. L.

Hiland will forward the suggested edits to Director Waggoner and this will be taken up again at a future meeting.

**B. DISCUSSION & CONSIDERATION: CLOSING THE LIBRARY ON APRIL 23, 2014**

**FOR STAFF DEVELOPMENT DAY:** Moved to approve closing the Library on April 23, 2014 by B. Weiss, second by S. Janowiak. Motion Carried.

**C. DISCUSSION & UPDATE: REFERENDA VOTE:**

L. Hiland reported that she had talked with both N. Owen and Village President Roger Truttman, at this time the results will be an agenda item at the April 15<sup>th</sup> Village Board meeting. After the vote Dimension IV Madison Design Group reached out to W. Duerst for an update; L. Hiland was also contacted by Sue Conley, Executive Director with the Community Foundation of Southern Wisconsin (CFSW). Discussion continued and touched on the vote count, sites, and when our Village Board Liaison may be appointed.

**D. DISCUSSION & UPDATE: LIBRARY BOARD TRUSTEE TERMS EXPIRING:**

L. Hiland started by summarizing that the terms for L. Speth and W. Duerst will be expiring. L. Hiland let L. Speth know that she should be receiving a call from R. Truttman to discuss if she wants to be appointed to another term. W. Duerst announced that after serving 15 years, he will not be seeking another term. We appreciate Wayne's involvement, experience and years of volunteerism, we are sad to see him retire.



**E. DISCUSSION & CONSIDERATION: 2014 ADJACENT COUNTY REIMBURSEMENT AUTHORIZATION:** Moved to approve the 2014 Adjacent County Reimbursement Authorization by W. Duerst, second by S. Janowiak. Motion Carried.

**BILLS / FINANCIAL REPORT:** There were two sets of bills presented: the March 25, 2014 bills totaled \$3,651.73 and the April 8, 2014 bills totaled \$1,929.44. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director Waggoner had emailed the March 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb. Director Waggoner then responded to questions from B. Weiss and L. Hiland about the following budget line items: Insurance, Green County Aid and Surplus Funds Applied.

**DIRECTOR'S REPORT:**  
**Fiber Optics Installation Update**

In February, 2014 the Department of Public Instruction announced a \$4.2 million federal E-rate investment in fiber broadband connectivity (February 11, 2014 Director's Report). Pat Dolan, Network Administrator for South Central Library System, informed me that NGPL is tentatively scheduled for fiber optic installation on July 11, 2014. Pat communicated the following to me in a series of e-mails dated 4/7/2014: *"The state is very aware that some libraries are in building transition. If there is a definite 'the building will be built by date', then the state would actually prefer to have the fiber installed in the new building at that time.... In the case of NGL, if you thought a building would be in place later in 2015, the state would probably be able/willing to wait just **as long as I communicated that need fairly soon.** Parts of the building (mainly the network closet, its associated infrastructure and conduit to the closet) would need to be present before the fiber could be brought into the library.*

Pat said this about installing fiber in the current building: *"DPI/TEACH/ATT do not want to install fiber in a building that will be moving. If they were to install fiber in a building that is moving within a 'few years', they might not be willing to install it again at the new location since installation costs can be up to \$30,000 - \$45,000. They do not want to incur that cost twice. I wish I had a better grasp of what a 'few years' meant. Does it mean 2, 3 or 4 years? I've asked them and they didn't have a solid answer.*

Regarding Installing fiber in the new building Pat said: *"There is a risk with waiting to have the fiber installed in the new building if/when it gets built. The state has money for the fiber project now but there is no guarantee that there will be funds in the future. DPI/TEACH/ATT have said as much in conference calls."*

**April Display Case Offering**

The New Building information boards were displayed as we were getting many questions about the site. The rest of the month we will have a display about poetry in celebration of National Poetry Month. On library shelves, we have a comedy display for April Fools' Day and another display about children's poetry.

## **Max Garland, Wisconsin Poet Laureate**

Max Garland will be presenting a program on poetry and creative writing at the library on April 21 at 7:00pm. We will have a pot luck supper with him, book club members, and others who would like to attend. The program is free and open to the public. We ask that anyone interested in joining in the supper rsvp. Special thanks to the Chalet Landhaus for providing Mr. Garland's accommodations.

## **World Read Aloud Day**

We celebrated World Read Aloud Day on March 5 by arranging to have teachers at the elementary school read aloud to their students for at least 15 minutes. There were 28 teachers who participated. The Friends of the New Glarus Public Library donated money to the Literacy Council of Green County in recognition of the importance of world-wide literacy and the need for every child to receive a quality education.

## **All Directors Meeting**

I attended the South Central Library System All Directors Meeting on March 4 at Portage Public Library. This meeting was devoted to discussing and considering the **SCLS Cost Formula** which determines what member libraries will be charged in 2015 for technology and consulting services provided to them by SCLS. The SCLS Cost Formula is put together by a committee made up of SCLS staff and member library directors. It is voted on at the Administrative Council meeting in April, after further discussion at individual SCLS Cluster meetings. I am the AC representative for the Green County Libraries Cluster. We met on March 7<sup>th</sup> and decided that we would vote to accept the proposed 2015 Cost Formula. Our SCLS fees will probably increase slightly in 2015. SCLS is working hard to keep costs down. Our SCLS fees decreased slightly this year compared to 2013 fees.

## **Green County Library Directors**

We met on March 7 (see above) at the Belleville Public Library. Mark Ibach, Consulting Services Manager, attended the meeting as our SCLS consultant in place of Denise Anton Wright. Denise has started her new job at Wisconsin Department of Public Instruction and there are no plans to replace her position at SCLS. Besides discussing the Cost Formula, we talked about what is happening at our libraries and we decided to not have a Green County Reads program this year.

## **March Staff Meeting**

The adult staff all met on March 27 from 4:15 to 6:15. It was a full meeting with fifteen discussion items. We talked about library programming, resources, staff development and training and collection development issues. We are exploring the possibility of adding a second story time starting in September and developing an Oral History Collection program. Plans were finalized for launching our Seed Saver Exchange Club and beginning a

bibliography for student resources. We will begin weeding in the children's area again with the idea of integrating our foreign language children's books into the main collection. The staff all agreed that they would like April 23 to be a day the library is closed for Staff Development Day.

### **Staff Development and Training**

We would like the Library Board to consider closing the library on Wednesday, April 23 so that all of the adult staff have the opportunity for development and training. Jean Anderson, Continuing Education Consultant at SCLS, will be conducting a Crisis Training Workshop at Albany Public Library from 9:00 – 12:00. Jean is certified by the Crisis Prevention Institute to teach their [Prepare Training](#) program. After the morning session, we will have a staff meeting while we eat lunch and then in the afternoon we will have training on social media best practices and “hands on OverDrive gadgets”.

### **Seed Savers Exchange Club**

We launched our new Seed Savers Exchange Club on March 28 with an e-newsletter to our patron list. Last year, the Friends of the New Glarus Library generously purchased an old card catalog for the library and it is now our new seed catalog. We currently have 24 varieties of vegetables, 8 varieties of herbs, and 8 varieties of flowers to choose from, all carefully selected to grow well in our Southern Wisconsin climate. We purchased only heirloom seeds from Seed Savers Exchange. Checking out seeds is easy and free. All that is need is a valid SCLS library card and a commitment to save seeds and bring some back to the library for next year. We met with Ann Marie Ott who is an avid seed saver and Green County Master Gardener. She has volunteered to help us develop programming for our SSEC. We are pleased with both her support and enthusiasm for our newest program.

### **1,000 Books Before Kindergarten**

Wow! We are now up to 47 children participating in NGPL's 1,000 Books Before Kindergarten program, and so far they've read a total of 4,400 books! Be sure to check out our online [Wall of Fame](#) for pictures of all the children who've met reading milestones.

### **Other Staff Happenings**

All adult staff attended the Koha Upgrade webinar which was offered by SCLS staff on multiple days/times.

Ignacia attended “Great New Books for Younger Children” on March 22.

We will again be partnering with Small World Child Care’s “Bunny Lunch” on April 12.

## Public Library Association National Conference

I appreciate the opportunity I had to attend the PLA National Conference in Indianapolis from March 11-15, 2014. My favorite part of this excellent conference was taking part in StoryCorp @ Your Library. This workshop provided practical tips for bringing out the best stories from patrons and equipment needed for recording. I learned about resources available from ALA and StoryCorps to help start an oral history project at NGPL. I talked with librarians from some of the ten pilot libraries participating in the StoryCorps @ your library initiative as well as StoryCorp staff who led the workshop. I attended the inspiring opening session with Bryan Stevenson, founder and executive director of the Equal Justice Initiative in Montgomery, Alabama. I attended sessions on marketing/advocacy, community partnerships/outreach, adult programming, and technical services. I enjoyed an adult author lunch with Craig Johnson and Lisa Unger and a tour of the Indianapolis State Historical Library (by invitation only!). The networking was meaningful and the Exhibits Hall was exhausting but worth it. I attended one *Big Ideas* session with Clive Thompson who wrote a book about technology making us smarter, more productive, and more creative and has the ability to bring people together for the common good. I was happy to support the Indiana Library Association by purchasing "Super Librarian" t-shirts for my great staff who carried on marvelously while I was at the conference all week. Thanks also to SCLS for supporting my attendance with a grant.

