

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 8, 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: Kevin Budsberg, Suzi Janowiak, Lexa Speth, Petra Streiff (arrived at 7:01 p.m.) and Becky Weiss. Jody Hoesly was absent. Interim Library Director Erica Loeffelholz was also in attendance.

ANNOUNCEMENT: 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 (Director search interview questions).

APPROVAL OF AGENDA: The agenda was approved on a motion by B. Weiss, second by K. Budsberg. Motion Carried.

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

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: APPOINTMENTS TO BUILDING COMMITTEE:** J. Hoesly and B. Weiss both agreed to continue serving on this committee. In addition, L. Hiland volunteered to be the alternate member if needed. Wayne Duerst has agreed to continue as a citizen member. Other members of this committee are the architectural design firm and the Library Director.
- B. DISCUSSION & CONSIDERATION: LIBRARY FINES & FEES COLLECTION POLICY:** Prior to the meeting, Director Loeffelholz had forwarded the current Circulation Policy with a proposed wording change to address the issue of checks returned for non-sufficient funds (NSF). It was suggested to adjust the line regarding the dollar amount to read "...a fee consistent with the banks NSF fee, which is currently \$30.00." Moved to approve the Circulation Policy with the wording change by K. Budsberg, second by L. Speth. Motion Carried.

OLD BUSINESS:

- A. DISCUSSION & CONSIDERATION: SITE RECOMMENDATION:** Reminder that on July 15th site selection is supposed to be discussed at the Village Board meeting.
- B. DISCUSSION & CONSIDERATION: DRAFT OF 2015 BUDGET:** Director Loeffelholz reported that she has not been contacted by Village Administration and confirmed that yes she did have a copy of the anticipated budget timeline.
- C. DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND TIMELINE:** Applications are still coming in, the deadline is July 9th. We will hold a special meeting on Wednesday, July 16th to review the applications. We then discussed our schedules to determine potential interview dates.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the June 24, 2014 bills totaled \$6,489.30 and the July 8, 2014 bills totaled \$748.37. The bills were initialed by trustees to show approval for payment. After the meeting Director Loeffelholz will email the June 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

Fizz, Boom, Read! Spark a Reaction!

We have held three summer reading events so far this year.

- The Zinghoppers dance party was sponsored by NG Utilities and was attended by 35 children and 15 adults.
- The Science Alliance presentation was sponsored by the Bank of New Glarus, and was attended by 55 children and 27 adults. The show was very interactive, with all of the children taking turns assisting in the various experiments. We had many positive comments from the parents who attended.
- Our Arts & Crafts day brought in 44 children and 22 adults. We had eight different craft stations set up, with a focus on nature-related crafts (i.e. Seed bombs, animal-related crafts). Vicki Sasso and Tanya Hansen volunteered to supervise some of the craft stations and were wonderful at keeping the kids safely engaged with the various crafts.

We currently have 61 preschoolers, 124 elementary students, and 29 teens signed up for the Summer Reading Program.

Gardening Program

We have additional gardening workshops planned for July, August, September, and October. The presentation on July 14th will be all about composting.

Email Migration

The migration to O365 e-mail was completed in late June. Please note the following e-mail changes:

Erica Loeffelholz – Erica@ngpl.org

Ignacia Boersma – Ignacia@ngpl.org

Rachel Holcomb – Rachel@ngpl.org

Staff E-mail – Staff@ngpl.org

We are currently still able to receive messages sent to our old e-mail addresses, but as of January 30, 2015 our scl.s.lib.wi.us e-mails will no longer be viable. Our contact info has been updated on the library's website and SCLS website.

Inventory

We began the process of taking inventory of the library collection on June 13th, and are about halfway through the process. The pages are working on inventory when they have finished their other tasks.

We are trying to guarantee that our collections as listed in our OPACs and Finding Aids do not lack integrity. We can also to examine each resource and determine its future in the collection based on age, relevance, currency and condition—which may include repair, replacement, disposal or cleaning to ensure that attractive, up-to-date resources are available for patrons. Inventory can also identify anomalies in the catalog and provide an opportunity to correct catalog records and labeling of items. This is also a time when shelves can be rearranged to minimize overcrowding to prevent damage.

Friends of the Library

A brief Friends meeting was held on July 3rd, with Maggie, Erica, Judy Murken and Linda Uttech attending. The purpose of the meeting was to inform Erica on how the Friends group works and what events they host. The next Friends meeting is tentatively scheduled for July 31st at 7 PM.

Community Foundation Grant

We are planning to write a community foundation grant for the purpose of buying clear acrylic shelving bins to use when we reorganize the children's picture book collection. Our goal is to sort all of our children's picture books by subject in order to make the collection easier for parents and children to browse.

New Glarus Public Library Program Attendance JUNE 2014

In order to help with our statistics for the 2014 Annual Report, please keep track of the number of children (those under age 18) and adults attending each program – Thanks!

Activity	Date	Number of Attendees
Elementary School Visit (Ignacia -5 groups)	Monday, June 2 nd	369C/20A
Gardening Workshop: Native Bees & Other Pollinators	Monday, June 2 nd , 6:30 PM	13
Adult Book Discussion	Wednesday, June 11, 7:00pm	6
Zinghopper's Concert	Wednesday, June 18, 4:00pm	35C/15A
Science Alliance	Wednesday, June 25, 4:00pm	55C/27A
Note: June Scrabble dates cancelled by group		

B. Weiss commented that several of the sessions for the "Dome Theater" were marked as full: Director Loeffelholz replied that The Growing Tree child care center was bringing a group of kids down by bus. In addition, that several adults had signed up for the various programs as well. B. Weiss then asked how the email conversion to MO365 (Microsoft Office 365) was going as her company had switched to MO365 recently as well. K. Budsberg mentioned that his job had discussed switching to MO365 as well, but had questions about the monthly subscription charge. Director Loeffelholz added that SCLS pays the subscription for the library.

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

APPROVAL OF MINUTES:

- A. Moved to approve the June 10, 2014 Library Board minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried.
- B. Moved to approve the June 16, 2014 Library Board special meeting minutes by S. Janowiak, second by K. Budsberg. Motion Carried.
- C. Moved to approve the June 24, 2014 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 K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 7:12 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by L. Speth, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried at 8:32 p.m.

RESULTS OF CLOSED SESSION: We determined the interview questions for the Library Director search.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 8:33 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 12, 2014 LIBRARY BOARD MEETING.

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	503	582	5837	763	2688	1344	716	171	155
June	189	45	7061	668	3473	1578	713	291	338
July									
August									
September									
October									
November									
December									
Total:	1764	2184	37247	4443	17541	8040	4635	1436	1152
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	14	7	2	480	798	2696	239	122	6
June	10	6	2	659	770		205	83	23
July									
August									
September									
October									
November									
December									
Total:	49	32	4	2785	4528	9280	1364	657	72
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	205	14.4	5	15	4	79C/27A	9	121
April	2833	200	14.2	6	30	4	86C/24A	10	140
May	2824	214	13.2	7	55	8	189C/30A	15	274
June	3680	209	17.6	2	19	3	459C/62A	5	540
July									
August									
September									
October									
November									
December									
Total:	16938	1206	N/A	30	178	28	901C/169A	58	1248