

**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:

- A. 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.
- B. BUILDING COMMITTEE:** Nothing to report.
- C. CO-CHAIRS TEAM:** Nothing to report.
- D. COMMUNICATION TEAM:** Nothing to report.
- E. PARTNERSHIP TEAM:** Nothing to report.
- F. 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.
- G. 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.
- H. 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