### New Glarus Public Library Program Attendance

March, 2014

4 children's programs attended by 79 children & 27 adults

5 adult programs attended by 15 adults

Activity	Date	Number of Attendees
----------	------	---------------------

<b>Scrabble</b>	Tuesday, March 4 <sup>th</sup>	3 Adults
<b>Preschool Story Time</b>	Friday, March 7 <sup>th</sup>	18 Children/6 A
<b>Scrabble</b>	Tuesday, March 11 <sup>th</sup>	CANCELLED BY GROUP
<b>Adult Book Club</b>	Wednesday, March 12 <sup>th</sup>	9 A
<b>Preschool Story Time</b>	Friday, March 14 <sup>th</sup>	21 C/9 A
<b>Scrabble</b>	Tuesday, March 18 <sup>th</sup>	CANCELLED BY GROUP
<b>Preschool Story Time</b>	Friday, March 21 <sup>st</sup>	18 C/6 A
<b>Scrabble</b>	Tuesday, March 25 <sup>th</sup>	3 A
<b>Preschool Story Time</b>	Friday, March 28 <sup>th</sup>	22 C/6 A

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

**APPROVAL OF MINUTES:**

- C.** Moved to approve the March 11, 2014 Library Board minutes by J. Hoesly, second by W. Duerst. Motion Carried
- D.** Moved to approve the March 25, 2014 Library Board minutes by W. Duerst, second by J. Hoesly. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by J. Hoesly, second by B. Weiss. Motion carried at 7:49 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE MAY 13, 2014 LIBRARY BOARD MEETING*

<b>New Glarus Public Library 2014</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March	277	432	6384	792	2945	1303	899	264	181
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>794</b>	<b>975</b>	<b>18263</b>	<b>2229</b>	<b>8575</b>	<b>3751</b>	<b>2485</b>	<b>726</b>	<b>497</b>
<b>2014 Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>	
January	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March	6	4	0	475	810	1685	242	120	13
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>20</b>	<b>16</b>	<b>0</b>	<b>1225</b>	<b>2222</b>	<b>4682</b>	<b>668</b>	<b>329</b>	<b>36</b>
<b>2014 Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>	
January	2418	185	13	4	11	5	47C/12A	9	70
February	2239	193	11.6	6	48	4	41C/14A	10	103
March	2944	245	12	5	15	4	79C/27A	9	121
April									
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>7601</b>	<b>623</b>	<b>N/A</b>	<b>15</b>	<b>74</b>	<b>13</b>	<b>167C/53A</b>	<b>28</b>	<b>294</b>

**Village of New Glarus**

**Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, April 22, 2014**

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: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Lexa Speth and Becky Weiss. Also in attendance was Library Director Maggie Waggoner, Village resident Keith Peterson (left at 7:25 p.m.) and Village Board Trustee Petra Streiff.

**APPROVAL OF AGENDA:** Moved to approve the agenda by B. Weiss, second by W. Duerst. Motion Carried.

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

**NEW BUSINESS:**

**B. DISCUSSION: CITIZEN QUESTIONS CONCERNING LIBRARY BUILDING PROJECT:**

Keith Peterson, started by sharing with us information about his background: address, where he has lived over the years, family, schooling, job history and that he had just been appointed as a new board member to the Village CDA (Community Development Authority). K. Peterson commented that due to family and work commitments that only in the last few months has he had an opportunity to really start following and reading about activities in the Village such as the library project. His interest in speaking tonight was to state that he wants and supports a new library. But that he has three areas that he wanted to share his ideas on and provide constructive criticism: stubborn (your way or none); looking 20 years back, not 20 years in the future; and a Mercedes plan instead of a Ford or Chevy.

K. Peterson referenced an all-digital library in the San Antonio, TX area that offered only e-readers and made the point that while no one can predict how a building will be used in 20 years, but he feels a more forward thinking or innovative design would be easier to support. J. Hoesly responded by referencing the Hunt Library and some of the innovative design ideas they are incorporating, she also pointed out that not everyone can afford an e-reader or has access to the internet to run the readers. Director Waggoner added that an e-reader grant program, that had been available in the past, has ended. J. Hoesly then shared some of the background steps: public listening sessions, design workshop and consultations with SCLS (South Central Library System) that went into the design process. K. Peterson added that he was not thinking just strictly digital, but as an example, space for game design systems. B. Weiss commented that yes we have done both in person visits of multiple libraries and viewed a variety of them on-line. In response to a question from B. Weiss about the floor plan layout, K. Peterson responded that he would question the size of the General Adult section. He questioned what about buying everyone a Kindle and an Amazon prime membership that would reduce the number of books and shelving. As J. Hoesly had mentioned earlier we are not at the point where everyone has access to either broadband or Wi-Fi.

He then asked about items related to the Town: taxes, the CBA (Cooperative Boundary Agreement); and rental space. J. Hoesly and L. Hiland spoke to those items and how the state statues govern how the taxes are applied, the fact that we are a municipal library,

that the Town regularly demonstrates a commitment to supporting the library by purchasing equipment, shelving, etc. L. Speth also talked about the fact that the library supports a service population composed of areas besides the Town and Village. K. Peterson commented that the other areas are not being asked for a million dollars. His next point focused on the perception that the boards (Library and Village) are battling. Director Waggoner remarked that she moved here two years ago and that at that time a resolution had been passed, that we exceeded the guidelines and feels that shows we are persistent not stubborn. This led into a discussion with K. Peterson, P. Streiff, S. Janowiak and L. Speth all commenting on points regarding perception. S. Janowiak pointed out that yes we have spirited discussions and that we are not always in agreement but that the Library Board has demonstrated a willingness to work with the Village Board. J. Hoesly supported that with details of the work of the joint Village and Library Board sub-committee, plus all the multiple meetings we regularly attend. K. Peterson made a square footage comparison between the proposed facility and Flannery's (Wilhelm Tell) restaurant. Director Waggoner responded by outlining the professional space needs assessment with SCLS, the possibility of rental space to assist in offsetting operational costs, utilizing movable shelving and having a maker space. W. Duerst pointed out that the architects were directed to use quality, durable, low maintenance materials to help reduce future costs. J. Hoesly also pointed out that funding is based on print circulation not digital as an item to keep in mind.

- C. DISCUSSION & CONSIDERATION: SITE RECOMMENDATION:** L. Hiland had a visit from Village President Roger Truttmann and he has asked that we prepare information and recommendation on the sites. L. Hiland distributed and spoke about two handouts the first listed aspects of both sites and the second was a copy of the "Strand Report March 2005" that recommended Glarner Park remain an open space. She then asked for feedback on the handouts and for items we wished to discuss/add/delete. J. Hoesly voiced that we should take the voter's choice on both votes, she then talked thru a chart she had prepared listing the different features of the sites. That based on potential cost savings, safety and assessment criteria that Glarner Park is her preference. L. Speth mentioned concerns with both sites and that she has questions about how the school's long term plans will work with the ball field. But finds Glarner Park to have many beneficial features. Director Waggoner commented that she is torn as for the West Side site has the time, money, beauty, etc. and she is concerned with how the past discussion of the two sites has already caused a delay and could have a negative impact on the Fiber Optic installation grant. Some of the items W. Duerst commented on were that Glarner Park is attractive from the perspective that it will be easier to build on, have a shorter driveway and the potential for shorter utility connections. But it cannot compare to the view of the West Side site and does not offer the partnership aspect with SCNA (Swiss Center of North America) and the Swiss Historical Village. S. Janowiak spoke to concerns about traffic activity with the Police/EMS/Fire Department and the need to address traffic at the West side site as well. She pointed out that the West Side site offers both wind and solar power advantages. That West side is also the most likely direction that the Village will be expanding towards. B. Weiss mentioned supporting donors who have already committed, concerns with both floodplain, the Strand storm water report and issues (cost, timeline, loss of green space) with Glarner Park, and prefers the West Side site.



L. Hiland also spoke of concerns with the floodplain, especially given that Glarner Park had flooded last year.

Director Waggoner wondered if the costs related to the floodplain would cancel out the elevator costs and would the costs for fill versus any rock removal would they cancel out as well.

S. Janowiak also mentioned the possibility that Glarner Park had been donated to the Village for the express purpose to be used as a ball diamond.

Moved to go with the West Side site by B. Weiss, second by L. Hiland. As discussion continued on the features of both sites. S. Janowiak proposed providing the details of both sites and offering that information to the Village Board. Additional discussion continued on that idea. B. Weiss withdrew her motion (with L. Hiland's agreement).

Moved to present the pros & cons of each site to the Village Board before the May 6<sup>th</sup> meeting and invite them to discuss with the Library Board to come to a conclusion together by S. Janowiak, second by L. Hiland. L. Hiland will compile the document and trustees will provide any additional comments and updates. Motion Carried 4-2 (W. Duerst and B. Weiss).

#### **REPORTS/DISCUSSION/CONSIDERATION:**

**J. ADMINISTRATION TEAM:** B. Weiss is working with CFSW to answer a pledge question for a donor. B. Weiss had emailed the charts prior to the meeting.

**K. BUILDING COMMITTEE:** Nothing to report.

**L. CO-CHAIRS TEAM:** Are planning a working meeting on Tuesday, April 29<sup>th</sup> at 6:00 p.m. to be held at the Swiss Center of North America (SCNA).

