

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 23, 2014**

Vice President Suzi Janowiak called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Janowiak) were: Kevin Budsberg, Jody Hoesly, Lexa Speth (arrived 6:35 p.m.), Petra Streiff and Becky Weiss. Linda Hiland was absent. Also in attendance was Library Director Lauren White.

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

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

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: 2015 OPERATING BUDGET PROCESS:

Decided we would discuss this topic under agenda item 5F – Village Board Liaison.

B. DISCUSSION & CONSIDERATION: BUILDING PROJECT: Director White reported that she had received an email from Deb Haeffner, Building & Design Consultant with SCLS (South Central Library System) that contained a video about assessing Library facility needs; Director White will forward the email after the meeting. K. Budsberg and P. Streiff then both spoke about assessing the Village Hall, timeframes and costs. B. Weiss questioned if the assessment needed to go out to bid; K. Budsberg thought it might, which would extend any timeframes.

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. After the meeting K. Budsberg will forward a copy of a pledge letter and asked that trustees review the wording to see if we will be asking CFSW to change the wording on future pledge letters.

B. BUILDING COMMITTEE: Nothing to report.

C. CO-CHAIRS TEAM: Reminder of the event scheduled for this Thursday, September 25th at 7:00 p.m. at the Swiss Center of North America. S. Janowiak had emailed out a list detailing who is responsible for bringing drinks/snacks for that night. Briefly discussed the positive reaction that has been received in response to the articles the Co-Chairs have been organizing.

D. COMMUNICATION TEAM: Nothing to report.

E. PARTNERSHIP TEAM: Nothing to report.

F. VILLAGE BOARD LIAISON: P. Streiff started by reporting that at the last Village Board meeting that it was approved to continue exempting from the Green County Library Tax. But that as part of the discussion, Village staff was asked to calculate what the non-monetary benefits are that the Library receives for using the Village Hall. P. Streiff has had a meeting with Village Administrator Nic Owen and has requested that same breakdown for other users of Village Hall. Also at the Village

Board meeting that night, considering a 5% reduction to the Village's funding of the Library was suggested, P. Streiff reported that she shared with N. Owen the importance of any budget cuts being taken across the board. P. Streiff also added that the increase for benefits was expected to come out at 4% instead of the original 10% used in projections. L. Speth asked for clarification of an item she remembered being mentioned in the past regarding the percentage the Village was required to hold in reserves. K. Budsberg thought that information was listed in a resolution; B. Weiss thought it was an audit document. Next we had a discussion that touched on the budget process timeline, reserves, sinking funds, borrowing limit, audit, and Village departments.

G. GRANTS TEAM: Nothing to report.

H. DIRECTOR'S REPORT: Director White spoke about the 2014 Wisconsin New Library Director Boot Camp she had attended in Stevens Point last week. It provided her a chance to do some networking, but she did point out that the majority of Director's in attendance were from libraries in the northern part of the state so they are unlikely to see each other. Director White has been talking with the SCLS IT Department as she has not been able to locate a budget document on the Library's FileShare. In addition, she and the IT department are discussing moving a CPU and updating a laptop for Director White to use at offsite meetings. It was suggested that Director White add to the list of IT questions: how does SCLS back-up files and what is the computer replacement schedule by L. Speth and B. Weiss, respectively.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: SETTING SCHEDULE AND FORMAT FOR LIBRARY DIRECTOR PERFORMANCE REVIEWS: At this time we are looking at the Executive Committee sitting down with Director White in the next few weeks to present the document format that will be used for a three month check-in review. L. Speth and J. Hoesly had examples and suggestions on items to incorporate into the review documents. Director White also will present a list of 2-3 goals at the three month check-in. We also decided on a six month and yearly reviews with the entire Library Board.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 7:56 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE OCTOBER 14, 2014 LIBRARY BOARD MEETING.