

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 26, 2014**

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Also in attendance were Library Director Lauren White and Assistant Director Erica Loeffelholtz.

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

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

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: RESOLUTION (LB 14-09) APPOINTMENT OF LIBRARY DIRECTOR: L. Hiland started by welcoming Lauren as the new Director, the group added our congratulations as well. Prior to the meeting B. Weiss had circulated a draft of LB 14-09. Moved to approve LB 14-09 by K. Budsberg, second by S. Janowiak. Motion Carried. A copy of LB 14-09 is included at the end of these minutes.

Director White then asked for clarification as the vacation time granted does not match what's in the Library handbook. L. Hiland explained that yes as a Board we authorized extra vacation time as we are aware of the demands on the Director's time. B. Weiss added that this could be brought back to the Library Board for review in the future as needed.

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 make changes to the authorized users on the Library credit card account. L. Hiland suggested a wording change. Moved to approve the 08-26-2014 Credit Card Change Authorization as amended by S. Janowiak, second by K. Budsberg. Motion Carried. B. Weiss to make the suggested wording change and Assistant Director Loeffelholtz will follow up with The Bank of New Glarus.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: BUILDING PROJECT: K. Budsberg reported that the Building Committee had a list of questions that had been responded to by Plunkett Raysich Architects (PRA); and that the answers from PRA have been forwarded to the Village Administration. At this time we anticipate that at the September 2, 2014 Village Board meeting the library building project will be discussed again. Specifically asking the Village to initiate studies of the Village Hall so the condition of items such as the roof, HVAC systems, plumbing, etc. can be studied. L. Hiland reported that in her recent discussion with Deb Haeffner, SCLS Building & Design Consultant; that D. Haeffner praised Dimension IV Madison

Design Group for their professionalism, knowledge or library design, accurate pricing and willingness to work with clients.

- B. DISCUSSION & CONSIDERATION: 2015 OPERATING BUDGET:** K. Budsberg started by explaining that this draft had been updated to reflect Director White's benefit selections. He then provided a summary of a conversation with Lynne Erb, Village Clerk-Treasurer, regarding the budget line surplus funds. In the 2014 budget it was listed that \$15,500 in surplus funds would be used, but at this time none of those funds have had to be expended. So as part of the accounting process, even though the surplus funds have not been spent in 2014, they cannot be used when making 2015 budget projections.

In response to a question from L. Speth; K. Budsberg provided an explanation of how a Tax Incremental District (TID) works. K. Budsberg then responded to a question from B. Weiss about how salary was calculated for Sue Moss, since she is currently enrolled in the program WISE (Wisconsin Senior Employment). L. Hiland clarified that S. Moss's hours are currently based around the pages schedules and the extra hours that were available as we were working thru the hiring process for a Director. Moved to accept the amended 2015 Budget by S. Janowiak, second by J. Hoesly. Motion Carried. K. Budsberg will work with Library staff to submit the budget.

- C. UPDATE: SAFETY INCIDENT AND SAFETY PROCEDURE:** Assistant Director Loeffelholz confirmed that the New Glarus Police Department has the letter and will provide documentation when they have an opportunity to deliver the letter. Policies from other Libraries are being reviewed and making updates to the NGPL safety policy will be a future agenda topic. L. Hiland has emailed Police Chief Burt Boldebuck the dates of our September 2014 meetings if he can attend to discuss safety ideas and procedures. Director White reported that she has been updated on this item and has had prior experience with safety incidents that had resulted in banning letters being issued.