**M. COMMUNICATION TEAM:** Nothing to report.

**N. PARTNERSHIP TEAM:** L. Hiland reported that she and Keith Seward, Chair of the Town Board had spoken and that the CBA (Cooperative Boundary Agreement) is to be an agenda item at the May 6<sup>th</sup> Village Board meeting. It was also added that the Town will need to make a decision on space rental needs in the near future.

**O. VILLAGE BOARD LIAISON:** A new Village Board Liaison has not been appointed yet.

L. Speth had spoken with Village President Roger Truttmann and she has agreed to serve another term on the Library Board as the School District Liaison. Thank you Lexa.

**P. GRANTS TEAM:** Nothing to report.

#### **OLD BUSINESS:**

**A. DISCUSSION & CONSIDERATION: VOLUNTEER POLICY:** Director Waggoner will follow-up with Village Administrator Nic Owen about the wording of the policy.

**B. DISCUSSION & CONSIDERATION: RESERVE PERSONNEL FUND RESOLUTION R14-2LB:** Moved to approve R14-2LB by B. Weiss, second by W. Duerst. Motion Carried. A copy of R14-2LB is included at the end of these minutes.

**C. DISCUSSION & UPDATE: FIBER OPTICS INSTALLATION:** Director Waggoner reported that she had spoken with SCLS (South Central Library System) and they were delighted to hear that the borrowing referendum passed; and that we can postpone the installation for a period of time.

**ADJOURNMENT:** Meeting adjourned on a motion by L. Speth, second by J. Hoesly. Motion carried at 9:21 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE MAY 13, 2014 LIBRARY BOARD MEETING*

NEW GLARUS PUBLIC LIBRARY  
RESOLUTION 14-02LB

RESERVE PERSONNEL FUND

WHEREAS, the Board of Trustees of the New Glarus Public Library resolved to establish a Reserve Personnel Fund to pay for unbudgeted potential future expenses to deal with unforeseen personnel changes, personnel life changing events and / or economic fluctuations. The initial deposit shall be \$6,000.

DATE: 4/22/14

\_\_\_\_\_  
Linda Hiland, President

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Rebecca Weiss, Secretary

\_\_\_\_\_  
Margaret Waggoner, Director

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, May 13, 2014**

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

(arrived 6:40, left at 7:33, returned at 7:40), Suzi Janowiak, Lexa Speth, and Becky Weiss. Library Director Maggie Waggoner, Village Board Liaison Petra Streiff and Mark Janowiak, representative for New Glarus Vision (left at 6:50 p.m.) were also in attendance.

**APPROVAL OF AGENDA:** The agenda, noting that we would delay action on item 5A till all Library Board members are present, 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.

**PRESENTATION BY MARK JANOWIAK ABOUT VISION PROJECT TO GIVE BOOKS TO CHILDREN:** Background items: a. prior to the start of the meeting M. Janowiak circulated a copy of the May 13, 2014 edition of the Sugar River Connection containing an ad about the "New Glarus Vision Children's Book Drive"; b. view Director's Report included in these minutes.

M. Janowiak started by talking about meetings that have been held with Laura Eicher, Elementary Principal at the New Glarus School District (NGSD) and Director Waggoner and Assistant Director Erica Loeffelholtz New Glarus Public Library (NGPL). He then provided an example of how the books may be distributed based on the different grade levels and that the books can be dropped off at either the NGSD or NGPL by May 30th.

K. Budsberg mentioned that he thought Dolly Parton provided a similar program; Director Waggoner said yes, but the program was no longer active. B. Weiss mentioned how the Vision Book Drive compliments other programs "1,000 Books Before Kindergarten" and the upcoming "Summer Reading Program (SRP)". B. Weiss asked if this was the first year for this program; yes, replied M. Janowiak. L. Speth asked if Vision had applied for an "Excellence in Education (EIE)" grant; M. Janowiak replied they had not, but made a note of the EIE idea for future years. Director Waggoner added that NGPL and Vision talked about working together on future projects, such as the carnival planned for the end of the SRP. In response to a question from P. Streiff about how the books will be distributed; M. Janowiak, L. Speth, L. Hiland and Director Waggoner all commented on a similar program, "The Backpack Program." L. Speth volunteered to make an announcement at the High School with the details of the Vision book drive. The presentation ended with a reminder of drop off locations, deadline date and about some of the other programs in the community that Vision group may be able to coordinate with in future years to promote their programs. Thank you Mark for attending and sharing the program details.

**NEW BUSINESS:**

**F. DISCUSSION & CONSIDERATION: ELECTION OF LIBRARY BOARD OFFICERS:** L. Hiland took a moment to announce that Library Board appointments were now official; she welcomed K. Budsberg and P. Streiff and thanked L. Speth for agreeing to serve another term.

B. Weiss suggested we start with the Treasurer position and discuss the roles and duties prior to voting. After hearing the duties both P. Streiff and K. Budsberg expressed interest in the Treasurer position. It was pointed out the time commitments P. Streiff has already agreed to undertake as a Village Board trustee.

Election of officers then took place:

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

We then briefly reviewed the items that would need to be addressed in the upcoming weeks as duties are transferred from Wayne Duerst to K. Budsberg.

**G. DISCUSSION & CONSIDERATION: AMEND RESERVE PERSONNEL FUND**

**RESOLUTION R14-02LB:** Director Waggoner reported that she had discussed the wording addition of “undesignated” with Village Clerk-Treasurer Lynne Erb and that L. Erb approved the wording. Moved to approve the amended Reserve Personnel Fund Resolution R14-02LB as presented by B. Weiss, second by P. Streiff. Motion Carried. A copy of R14-02LB-Amended is included at the end of these minutes.

**H. DISCUSSION & CONSIDERATION: CREDIT CARD POLICY:** Prior to the meeting Director Waggoner had emailed a copy “Resolution 07-08, Village Credit Card Use Policy” and a proposed draft for a Library Credit Card Use Policy. Director Waggoner pointed out that she used the Village policy as a model, but removed items that did not apply such as the clothing allowance details. Director Waggoner then responded to questions from trustees about credit card use for meals, gas station charges and hotel billing. Moved to adopt resolution 14-03LB as presented by K. Budsberg, second by J. Hoesly. Motion Carried. A copy of 14-03LB is included at the end of these minutes.

**I. DISCUSSION & CONSIDERATION: MOWING CONTRACT:** B. Weiss reported that Roger Arn has agreed to mow the lot again this year in exchange for the hay. Gene Dahlk has agreed to mow the easement area at the same terms as previous years, which is \$20 per cut for the 2014 mowing season. K. Budsberg asked if as part of the upcoming budget process we ask the Village to pay for mowing the property; B. Weiss thought that would be discussed under the next agenda item. Moved to approve the mowing plan for 2014 by B. Weiss, second by K. Budsberg. Motion Carried.

**J. DISCUSSION & CONSIDERATION: DRAFT OF PROPOSED OPERATING BUDGET FOR NEW FACILITY:** It was mentioned that there would be no Library business on the Village Board agenda for the May 20<sup>th</sup> meeting but instead June 3<sup>rd</sup>. We continued our review of the draft budget with discussion about the CBA (Cooperative Boundary Agreement), insurance, site costs, wages and benefits, furniture and fixtures and the Village Five Year Plan.

**OLD BUSINESS:**

**A. DISCUSSION & CONSIDERATION: VOLUNTEER POLICY:** Director Waggoner has spoken with Village Administrator Nic Owen who confirmed the Village always uses a waiver. Director Waggoner does not recommend the use of a waiver. P. Streiff asked why not; Director Waggoner explained that we already have an insurance policy that covers specific events. So why have the potential for a policy and a waiver to cancel each

other out. K. Budsberg asked if we already had a volunteer policy in place, L. Hiland clarified yes, but we are now discussing the waiver portion of the policy. Moved that we accept the waiver as presented by P. Streiff, second by J. Hoesly. L. Hiland questioned what procedure is in place to track the renewal of the waiver every 12 months; Director Waggoner said she would do this thru a computer program. Motion Carried (6-1, K. Budsberg).

**B. DISCUSSION & CONSIDERATION: SITE RECOMMENDATION:** L. Hiland initiated a meeting with N. Owen and Village President Roger Truttman; to focus on how to move this project forward in a positive manner given the results of the referendum and the discussion at the May 6<sup>th</sup> Village Board meeting. L. Hiland proposed the idea of having a meeting with both the Library and Village boards, presided over by a mediator who would keep the meeting focused just on the discussion topic of site selection. N. Owen and R. Truttman thought additional items requested at the last meeting about speed limits and relocation of the ball field should be gathered first. Next, L. Hiland questioned if this was something that should be handled by the sub-committee (Library and Village); she reported that they did not respond positively to this thought and felt that the sub-committee was done. N. Owen and R. Truttman did not have any additional ideas to add.

We then continued on with a discussion of the pros and cons document related to the sites. L. Hiland had been contacted by John T. Etter, board member with The Swiss Center of North America who knows a retired engineer who worked for the Wisconsin DOT (Department of Transportation) and is willing to discuss providing a safety study. In addition, we will be contacting Jim Gersich with Dimension IV Madison Design Group to provide an update and see if he has any additional details to offer. Discussion continued and we will work on drafting a Letter to the Editor to be submitted in the Post Messenger Recorder.

