

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 22, 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, Jody Hoesly, Lexa Speth, Petra Streiff and Becky Weiss. Suzi Janowiak was absent. Also in attendance was Interim Library Director Erica Loeffelholtz.

ANNOUNCEMENT:

- A.** The Library Board will convene into closed session #1 called under WI State Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Safety Incident).
- B.** The Library Board will convene into closed session #2 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 (Library Director Applications).

APPROVAL OF AGENDA: Moved to approve the agenda by K. Budsberg, second by J. Hoesly. Motion Carried.

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

NEW BUSINESS:

A. DISCUSSION: SAFETY PROCEDURE POLICY: Prior to the meeting, Director Loeffelholtz had emailed copies for review of: The New Glarus Public Library "Policy on Patron Responsibilities and Conduct" that had been adopted on May 11, 2004 and "Behavior Policies" from several other Libraries.

L. Hiland started by providing a summary of contact she has had with New Glarus Police Chief Burt Boldebuck. Chief Boldebuck took a tour of the Library, Director's office, and staff workroom. Some of the items they discussed were the layout of the Library and Village Hall, security cameras, trespassing, restraining orders, and behavior policies. Chief Boldebuck will review the information, do some research and is willing to meet and work on safety procedures going forward. One of the questions he asked L. Hiland was since staff are Village employees, what the Village Attorney had recommended?

Director Loeffelholtz said she will forward a manual she had received during a SCLS (South Central Library System) crisis training class. K. Budsberg added the he has had conversations in the past with Village Administrator Nic Owen on how staff members, trustees, election officials, etc. interact with members of the public and the possibility of offering ongoing training classes.

L. Hiland pointed out that our current policy was a good place to start but that it does need to be updated for topics regarding sexual assault and changes in technology. J. Hoesly mentioned that at her job (Academic Librarian at Wendt Commons Library) that issues related to pornography, food and drink, and technology were currently the most common issues. P. Streiff commented on what a broad range of examples that we had to review, some were general and other policies very detailed. P. Streiff, K. Budsberg and J. Hoesly all also commented on the policies related to firearms and other weapons.

P. Streiff, K. Budsberg and Director Loeffelholz will work as a team to start reviewing our safety procedures. L. Speth asked if this was something that should be delayed to the new Director is in place. Consensus was no that we could get started and that the new Director can provide their input when hired, especially given all the other things the new Director will have to learn as it is. It was also mentioned that while the Library Director brings several policies to the Board each year for review, that we may want to consider setting up a system where a set number of policies are automatically reviewed each year.

B. DISCUSSION & CONSIDERATION: CREDIT CARD CHANGE AUTHORIZATION:

Prior to the meeting, B. Weiss had emailed a draft document authorizing The Bank of New Glarus to remove from the credit card account Library Director Maggie Waggoner as an authorized user and add Library Director Erica Loeffelholz to the account as an authorized user. Correction was made for a typographical error L. Hiland found. Moved to approve the Credit Card Change Authorization by K. Budsberg, second by J. Hoesly. Motion Carried. Director Loeffelholz will follow up with The Bank of New Glarus.

C. UPDATE: LIBRARY DIRECTOR EXIT INTERVIEW: L. Hiland shared that at Director Waggoner's exit interview that Director Waggoner had written a check for reimbursement for WLA (Wisconsin Library Association) dues and a t-shirt and that she would submit the check to Village Clerk-Treasurer Lynne Erb. Director Waggoner shared that her favorite part of the job was interacting with patrons and that she liked supporting the Library and thanked the Library Board for their work and support. Negatives were the stress, politics and the cramped working quarters. Going forward she suggested making sure to focus on supporting staff members. In addition, she felt that given the size of our library that she anticipated most of the candidates for the Director position would be fairly recent graduates that they may not have the multiple years of Director experience, but would bring enthusiasm and strong technology backgrounds to the position.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: BUILDING PROJECT: L. Hiland has had conversations with both N. Owen and Village President Roger Truttmann; since there was no clear direction in the motion from the July 15th meeting they anticipate that site selection will be a topic at the August 5th Village Board meeting.

