

**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:**

**A. 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 Truttmann, 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. Truttmann 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 NGL 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 needed 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

<b>Activity</b>	<b>Date</b>	<b>Number of Attendees</b>
<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:**

- A.** Moved to approve the March 11, 2014 Library Board minutes by J. Hoesly, second by W. Duerst. Motion Carried
- B.** 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									
Total:	794	975	18263	2229	8575	3751	2485	726	497
<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	6	4	0	475	810	1685	242	120	13
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	20	16	0	1225	2222	4682	668	329	36
<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	2944	245	12	5	15	4	79C/27A	9	121
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	7601	623	N/A	15	74	13	167C/53A	28	294