**BILLS / FINANCIAL REPORT:** There were two sets of bills presented: the April 22, 2014 bills totaled \$2,731.17 and the May 13, 2014 bills totaled \$1,174.77. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director Waggoner had emailed the April 2014 financial report prepared by L. Erb.

#### **DIRECTOR'S REPORT:**

##### **Fiber Optics Installation Update**

We are being asked by our library system (South Central) to provide a date for building. SCLS is coordinating with ATT. ATT wants to schedule our installation. It is likely that we will lose this opportunity and have to pay for broadband installation in a new building if we continue to delay building. (for more information, please see Director's Report – April, 2014)

##### **Library and Vision Partner**

Mark Janowiak met with us to talk about NG Vision's project to give books to young students. We think it's a great idea and helped with age appropriate title selections. Ignacia will help distribute the books when she visits the elementary school to tell students about our Summer Reading Program.

##### **Library and Small World Partner**

The library partnered again this year with the Small World Child Care Center's "Bunny Lunch". We had a table at this event on April 12 promoting all of our programming for young children and families.

### **Family Movie Time**

On April 3, we showed the movie "Frozen". It is possible for us to have public screenings of movies because we have a movie license. This is a popular annual Spring Break event, complete with free popcorn and juice.

### **Fizz, Boom, Read!**

Plans are almost complete for our 2014 Summer Reading Program. This year's program has a science theme, with programs designed for preschooler children through teens. We will begin school visits soon and registration opens June 2. We will have on-line registration for the first time this year. We have many exciting and fun programs scheduled for kids and their families, thanks to donations received from generous community businesses and organizations.

### **May Displays in the Library**

We started May with a display of our books related to WWII. As of May 8, we have a display of items from the Chalet of the Golden Fleece. Thanks to Amy Budsberg for arranging this. We have gardening books on display to complement our Seed Savers Exchange Program and because it is Spring at last!

### **Max Garland, Wisconsin Poet Laureate**

Max Garland, our Wisconsin Poet Laureate, presented a wonderful program at the New Glarus Public Library on April 21. It started with a cozy pot luck supper and continued with conversation about poetry and creative writing. Max read some of his poems and told their background stories. He also told us how he came to be chosen as our Poet Laureate and we all laughed when he said he was in a Wisconsin tavern drinking a beer and eating a plate of deep fried cheese curds when he received the phone call informing him of his appointment! Max talked about the state of the Arts in Wisconsin and how it is supported by only 15 cents per capita – one of the lowest states in the nation for supporting the Arts. The Wisconsin Academy of Sciences, Arts & Letters stepped forward as steward of the Wisconsin Poet Laureate program after Governor Walker discontinued the State's stewardship of this program that plays a crucial role in keeping the arts accessible and vital and acts as a statewide emissary for poetry and creativity. The library was very pleased to host Mr. Garland and celebrate poetry during National Poetry Month.

### **Gardening Program - Starting From Seed**

Our first in a series of gardening programs was held on May 5<sup>th</sup> and we were pleased to see many new faces. Master Gardeners Mary Nelson and Ann Marie Ott presented an excellent and informative program on starting plants from seeds, seed differences, and soil testing.

We are excited to be partnering with the Green County Master Gardeners and are particularly grateful to Ann Marie for all her help with program planning and resources.

### **All Things OverDrive**

The library will be focused on promoting our OverDrive collection of downloadable e-books and audio books during May. We borrowed an “Overdrive Kit” from SCLS that contains the Kindle Touch, Kindle Fire HD 7, NOOK Tablet HD, NOOK Simple Touch, Google Nexus 7, an iPad, a laptop computer – all devices that are used to download books. It also has an MP3 device for downloading audio books. Patrons are encouraged to “play” with these gadgets. Library staff is available to demonstrate their use and show how easy they are to operate.

### **April Staff Meeting & Continuing Education**

We didn't have a formal staff meeting this month because of our staff development day on April 23. Our next formal staff meeting is May 29. Rachel met with Susie Weiss on April 9 for an introduction to the New Glarus Chamber members and resources. She attended the “Social Media Overview” webinar offered by Web Junction on April 29. Rachel also took a series of webinars (3) on BadgerLink Learning Express Library resources offered in April. Ignacia took a Center for Children's Book webinar on April 17<sup>th</sup> called "Gender & Sexual Identity: Affirming Kids For Who They Are". Maggie attended the SCLS e-commerce committee meeting at their office on April 24.

### **Staff Development and Training**

We would like to thank the Library Board for the opportunity for all of the library staff to participate in our Staff Development Day on Wednesday, April 23. Jean Anderson, Continuing Education Consultant at SCLS, conducted a Crisis Training Workshop at Albany Public Library from 9:00 – 12:00. Our afternoon session was intensive hands on instruction on OverDrive. Jean is an excellent trainer and this was a very effective learning experience for all of us. Here is what the other staff members thought:

*I really enjoyed the sessions we did for our staff development day. They were both extremely helpful and well worth taking the time. The morning training on handling crises in the workplace was a very good thing to do, and I felt that it gave me very solid instruction on the basics, as well as answered any questions I had. Also, the role-playing was a hoot. I think we all had a ball doing that.*

*The afternoon was devoted to training us on Overdrive. The fact that we could do it in a small group, just us and Jean, was very helpful because we could take all the time we needed to ask detailed questions and go over specifics. It was a very comprehensive overview of Overdrive, and extremely helpful for myself especially, as I was very unfamiliar with the specifics of Overdrive. We learned a ton as we explored all aspects of the website. I for one feel very comfortable with the website layout now, and am confident I could walk a patron through browsing, ordering, and downloading the online content that Overdrive offers.*



*(Though I do intend to explore the website more on my own, to further familiarize myself and get some hands-on experience with it.)*

*As I said, both of the trainings were very helpful, informative, interesting, and often fun. It was a very beneficial day for me. Rachel Holcomb 4/24/2014!*

*I found the crisis intervention training to be quite interesting. It was helpful to hear other librarians talk about situations that they've experienced, and to discuss ways to deal with challenging patrons while remaining calm, cool, and respectful.*

*Our afternoon tech training session was very useful. I have limited experience with OverDrive, so it was good to review how the website works. I learned more about downloading e-content to various devices, and it was great that Jean Anderson was able to bring so many different e-readers for us to experiment with. Jean also shared social media webinar links, so that each of us can learn more about effectively using Facebook to promote the library.*

*I'd like to thank the library board for approving this training day. It was very helpful for us to have uninterrupted time to focus on staff development. Erica Loeffelholz*

*In the morning we went to Crisis Training with Jean Anderson at the Albertson Memorial Library in Albany. We learned about physical and verbal language used in personal interactions that could help us as we deal with patron issues. It was a great refresher for me as I often help patrons at the desk. I also supervise pages, so I like to be able to help them when they have questions about helping patrons.*

*In the afternoon we came back to New Glarus and met with Jean Anderson after lunch. This time she reviewed OverDrive, the site and the app, with which ebooks and audiobooks can be checked out online. She had several different wireless devices, so while I'm familiar with OverDrive, I really enjoyed being able to see how it worked on different devices. Since we get questions from patrons about their own devices it helped me a lot. Thank you for the opportunity to participate. Ignacia Boersma*

### **1,000 Books Before Kindergarten**

Shazam! In the first three months, we are now up to 53 children participating in NGPL's 1,000 Books Before Kindergarten program, and so far they've read a total of over 8,000 books! Be sure to check out our online [Wall of Fame](#) for pictures of all the children who've met reading milestones. Two year old Finn Jamison is our first to receive his 1,000 Books Certificate!



## New Glarus Public Library Program Attendance April 2014

6 Adult programs attended by 30 adults  
4 Children's programs attended by 86 children & 24 adults

Activity	Date	Number of Attendees
Scrabble	Tuesday, April 1 <sup>st</sup>	5 Adults
"Frozen" matinee	Thursday, April 3 <sup>rd</sup>	31Children/10Adults
Preschool Story Time	Friday, April 4 <sup>th</sup>	18C/4A
Scrabble	Tuesday, April 8 <sup>th</sup>	2 Adults
Preschool Story Time	Friday, April 11 <sup>th</sup>	22C/6A
Scrabble	Tuesday, April 15 <sup>th</sup>	3 Adults
Max Garland Program	Monday, April 21 <sup>st</sup>	13 Adults
Scrabble	Tuesday, April 22 <sup>nd</sup>	4 Adults
Preschool Story Time	Friday, April 25 <sup>th</sup>	15C/4
Scrabble	Tuesday, April 29 <sup>th</sup>	3 Adults

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

### APPROVAL OF MINUTES:

S. Janowiak thanked B. Weiss for taking and writing up the minutes.

E. Moved to approve the April 8, 2014 Library Board minutes by S. Janowiak, second by L. Speth. Motion Carried (K. Budsberg abstained).

F. Moved to approve the April 22, 2014 Library Board minutes, noting typographical corrections, by S. Janowiak, second by P. Streiff. Motion Carried (K. Budsberg abstained).

**ADJOURNMENT:** Meeting adjourned on a motion by S. Janowiak, second by L. Speth.  
Motion carried at 9:18 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JUNE 10, 2014 LIBRARY BOARD MEETING.*

**NEW GLARUS PUBLIC LIBRARY  
RESOLUTION 14-02LB-AMENDED**

**RESERVE PERSONNEL FUND**

WHEREAS, the Board of Trustees of the New Glarus Public Library resolved to establish a Reserve Personnel Fund to pay for unbudgeted potential future expenses to deal with unforeseen personnel changes, personnel life changing events and / or economic fluctuations. The initial deposit shall be \$6,000. Monies deposited into the Reserve Personnel Fund shall come from undesignated New Glarus Public Library operating funds.