B. DISCUSSION & CONSIDERATION: NEED FOR LEGAL COUNSEL: Discussion touched on the various topics of site ownership, referendum questions, borrowing, and reimbursement for site acquisition costs. Concerns were also brought up with the monetary costs associated with any legal action.

C. DISCUSSION & CONSIDERATION: 2015 OPERATING BUDGET: Director Loeffelholz reported that she has not had any conversations with Village staff

regarding the upcoming budget process, but that she will contact N. Owen after this meeting. Discussion continued on the topics of salaries, benefits, expenses, inflation, the Village 5-year plan, TID, raises, SCLS funding and expenses, and health care cost projections. K. Budsberg will meet with Director Loeffelholz to discuss and answer any questions.

REPORTS/DISCUSSION/CONSIDERATION:

- A. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced last month and that the charts had been emailed prior to the meeting.
- B. BUILDING COMMITTEE: DISCUSSION & CONSIDERATION: RESOLUTION (LB 14-08) BUILDING COMMITTEE APPOINTMENTS:** Started by reviewing and discussing the various site studies conducted over the years. With the majority of the discussion focused on the 2002 Vierbicher Associates, Inc. and 2004 Plunkett Raysich Architects studies of the Village Hall. Plus the 2009 two overview documents on site expansion and cost by Library Director Denise Anton Wright and the 2012 NGPL Building Program Statement were also referenced. L. Hiland has been in contact with Deb Haeffner, SCLS Building & Design Consultant, who mentioned situations she has experienced in the past working with other libraries building in and near floodplains and the process of trying to get DNR (Department of Natural Resources) approval. Costs, square footage of the current Village Hall, relocation expenses, the effect the well/generator could have on floor plan designs, codes (building, fire, and ADA) were all items considered. Moved to approve LB 14-08 by P. Streiff, second by K. Budsberg. Motion Carried. A copy of this resolution is included at the end of these minutes.
- C. CO-CHAIRS TEAM:** At their last meeting they discussed ideas for different fundraising events; for example maybe a FootGolf Outing at Argument Golf Course.
- D. COMMUNICATION TEAM:** Nothing to report.
- E. PARTNERSHIP TEAM:** Nothing to report.
- F. VILLAGE BOARD LIAISON:** P. Streiff provided a short summary of the July 15th Village Board meeting.
- G. GRANTS TEAM:** Nothing to report.

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

CONVENE INTO OPEN SESSION: Moved to go into open session by B. Weiss, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 9:09 p.m.

RESULTS OF CLOSED SESSION #1:

DISCUSSION & CONSIDERATION: SAFETY INCIDENT: The Library Board will continue to pursue steps for a restraining order on an individual. Moved to refer legal issue to Village Administrator Nic Owen under the auspices that all Library Employees are Village employees and to work with Village Counsel on Library Board wishes by K. Budsberg, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried.

RESULTS OF CLOSED SESSION #2:

DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR SEARCH PROCESS AND

TIMELINE: Completed questions for the Library Director interviews on Saturday.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 9:13 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

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

New Glarus Public Library

Library Resolution 14-08LB

Building Committee

The Building Committee's role is to assist The New Glarus Public Library Board with planning and executing all aspects of the process to facilitate the building of a new library. The Building Committee is a sub-committee of the Library Board and is therefore bound by and will comply with the same procedural rules as the Library Board. A meeting quorum shall consist of those members who attend the meeting; while any action taken will require a vote of the majority in attendance at that meeting. The Building Committee will make recommendations to the Library Board, but the Library Board is responsible for all final decisions.

During the course of the committee life committee members may be added or replaced as needed. The makeup of the Building Committee is determined by the Library Board and may include any of the following: Library Board Trustees, Library Director, Citizen Members, representatives from the Architectural Firm, and representatives from the South Central Library System (SCLS).

The Building Committee will exist until such time as its duties are complete, at which time the Building Committee will be dissolved by action of the Library Board.

PRESENTED BY: Linda Hiland

Adopted: 07/22/2014

Building Committee Members – Amended 07/08/2014:

Jody Hoesly, Library Board

Becky Weiss, Library Board

Wayne Duerst, Citizen Member

Library Director

Dimension IV Madison Design Group

Linda Hiland, Library Board President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

Erica Loeffelholz, Interim Director
New Glarus Public Library