

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, February 11, 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 (arrived at 6:34 p.m.), 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.

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 Truttmann was not planning on convening additional meetings of the subcommittee. In addition, that R. Truttmann 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 4th 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 1st 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:

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

- F. 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

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

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

A. 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

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