DATE: 5/13/2014

ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Linda Hiland, President

\_\_\_\_\_  
Rebecca Weiss, Secretary

\_\_\_\_\_  
Margaret Waggoner, Director

NEW GLARUS PUBLIC LIBRARY  
RESOLUTION 14-03LB

CREDIT CARD USE POLICY

WHEREAS, the Board of Trustees of the New Glarus Public Library finds it necessary to adopt a policy for the use of library credit cards:

The Library will maintain one credit card for use by regular, permanent library staff. The credit card will be held by the Director and may be used by permission of the Director as detailed in this policy. An invoice or receipt for the purchase including the date of the charge, vendor name, and dollar amount of charge shall be returned to the Director at the time the credit card is returned.

The credit card may be used to guarantee room reservations made as part of library business, pay for hotel lodging while on library business, pay for approved professional memberships and continuing education programs, and for making budgeted purchases at a company or organization where the Village does not have an account, or where purchase orders are not accepted.

Under no circumstances will the credit card be used to purchase gasoline for personal vehicles.

The credit card may not be used for the purchase of meals except when the meal(s) is part of a conference or meeting registration approved as library business by the Director.

All monthly credit card bills will be processed promptly to avoid any and all interest charges. Signed receipts for each expenditure shall be provided to the Director upon receipt. The Director will give them to the Village Treasurer's office with the credit card monthly statement. Any expenditure not supported by proper documentation will require reimbursement to the Village by the person making the charge.

Noncompliance to any of the above, or misuse of the library's credit card in any way, may result in personnel losing their privileges to the credit card. Making unauthorized personal purchases with the library's credit card may result in disciplinary action, possibly up to and including dismissal.

NOW, THEREFORE, BE IT RESOLVED, the Board of Trustees of the New Glarus Public Library hereby approves the Credit Card Use Policy.

DATE: 4/22/14  
ADOPTED: \_\_\_\_\_

\_\_\_\_\_  
Linda Hiland, President

\_\_\_\_\_  
Rebecca Weiss, Secretary

\_\_\_\_\_  
Margaret Waggoner, Director

<b>New Glarus Public Library 2014</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	213	485	6525	811	3032	1323	926	280	153
February	304	58	5354	626	2598	1125	660	182	163
March	277	432	6384	792	2945	1303	899	264	181
April	278	582	6086	783	2805	1367	721	248	162
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>1072</b>	<b>1557</b>	<b>24349</b>	<b>3012</b>	<b>11380</b>	<b>5118</b>	<b>3206</b>	<b>974</b>	<b>659</b>
<b>2014 Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>	
January	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March	6	4	0	475	810	1685	242	120	13
April	5	3	0	421	738	1902	252	123	7
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>25</b>	<b>19</b>	<b>0</b>	<b>1646</b>	<b>2960</b>	<b>6584</b>	<b>920</b>	<b>452</b>	<b>43</b>
<b>2014 Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>	
January	2418	185	13	4	11	5	47C/12A	9	70
February	2239	193	11.6	6	48	4	41C/14A	10	103
March	2944	245	12	5	15	4	79C/27A	9	121
April	2833	240	11.8	6	30	4	86C/24A	10	140
May									
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>10434</b>	<b>863</b>	<b>N/A</b>	<b>21</b>	<b>104</b>	<b>17</b>	<b>253C/77A</b>	<b>38</b>	<b>434</b>

**Village of New Glarus**

**Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, May 27, 2014**

Prior to the start of the meeting, Director Waggoner introduced Katie (Katherine) Hartman as a new Library staff member – Library Page I.

President Linda Hiland called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Community Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth (left at 6:57 p.m.) and Becky Weiss. Also in attendance were Library Director Maggie Waggoner, Swiss Center of North America (SCNA) board member John T. Etter (left at 7:10 p.m.) and Village Board Liaison Petra Streiff.

**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.

**DISCUSSION: SAFETY REPORT REGARDING HIGHWAY 39 AND DURST RD:**

L. Hiland started by introducing John T. Etter, a board member of The Swiss Center of North America. J. Etter then made sure all had received a copy of the letter and pictures from Ralph Blum, MSCE dated May 27, 2014. R. Blum could not attend tonight due to a prior commitment, but is available for follow up phone calls, and is willing to reach out to Village staff and attend other meetings as well. J. Etter started by briefly speaking to how he personally knows R. Blum (friends, fellow Troop Leader with Boy Scouts of America) plus he commented on R. Blum's background as a civil engineer and his years working for the Wisconsin DOT (Department of Transportation) and as a private engineering consultant. J. Etter said he started by providing to R. Blum the intersection address and a copy of the June 2013 traffic study. For the traffic study, J. Etter shared that R. Blum commented that the study does not identify where the police car was stationed and other details on how the information was collected. J. Etter then summarized the information contained in the letter about the average annual daily traffic counts published by the WI DOT of about 1500 vehicles per day at the STH 39 and Durst Rd intersection compared to 2400 vehicles per day at the STH 39 and 1<sup>st</sup> Street intersection in downtown New Glarus. Later in the meeting it was mentioned that there are over 1200 vehicles per day that pass the Village Hall heading out of town toward Flannery's Wilhelm Tell.

J. Etter next directed our attention to the information contained in the fourth paragraph which focuses on DOT Sight Distance and Decision Sight Distance (DSD) numbers and read the following two statements: "There is currently over 1000 feet of sight distance to the Durst Road-STH39 intersection in both directions." and "The Wis. DOT published and recommended DSD for 35 mph is 590 feet and for 40 mph it is 690 feet. From the foregoing we can conclude that the intersection of Durst Road and STH 39 has more than sufficient DSD for an approach speed well in excess of the 35 mph posted speed limit. There is sufficient DSD in both directions to safely stop at 50 mph." R. Blum shared with J. Etter that is not an inherently dangerous intersection.

Next was a review of R. Blum's comments and examples of different type of pedestrian safety features from painted crosswalks to examples of areas in Middleton, Verona, Fitchburg, and downtown Madison where different types of flags and/or flashing pedestrian crossing signs

are utilized. The possibility of grants being available to assist in paying for these type of signs was also mentioned.

Next J. Etter shared R. Blum's comments about the conceptual sidewalk running between STH 39 and the SCNA and mentioned that due to snow removal and landscaping, that as an alternative we may want to consider working with the SCNA and running the sidewalk closer to their building. In response to a request for clarification from J. Hoesly; J. Etter drew a map to illustrate some of the locations referenced in the report. L. Speth asked about the possibility of the speed limit being reduced; J. Etter mentioned it is a possibility, but the speed limit change from 55 to 35 mph is already posted with a warning sign.

Discussion concluded with L. Hiland volunteering to share the background, study and R. Blum's willingness to discuss this further with Village Administrator Nic Owen and Village President Roger Truttmann. Thank you John for attending tonight and being available to answer questions.

#### **REPORTS/DISCUSSION/CONSIDERATION:**

- Q. ADMINISTRATION TEAM:** B. Weiss reported on a meeting she had with J. Hoesly, where they reviewed procedures and have shared that information with Treasurer K. Budsberg. J. Hoesly thanked B. Weiss for handling the administration duties over the last few months. K. Budsberg and B. Weiss will be looking into setting up a meeting with Wayne Duerst to coordinate the transfer of the Treasurer duties in the coming weeks. B. Weiss reported that the CFSW report balanced last month and that the charts had been emailed prior to the meeting.
- R. BUILDING COMMITTEE:** Nothing to report.
- S. CO-CHAIRS TEAM:** Are planning a working meeting this Thursday, May 29th at 5:30 p.m. to be held at the SCNA.
- T. COMMUNICATION TEAM:** They are working on determining a meeting date.
- U. PARTNERSHIP TEAM:** It was mentioned that we will need to think about selecting a new member to replace W. Duerst on this team. We also discussed setting up meetings with the New Glarus Home (NGH) and New Glarus School District (NGSD). J. Hoesly asked for updated partnership letters to be submitted with grant applications from both the NGH & NGSD as they have staff changes. We also reviewed some of the programming activities we are involved with both the NGH and NGSD.
- V. VILLAGE BOARD LIAISON:** P. Streiff reported that at the May 20<sup>th</sup> Village Board meeting that there was no business related to the Library conducted that night. In addition, that she has contacted N. Owen and he has not yet heard back from the DOT or from the New Glarus School District, regarding the items he had been tasked with researching at a past Village Board meeting.
- W. GRANTS TEAM:** Nothing to report.

#### **OLD BUSINESS:**

- D. DISCUSSION & CONSIDERATION: DRAFT OF PROPOSED OPERATING BUDGET FOR NEW FACILITY:** Director Waggoner summarized recent updates to the draft document. Suggestions were made to clarify line item names, make typographical corrections, and adding a bibliography to site sources where line items were obtained from.
- E. DISCUSSION & CONSIDERATION: NEW BUILDING SITE RECOMMENDATION:** We discussed the additional information from Jim Gersich, Dimension IV Madison Design Group regarding the West Side site having a dry retention pond and the Glarner Park site



having a wet retention pond. Based on what we know of upcoming schedule the topic of site selection will be on the Village Board agenda again on Tuesday, June 3<sup>rd</sup>.

