

**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 Loeffelholz 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mentioned that he thought Dolly Parton provided a similar program; Director Waggoner said yes, but the program was no longer active.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:

A. 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.

B. DISCUSSION & CONSIDERATION: AMEND RESERVE PERSONNEL FUND

RESOLUTION R14-02LB: Director Waggoner reported that she had discussed the wording addition of “undesigned” 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.

C. 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.

D. 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.

E. 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 20th meeting but instead June 3rd. 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 Truttmann; 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 6th 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. Truttmann 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. Truttmann 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 5th 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 17th 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 st	5 Adults
"Frozen" matinee	Thursday, April 3 rd	31 Children/10 Adults
Preschool Story Time	Friday, April 4 th	18C/4A
Scrabble	Tuesday, April 8 th	2 Adults
Preschool Story Time	Friday, April 11 th	22C/6A
Scrabble	Tuesday, April 15 th	3 Adults
Max Garland Program	Monday, April 21 st	13 Adults
Scrabble	Tuesday, April 22 nd	4 Adults
Preschool Story Time	Friday, April 25 th	15C/4
Scrabble	Tuesday, April 29 th	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.

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

B. 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

New Glarus Public Library 2014	Items Added	Items Deleted	Circulation	Circ. by PSTAT Other	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane Co. No Library
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									
Total:	1072	1557	24349	3012	11380	5118	3206	974	659
2014	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
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									
Total:	25	19	0	1646	2960	6584	920	452	43
2014	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
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									
Total:	10434	863	N/A	21	104	17	253C/77A	38	434