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. In addition, she has requested a change to the reports we receive and will be working with Treasurer K. Budsberg on the changes. Director Wright asked for clarification on who CFSW is and their role; several trustees answered and offered examples of past grants the Library has received from CFSW. L. Hiland also shared that Ann Heiden is the new Executive Director at CFSW, she replaces Sue Conley. L. Hiland went on to talk about information A. Heiden and Linda Gebhardt had shared regarding pledge cycles, endowment details, and that CFSW has updated their grant application process to be done entirely online.
- B. BUILDING COMMITTEE:** L. Hiland reported that the Building Committee had met last Tuesday, August 19th. As mentioned earlier tonight we had developed questions for both D. Haeffner and PRA. B. Weiss added that the next meeting is currently planned for August 27th at 6:30 p.m. P. Streiff and J. Hoesly commented on the responses from PRA related to asbestos and the DNR review process, respectively. In response to a comment from J. Hoesly regarding collection weeding, Assistant Director Loeffelholz talked about past collection practices.

Director White added that the ideal is when you are weeding based on the physical condition (i.e. damaged) and the circulation numbers. K. Budsberg added that he has discussed the responses from PRA with Administrator Nic Owen and asked him about the costs of the studies that will need to be done on the Village Hall. L. Hiland circulated a letter she had received from the firm, Knoke & Ingebristen, regarding properties for sale.

- C. CO-CHAIRS TEAM:** Met last week and are planning a donor informational event on September 25th starting at 7:00 p.m. at the SCNA (Swiss Center of North America). They also discussed planning and holding a set number of fundraisers each year.
- D. COMMUNICATION TEAM:** We discussed bringing back the series of informational articles. For Director White we gave an overview of past articles and how they were distributed. We then had a discussion that jumped around and touched on: article topics, questions staff receives from patrons, newsletter, time of day that informational meetings and open houses are held, program attendance, bookmarks, funding, Facebook, storytime, the referendum, Library website, booklets, budgets, and statistics.
- E. PARTNERSHIP TEAM:** K. Budsberg pointed out the importance of maintaining and enhancing our current partnerships. While making sure to focus on pursuing new partnership opportunities whenever possible, whether with church groups, day care providers, etc.
- F. VILLAGE BOARD LIAISON:** Nothing to report.
- G. GRANTS TEAM:** Nothing to report.
- H. DIRECTOR'S REPORT:** Assistant Director Loeffelholz reported that she is working with Amy Thurow, Middle and High School Librarian for the New Glarus School District, and SCLS (South Central Library System) to offer "web-only" library cards to all middle school students. It is another way to provide library access and at the same time increase awareness and encourage students to utilize the programs; Overdrive and Tutor.com. L. Speth and J. Hoesly talked about their experiences with middle school students and thought the program was a good starting point. Directors White and Loeffelholz then talked about how they have been working together over these first two days, such as staff introductions, schedules, where items are stored on the computer, in the office, etc.
- I. WISCONSIN LIBRARY TRUSTEE TRAINING WEEK:** L. Hiland started by sharing that the four webinars were made possible by a grant (and organized by Nicolet Federated Library System and supported by 13 other public library systems). L. Hiland then provided both a summary and circulated a written report about the two webinars she had participated in. L. Hiland is also planning on attending an additional training class Thursday, August 28th. B. Weiss then briefly spoke about the three webinars she had listened to; B. Weiss also circulated a written report.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by L. Speth. Motion carried at 8:43 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE SEPTEMBER 9, 2014 LIBRARY BOARD MEETING.

New Glarus Public Library

Library Resolution 14-09LB

RESOLUTION FOR APPOINTMENT OF FULL-TIME LIBRARY DIRECTOR

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Lauren E. White to a full-time Library Director position with the New Glarus Public Library. Said employment shall be effective on or before September 1, 2014. Compensation for this full-time position, shall start at a base salary of \$43,680. All benefits shall be as referenced in the Library Personnel Handbook. With the exception of vacation time being granted at three (3) weeks. In 2014 this three (3) weeks of vacation will be prorated base on Lauren's actual start date.

Employee shall be paid in accordance with the Village of New Glarus payroll schedule.

Adopted this 26^h day of August, 2014.

PRESENTED: 08/26/2014
ADOPTED: 08/26/2014

Linda Hiland, Library Board President
New Glarus Public Library

Rebecca L. Weiss, Library Board Secretary
New Glarus Public Library

Lauren E. White, Director
New Glarus Public Library