**NEW BUSINESS:**

**A. DISCUSSION & CONSIDERATION: RESOLUTION TO HIRE KATHERINE HARTMAN AS LIBRARY PAGE I:** Director Waggoner briefly spoke about current staff schedules and that she is working on hiring one additional page. L. Hiland read the details of 14-04LB, that Katie Hartmann would be hired for the Library Page I position at \$7.47 per hour effective May 23, 2014. Moved to approve R14-04LB by K. Budsberg, second by J. Hoesly. Motion Carried. A copy of R14-04LB is included at the end of these minutes.

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

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JUNE 10, 2014 LIBRARY BOARD MEETING.*

New Glarus Public Library  
Library Resolution 14-04 LB

**RESOLUTION FOR APPOINTMENT OF LIBRARY  
PAGE I Katie Hartman**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Katie Hartman to the part time Library Page I position with the New Glarus Public Library. Said employment shall be effective May 23, 2014. Compensation shall be \$7.47 per hour.

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

Adopted this 27th day of May, 2014.

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Linda Hiland, President  
New Glarus Public Library

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Rebecca L. Weiss, Secretary  
New Glarus Public Library

PRESENTED 05/27/2014

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Margaret Waggoner, Director  
New Glarus Public Library

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, June 10, 2014**

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 Maggie Waggoner (left at 8:43 p.m.) was also in attendance.

**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:**

**K. DISCUSSION & CONSIDERATION: RESOLUTION 14-05LB RECOGNIZE TRUSTEE**

**WAYNE DUERST:** Thank you Wayne for your years of volunteer efforts, we appreciate your time, expertise and efforts. Moved to approved Resolution 14-05LB recognizing Trustee Wayne Duerst by K. Budsberg, second by S. Janowiak. Motion Carried. A copy of 14-05 LB is included at the end of these minutes.

**L. DISCUSSION & CONSIDERATION: RESOLUTION 14-06LB TO HIRE SUE MOSS AS**

**LIBRARY PAGE:** Director Waggoner started by updating the board that S. Moss is currently part of the Wisconsin Senior Employment Program (WISE). At this time WISE will be covering approximately 20 hours per week and the Library approximately 10 hours per week that S. Moss works. Village Clerk-Treasurer Lynne Erb and Director Waggoner had a meeting with a WISE representative to discuss compensation and other program details. Then the details of 14-06LB were read aloud: hiring Sue Moss as Library Page I at \$7.47 per hour effective June 11, 2014. Director Waggoner then responded to questions from B. Weiss, L. Speth and K. Budsberg about training and the WISE program. Moved to approved Resolution 14-06LB by B. Weiss, second by J. Hoesly. Motion Carried. A copy of 14-06LB is included at the end of these minutes.

**M. DISCUSSION & UPDATE: LIBRARY OPERATING BUDGET 2015:**

Prior to the meeting Director Waggoner had emailed the start of a draft budget. J. Hoesly asked for examples of who the donors are to the Summer Reading Program (SRP); Director Waggoner mentioned several local banks, SCLS (South Central Library System), New Glarus Utilities and volunteers. L. Speth and J. Hoesly then asked about CFSW (Community Foundation of Southern Wisconsin) grants, expenses and the upcoming grant schedule. Discussion continued on the topics of: fringe benefits, surplus funds applied, other expenses and the purchase of the new multi-use (copier, printer, scanner, fax) machine that replaces several individual machines.

**N. DISCUSSION & CONSIDERATION: CLOSING LIBRARY ON SATURDAY, JULY 5,**

**2014:** Director Waggoner summarized that the 4<sup>th</sup> of July falls on a Friday this year, currently we have two (2) staff members scheduled to work that day and the library would be open 5.5 hours that day. Director Waggoner answered questions from various trustees regarding that day's schedule, delivery, number of patrons expected, etc. Moved to close the Library on Saturday, July 5<sup>th</sup> by K. Budsberg, second by L. Hiland. Motion Carried.

**O. DISCUSSION & CONSIDERATION: PURCHASE OF BUTTON MAKER:**

The Co-chairs had asked about a button-maker: a. did the library have a need to have one permanently to use for programs such as SRP and b. Was the SCLS button maker broken. Director Waggoner noted that the library does not need their own button maker since they can borrow the one from SCLS as needed. In addition, that the SCLS button maker is not

broken, but that it does require a specific style of materials to operate. At this time we will not be looking into purchasing a button maker for the library.

**OLD BUSINESS:**

**C. DISCUSSION & CONSIDERATION: SITE RECOMMENDATION:** L. Hiland started by providing a summary of the June 3<sup>rd</sup> Village Board meeting. During the ensuing discussion trustees commented on the following: various sites, referendum, tax base, parking, ball fields, past studies, building design, square footage, donors, volunteer efforts, and costs. Director Waggoner expressed her frustration with the process as at one of the Green County Directors meeting it was pointed out that all other libraries have completed a project and Monroe is getting ready to start a second project. Moved in light of the referendum, which was directed by the Village Board, that the Library Board will consider two sites: at Glarner Park or the West Side for the construction of the library building by S. Janowiak, second by K. Budsberg. By roll call vote: K. Budsberg-aye; L. Hiland-aye; J. Hoesly-aye; S. Janowiak-aye; L. Speth-aye; P. Streiff-aye; and B. Weiss-aye. Motion Carried.

**BILLS / FINANCIAL REPORT:** There were two sets of bills presented: the May 27, 2014 bills totaled \$3,413.86 and the June 10, 2014 bills totaled \$2,423.72. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director Waggoner had emailed the April 2014 financial report prepared by L. Erb.

**DIRECTOR'S REPORT:**

**Fizz, Boom, Read! Spark a Reaction!**

Our summer reading program started with Erica visiting the middle school (Spark a Reaction!) and Ignacia visiting the elementary school (Fizz, Boom,Read!) to tell students and teachers all about this science themed summer program. Informational brochures were given to all students. Registration opened on June 2 and by June 5 we had 89 kids registered. We have eight family events planned in conjunction with our SRP, including a Carnival Day for everyone who completes all eight weeks.

**June Display in the Library...**

... is all about the summer reading program.

**1,000 Books Before Kindergarten**

We sent home material and information with students in the "Back Pack" program at the elementary school about all of our family services for pre-school children including 1,000 Books, SRP, Storyline, and New Baby Packages.

**David Green, Local Author Program**

David Green, author of *The Families of Green's Prairie Cemetery*, gave a presentation at the New Glarus Home on May 14. Green's Prairie Cemetery is a natural and historical treasure

located about 7 miles west of New Glarus. It is the final resting place for some of this area's earliest settlers. Mr. Green's talk was well received, with many questions and anecdotes from the audience. The NGPL owns two copies of *The Families of Green's Prairie Cemetery* and one is available to check out.

### **Gardening Program**

Master Gardener Mary Nelson presented "Native Bees and Other Pollinators" on June 2. This was the second program in our gardening series to complement our Seed Savers Exchange Club. Mary shared seeds of plants to grow to attract bees and other pollinators.

### **All Things OverDrive**

Streaming video made its debut from the Wisconsin Digital Library in OverDrive in late May. Our patrons may now download video material just like they do with e-books. Did you know that Wisconsin Digital Library is the second largest OverDrive customer in the country?!

### **Cataloging Project**

We are cataloging all of our local history, family history, and "Glarnar Books" collections. This material has been largely inaccessible to library patrons because it has never been linked to our library catalog (LinkCat). A lot of this material has been donated over the years and is unique. We hope to be able to digitize the family histories someday. Having this material cataloged is preliminary to any digitalization project.

### **Email Migration**

In a major project partnership with SCLS, we are beginning to migrate staff and library email to a Microsoft program called Office 365. This will allow for mobility and access to our email and calendars across devices, from anywhere. Microsoft loves libraries so it is free to SCLS member libraries although we did purchase a new domain for the library. We will all have new email addresses in the near future – we have scheduled this for later in June.

### **New Multifunction Office Machine**

We have purchased an OKI MPS 3537 COLOR DIGITAL IMAGER from Corporate Business Solutions in Madison. This machine will replace four of our printers, our [very old] fax machine, our [very slow] scanner, and our [very old & slow] photocopier. It comes with a service contract that covers maintenance, parts, supplies, and labor. It will be more efficient, reliable, convenient, and cost effective than what we have now. Effectively, it is taking the place of seven different machine that we have now. The staff can hardly wait to have it delivered and installed! We are sure the public will be pleased with it too.

### **Green County Library Board**

The GCLB met on May 12 at New Glarus. Four Board members and four library directors (Belleville, Albany, Monticello, NG) attended. Mark Ibach from South Central Library System also attended. Officers were elected for 2014-15 with Mary Larson being re-elected

as President. Library directors reported on major projects & programs at their libraries. The next GCLB meeting is Monday, August 18 at 5:30 in Belleville.

### ***All Directors Meeting & Green County Library Directors Meeting***

I attended this SCLS meeting in Fitchburg on May 15. The meeting was all about the SCLS 2015 budget preparation and impact on member library fees. We will have final 2015 costs for all SCLS services in August. I attended the GCLD meeting on May 16 in Brodhead. We strategized on how to use common funds that we receive from the G.C. Library Board.

### ***Staff Changes***

Zach Way's last day working as a Library Page was May 22. Katie Hartman is a new Library Page who started on May 23. We are anticipating Sue Moss to start as a Library Page on June 9.

### ***June Staff Meeting***

All adult staff met on June 2. Most of the meeting focused on procedures and supplies for the summer reading program. We also discussed the new reference questions statistics that DPI will be asking for on the annual report.

### ***Reporting reference transactions on annual report will change for 2014***

For the 2014 annual report that libraries will be preparing in early 2015, the definition of reference transactions has been updated so that it includes the types of questions that librarians answer about computers, the Internet, and related technology.

### ***Webinars available for 'Trustee Training Week' Aug. 18-21***

Trustees fill many vital roles for public libraries, and a series of webinars during the week of Aug. 18-21 are designed to give trustees tools that will make their jobs easier.

Sponsored by the Nicolet Federated Library System, the event is called "Wisconsin Trustee Training Week" and will feature four webinars (at noon Monday through Thursday) with different topics and speakers. To register for any or all of these webinars, please visit <http://nicbits.blogspot.com/p/wisconsin-trustee-training-week.html>. All sessions will be recorded.

- Assessing Library Facility Needs in the 21st Century
- The Role of Social Media in Library Advocacy
- The Biggest, Baddest Issues Facing Public Libraries
- Building the Future By Building Your Staff

**New Glarus Public Library Program Attendance  
May 2014**

8 Youth programs attended by

189C/30A

7 Adult programs attended by 55A

<b>Activity</b>	<b>Date</b>	<b>Number of Attendees</b>
<b>Preschool Story Time</b>	Friday, May 2 <sup>nd</sup>	23C/7A
<b>Gardening Program</b>	Monday, May 5 <sup>th</sup>	13A
<b>Scrabble</b>	Tuesday, May 6 <sup>th</sup>	Cancelled by group
<b>Preschool Story Time</b>	Friday, May 9 <sup>th</sup>	27C/8A
<b>Scrabble</b>	Tuesday, May 13 <sup>th</sup>	2A
<b>David Green, Local Author</b>	Wednesday, May 14	29A
<b>Adult Book Club</b>	Wednesday, May 14 <sup>th</sup>	6A
<b>Preschool Story Time</b>	Friday, May 16 <sup>th</sup>	21C/8A
<b>Scrabble</b>	Tuesday, May 20 <sup>th</sup>	2A
<b>School Visit 5<sup>th</sup> grade</b>	Tuesday, May 20 <sup>th</sup>	18 pre-teen
<b>School Visit 6<sup>th</sup> grade</b>	Wednesday, May 21 <sup>st</sup> (am)	36 pre-teen
<b>School Visit</b>	Wednesday, May 21 <sup>st</sup> (pm)	19 pre-teen
<b>School Visit</b>	Thursday, May 22 <sup>nd</sup>	22 teens
<b>Preschool Story Time</b>	Friday, May 23 <sup>rd</sup>	23C/7A
<b>Scrabble</b>	Tuesday, May 27 <sup>th</sup>	3

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

**APPROVAL OF MINUTES:**

- G.** Moved to approve the May 13, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by P. Streiff. Motion Carried.
- H.** Moved to approve the May 27, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg.  
Motion carried at 8:54 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JULY 8, 2014 LIBRARY BOARD MEETING.*



**New Glarus Public Library**  
Library Resolution 14-05 LB

**RESOLUTION RECOGNIZING TRUSTEE WAYNE DUERST**

WHEREAS, Wayne Duerst served on the New Glarus Public Library Board of Trustees, of the Village of New Glarus, Green County for 15 years before retiring in April 2014; and

WHEREAS, Wayne Duerst gave generously of his time, energy and helped advocate for expanded facilities and to make library services available to all; and

WHEREAS, given his years of experience he was an invaluable resource for fellow Trustees and Library staff while serving as an unofficial “Memory Bank”; and

WHEREAS, he repeatedly utilized his past experience as an architect in answering questions and providing guidance as the Library embarked on a building project: whether serving as the head of the Building Committee, working thru the Request for (Architect) Proposal process (RFPs), or as the main point of contact with the architect firm – Dimension IV Design Group of Madison; and

WHEREAS, Wayne Duerst held the position of Treasurer for several terms and regularly volunteered to serve on committees and attended multiple governmental meetings of both the Town and Village of New Glarus; and

WHEREAS, he served as the financial liaison with the Community Foundation of Southern Wisconsin (CFSW) and undertook numerous extra tasks to assist in accounting procedures in support of the Library Capital Campaign; and

WHEREAS, Wayne Duerst was honored by the South Central Library System and awarded “Trustee of the Year” in 2003. He was also recognized along with the entire Library Board and Capital Campaign Co-Chairs with “The Community Award” during the New Glarus Gift of Community Asset Awards on February 23, 2013;

NOW THEREFORE BE IT RESOLVED, that the New Glarus Public Library Board of Trustees, does hereby recognize Wayne Duerst for his leadership, volunteerism and extends our gratitude for his years of dedicated service to the New Glarus Public Library, its patrons and our community.

Adopted this 10th day of June, 2014.

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Linda Hiland, Library Board President  
New Glarus Public Library

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Rebecca L. Weiss, Secretary  
New Glarus Public Library

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Margaret Waggoner, Director  
New Glarus Public Library

**New Glarus Public Library**  
Library Resolution 14-06 LB

**RESOLUTION FOR APPOINTMENT OF LIBRARY  
PAGE I Sue Moss**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Sue Moss to the part time Library Page I position with the New Glarus Public Library. Said employment shall be effective June 11, 2014. Compensation shall be \$7.47 per hour.

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

Presented 06/10/2014

Adopted this 10th day of June, 2014.

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Linda Hiland, President  
New Glarus Public Library

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Rebecca L. Weiss, Secretary  
New Glarus Public Library

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Margaret Waggoner, Director  
New Glarus Public Library

<b>New Glarus Public Library</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
January	213	485	652	811	3032	1323	926	280	153
February	304	58	535	626	2598	1125	660	182	163
March	277	432	638	792	2945	1303	899	264	181
April	278	582	608	783	2805	1367	721	248	162
May	503	582	583	763	2688	1344	716	171	155
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>157</b>	<b>213</b>	<b>3018</b>	<b>377</b>	<b>1406</b>	<b>6462</b>	<b>3922</b>	<b>1145</b>	<b>814</b>
<b>201</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
January	10	8	0	366	711	1307	215	100	16
February	4	4	0	384	701	1690	211	109	7
March	6	4	0	475	810	1685	242	120	13
April	5	3	0	421	738	1902	252	123	7
May	14	7	2	480	798	2696	239	122	6
June									
July									
August									
September									
October									
November									
December									
<b>Total:</b>	<b>39</b>	<b>26</b>	<b>2</b>	<b>212</b>	<b>3758</b>	<b>9280</b>	<b>1159</b>	<b>574</b>	<b>49</b>
<b>201</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
January	241	185	13	4	11	5	47C/12A	9	70
February	223	193	11.6	6	48	4	41C/14A	10	103
March	294	205	14.4	5	15	4	79C/27A	9	121
April	283	200	14.2	6	30	4	86C/24A	10	140
May	282	214	13.2	7	55	8	189C/30A	15	274
June									
July									
August									
September									
October									
November									
December									

**Village of New Glarus  
Special Meeting Minutes of the Library Board of Trustees  
New Glarus Public Library  
Monday, June 16, 2014**

President Linda Hiland called the meeting to order at 7:00 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Jody Hoesly was absent. Library Director Maggie Waggoner (left at 8:03 p.m.) was also in attendance.

**ANNOUNCEMENT:** The Library Board will convene into a closed session called under WI State Statue 19.85(1)(c) Considering employment, promotion, compensations or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Interim Director).

**APPROVAL OF AGENDA:** The agenda was approved on a motion by K. Budsberg, second by S. Janowiak. Motion Carried.

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

**DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR LETTER OF RESIGNATION:**

Director Waggoner has accepted the position of Executive Director of the Roswell P. Flower Memorial Library in Watertown, New York (her home state). L. Hiland read aloud the letter of resignation, Director Waggoner's last day will be July 11, 2014. Moved to accept Director Waggoner's Letter of Resignation by K. Budsberg, second by B. Weiss. Motion Carried. Trustees expressed their appreciation for Director Waggoner's time and efforts. Maggie, thank you and good luck.

**DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND**

**TIMELINE:** Prior to the meeting the "Library Director Position Description" and draft "Job Ad" had been emailed to trustees. L. Hiland then shared the details of a conversation she had with Mark Ibach, Consulting Services Coordinator with South Central Library Services (SCLS). L. Hiland reported that M. Ibach: felt a three (3) week response window was fine for this posting; yes SCLS can advise and assist with the posting of the job ad; and the job ad will appear in the next SCLS newsletter scheduled for June 27<sup>th</sup>.

We then discussed adding a permanent tab to the [www.newglaruspubliclibrary.org](http://www.newglaruspubliclibrary.org) website to advertise all future job openings. Director Waggoner replied that based on the website design adding another tab could result in display issues, her suggestion was to have job postings displayed on the main page in one of tile positions.

Next we discussed the various resources where the ad would be posted plus edits were suggested to the wording of the Job Ad. Moved to approve the Job Ad as amended and post to appropriate websites by S. Janowiak, second by K. Budsberg. Motion Carried. Director Waggoner offered to take care of posting the Job Ad on sites specified.

Next we reviewed and edited the Position Description document. Moved to approve the Library Director Position Description as amended by L. Speth, second by B. Weiss. Motion Carried. B. Weiss will make the updates and email the corrected documents.

**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; S. Janowiak-yes; P. Streiff-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 7:44 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; P. Streiff-yes; L. Speth-yes; and B. Weiss-yes. Motion carried at 8:25 p.m.

**RESULTS OF CLOSED SESSION: DISCUSSION AND CONSIDERATION: INTERIM DIRECTOR:** L. Hiland will contact the prospective candidate to discuss the details of the Interim Director Position.

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

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JULY 8, 2014 LIBRARY BOARD MEETING.*

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, June 24, 2014**

As the meeting started we enjoyed cupcakes as we thanked Director Waggoner for her service and wished her well on her travels back to New York State.

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, and Becky Weiss. Absent were Lexa Speth and Petra Streiff. Also in attendance were Library Director Maggie Waggoner (left at 6:38 p.m.) and Swiss Center of North America (SCNA) board member John T. Etter (left at 7:33 p.m.).

**ANNOUNCEMENT:**

- The Library Board will convene into Closed Session #1 called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (SCNA proposal).
- The Library Board will convene into Closed Session #2 called under WI 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 (Director search interview questions).

**APPROVAL OF AGENDA:** Moved to approve the agenda with the following adjustments: one, moving item 5B in front of 5A, and two adding item “Questions For Outgoing Director” also in front of item 5A by B. Weiss, second by S. Janowiak. Motion Carried.

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

**NEW BUSINESS:**

**B. DISCUSSION & CONSIDERATION: RESOLUTION (LB 14-07) TO HIRE ERICA**

**LOEFFELHOLTZ AS INTERIM DIRECTOR:** L. Hiland reported that during her conversation with Assistant Library Director Erica Loeffelholtz, that E. Loeffelholtz had accepted the position of Interim Director. B. Weiss then read the details of LB-07, appointing E. Loeffelholtz as Interim Director effective June 27, 2014 at a rate of \$20.00 per hour and she will receive 5 (five) additional days of paid vacation in 2014. Moved to adopt Resolution LB 14-07 by S. Janowiak, second by K. Budsberg. Motion Carried. A copy of R14-07LB is included at the end of these minutes.

**C. QUESTIONS FOR OUTGOING DIRECTOR:** In response to questions from L. Hiland: one, Director Waggoner explained where a box of documents is located in her office. Two, that the fiber optic installation would be completed as soon as the phone company schedules a “night splice” (scheduled power outage) to complete the installation. B. Weiss then asked how the new on-line registration process went for the Summer Reading Program (SRP): Director Waggoner responded that it went well and anticipates it being used even more in future years as more users learn it is an available option.

## **A. DISCUSSION & CONSIDERATION: REPORT FROM JOHN ETTER CONCERNING SWISS CENTER OF NORTH AMERICA (SCNA) PROPOSAL:**

L. Hiland started by reminding all that that we were in open session, and that J. Etter would need to let her know at what point during his report, that he was ready to discuss qualifying closed session items.

Throughout the meeting J. Etter distributed the following handouts:

- Proposed Overall Site Plan by Dimension IV Madison Design Group
- His Letter to the Editor (LTE) that ran in the Post Messenger Recorder
- A page from the SCNA website – About Us, Donald G. Tritt Library
- A floor plan diagram of the SCNA building

J. Etter started by talking about the SCNA floor plan and its various features: number of offices, ADA bathrooms, break room, humidity controlled section of the library, and that the SCNA basement is currently used for storage by multiple groups (Village – Christmas decorations, Wilhelm Tell Group – costumes, Library – books). He also talked about the SCNA collection: books, records, artwork, wall hangings, and panel displays. He then went on to say that the following had recently visited the SCNA to view the layout and collection: Lynne Erb, Eric Gobeli, Nic Owen, Greg Thoenke, Roger Truttmann and Director Waggoner.

J. Etter went on to explain the timeline and background that has led to his presentation at the Village Board meeting, writing his LTE, a conversation he had with Dimension IV and his attendance at tonight's meeting.

Next J. Etter pointed out that when viewing the site plan he had "cut & pasted" the proposed building and shifted it closer to the SCNA and that is how he is envisioning this proposal may work. Some of the points he mentioned: that it could be a way to eliminate the need for an elevator as entrances and parking would be available at both the upper and lower levels.

Various square footage options based on the possibility of rental space in the SCNA lower level, or that the lower level could be a community room and that library staff could use the upper level of the SCNA as office space.

K. Budsberg asked if you are talking to anyone else about plans for the building; J. Etter replied that they are not seeking out other parties, but that they have been approached in the past about rental options. J. Hoesly then asked about operating costs; J. Etter did not have details but mentioned they have four (4) different furnaces and air conditioning units. He added that the goal is to keep the SCNA flame alive and representing all of North America, ideally in New Glarus. In response to a question regarding timeframes from K. Budsberg; J. Etter thought 45 days would be a possibility for a conceptual design. In summary, that the SCNA is flexible but not looking at this dragging for any length of time.

**CONVENE INTO CLOSED SESSION #1:** Moved to go into closed session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:14 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by K. Budsberg, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 7:31 p.m.

**RESULTS OF CLOSED SESSION #1:** Discussed possible negotiation process if the SCNA site is determined to be a possible site for the new library.

**5A (continued):** We concluded with a general discussion summarizing information about the site discussion, potential tenant opportunities, and the SCNA collection.

**REPORTS/DISCUSSION/CONSIDERATION:**

- X. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced last month and that the charts had been emailed prior to the meeting.
- Y. BUILDING COMMITTEE:** L. Hiland will contact Jim Gersich, Dimension IV Madison Design Group to provide an update. We also discussed needing to finalize members of the building committee; B. Weiss will contact W. Duerst to see if he wishes to continue serving on the building committee as a citizen.
- Z. CO-CHAIRS TEAM:** The Friends of the New Glarus Public Library are sponsoring the T-shirt tent that will be set up in the Village Park during the Heidi Fest weekend.
- AA. COMMUNICATION TEAM:** K. Budsberg reported that they are working on press releases and other informational articles. In addition, campaign materials are being reviewed and updated as well.
- BB. PARTNERSHIP TEAM:** L. Hiland reported on two recent meetings that she had attended with S. Janowiak and Director Waggoner. The first meeting was with Jennifer Thayer, PH.D, District Superintendent of the New Glarus School District during this meeting working together to continue promoting early reading among children thru various school activities, SRP and the 1,000 Books Before Kindergarten program were some of the items discussed.  
The second meeting was with Rick Colby, Executive Director of The New Glarus Home; he was enthused with the programs that we already work on together and willing to assist in continuing our programing activities and outings.
- CC. VILLAGE BOARD LIAISON:** Nothing to report.
- DD. GRANTS TEAM:** K. Budsberg offered to assist Library staff with preparing the paperwork for the upcoming Community Foundation of Southern Wisconsin grant deadline.

**OLD BUSINESS:**

- F. DISCUSSION & CONSIDERATION: DRAFT OF 2015 OPERATING BUDGET:** L. Hiland reported that Director Waggoner let her know that there had been no new updates.
- G. DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE:** S. Janowiak has been monitoring the email inbox and sending acknowledgement notes as resumes are received. We also discussed trustees' upcoming schedules to start determining potential interview dates.

**CONVENE INTO CLOSED SESSION #2:** 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; and B. Weiss-yes. Motion carried at 8:40 p.m.

**CONVENE INTO OPEN SESSION:** Moved to go into open session by B. Weiss, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 9:05 p.m.



**RESULTS OF CLOSED SESSION #2:** Interview questions and procedures were discussed for the Library Director search.

**ADJOURNMENT:** Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 9:06 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE JULY 8, 2014 LIBRARY BOARD MEETING.*

***New Glarus Public Library***

***Library Resolution LB 14-07***

## RESOLUTION FOR APPOINTMENT OF INTERIM LIBRARY DIRECTOR ERICA LOEFFELHOLTZ

With the resignation of Library Director, Maggie Waggoner effective July 11, 2014, Assistant Director Erica Loeffelholz has agreed to serve as the Interim Library Director for the New Glarus Public Library. Erica Loeffelholz will begin her duties as Interim Library Director on June 27, 2014 and will continue in this capacity until a permanent Library Director begins work.

During this period as Interim Director, Erica Loeffelholz will remain an hourly employee (working a 40-hour week) and will be paid an hourly rate of \$20.00. As an hourly employee, Erica Loeffelholz will be eligible for overtime compensation when working in excess of 40 hours during a regular 40-hour week. In recognition of Erica Loeffelholz contribution to the Library during this interim period, Erica Loeffelholz will receive one additional week (5 days) of paid vacation to be used during 2014. This additional week of vacation is only for 2014.

**PRESENTED BY:** Linda Hiland

**DATE:** June 24, 2014

**ADOPTED:** June 24, 2014

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Linda Hiland, President  
New Glarus Public Library

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Rebecca L. Weiss, Secretary  
New Glarus Public Library

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Margaret Waggoner, Director  
New Glarus Public Library