

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday October 14, 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: Jody Hoesly, Suzi Janowiak, Petra Streiff and Becky Weiss. Kevin Budsberg and Lexa Speth were absent. Library Director Lauren White was also in attendance.

APPROVAL OF AGENDA: The agenda 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.

OLD BUSINESS:

- A. DISCUSSION & CONSIDERATION: BUILDING PROJECT:** L. Hiland reported on the October 7th Village Board meeting where Village Administrator Nic Owen was asked to look into the cost for a condition report for the Village Hall. It was pointed out that based on the discussion of a similar report being prepared for the Chalet of the Golden Fleece that the report would focus on the condition of the building but not specify costs. That the actual costs say to repair/replace the HVAC system would be a different step in the process. P. Streiff did share with the Village Board that the Library Board had passed a motion to move forward with expansion at Village Hall under the assumption that remediation is not too expensive; but that those minutes would not be approved till the next meeting of the Library Board. Since she had been out of town, L. Hiland had a meeting with N. Owen and Village President Roger Truttmann for an update on the building project. J. Hoesly asked P. Streiff if relocation was brought up at the last meeting; P. Streiff responded that it was pointed out that it was not part of the agenda so it was not discussed, but that yes she did anticipate that it would be a future agenda item. In response to a request for clarification about the Village Hall site from Director White. Everyone around the table shared both strengths and weakness about the Village Hall site.
- B. DISCUSSION & CONSIDERATION: 2015 BUDGET PROCESS:** P. Streiff gave a reminder that all budget items are still up for debate. For example, the two percent raise for all staff that has been proposed could still be changed. This lead into a discussion of salary, benefits, raises, and the five-year financial plan. L. Hiland volunteered to prepare a draft of a budget request memo to be discussed at our October 28th meeting.

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: NEWSPAPER ARTICLE:** Minor typographical corrections and spacing edits were suggested. Moved to approve submitting the newspaper article with amended changes by B. Weiss, second by S. Janowiak. Motion Carried.
- B. DISCUSSION & CONSIDERATION: RESOLUTION LB14-10 RECOGNIZING INTERIM DIRECTOR ERICA LOEFFELHOLTZ:** E. Loeffelholtz will be attending our next meeting, scheduled for October 28th, to present a report on her time as Interim Director. Moved to approve LB14-10 by S. Janowiak, second by P. Streiff. Motion Carried. A copy of LB 14-10 is included at the end of these minutes.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the September 23, 2014 bills totaled \$483.32 and the October 14, 2014 bills totaled \$1,471.60. The bills were initialed by trustees to show approval for payment. Prior to the meeting the September 2014 financial report prepared by Village Clerk-Treasurer Lynne Erb had been emailed. Director White also reported that L. Erb had been helpful in assisting with reviewing invoices for a vendor account that had been double-paid.

DIRECTOR'S REPORT:

New Policy for Time Cards:

In late September, I implemented a new time card policy with the hope that we will have better time accountability. It was found that some staff members were not filling out their time cards, or they were incomplete, so when it came time for me to approve them, it was a guessing game as to the hours and the shifts that staff were working. This resulted in a staff member not being paid the correct amount and created a lot of extra work for Barb and I. Now, the policy is that staff members must approve their time card prior to me seeing it. So, employees must initial their time cards on their last shift before I see them. In doing this, staff become responsible for their own time and fewer errors are made.

Shelving Accuracy Project:

It has been noticed that there are quite a few persistent shelving issues. At first, gentle reminders were left on the staff WIKI, but the errors continued and staff became frustrated. I was approached by Sue to see if there was anything we could do to fix the shelving errors. Rachel has been one of the staff members noticing the most errors, so I put her in charge of a project to help with shelving accuracy. Sue and Katie have colored slips that they put in items before they are shelved and then Rachel checks the items with the colored slips for accuracy. When she notices an error, she writes it down, and then has been following up with Katie and Sue. She has been great about explaining the shelving system to the pages and we're hoping that in time, this persistence will pay off and fewer errors are being made. Right now, there aren't consistent issues with shelving, it seems to be widespread, so Rachel will continue to observe, look for patterns, and address issues as they come up. It is my hope to these issues will resolve themselves with Rachel's mentoring.

Community Foundation Grant:

Erica wrote a community foundation grant proposal for the purpose of buying clear acrylic shelving bins to use when we reorganize the children's picture book collection. The goal is to sort all of the children's picture books by subject in order to make the collection easier for parents and children to browse. As of September 17th, the grant was submitted and we're waiting to hear back on whether or not the application was accepted.

Gardening Workshops:

On September 8th, the seed saving gardening workshop was held and five people attended. Everyone seemed to be very interested in the process of seed saving, rotating their gardens, and what to do about

plants that get viruses from the soil (e.g. how does one protect the plants in the future, etc.). It was a really informative class and everyone seemed to enjoy it. Erica is hosting the last gardening workshop in early October, which is the herbal spa.

Green County Director's Meeting:

All of the directors are in agreement that we will use the funds from the county to send our staff to WLA (November 4-7). If we have any remaining funds from the amount that we're given, the agreement is that they will be used for staff development through CE classes, etc. I have decided to keep the library open while Ignacia and Erica go to WL—Ignacia on Wednesday and Erica on Thursday. The funds will cover their cost for registration, individual membership, a meal, and mileage. Both have selected programs that fit their interests and job duties and are excited about attending.

Cluster nominations were also made for the committee seats that are opening up in 2015. I agreed to stay on the administrative council committee and Monroe will keep someone on the technology committee.

Lead the Revolution: Leading Change by Changing Leaders (CE Workshop)

This workshop was held on October 7th at the Fitchburg Public Library. From developing leadership self-awareness to navigating constant change to creating an environment in which employees are encouraged to support each other, the focus of this program focused on developing strong employees and strong organizations. Participants were to leave better prepared to take on the challenges facing the modern public library and to help start the library leadership revolution. I really, really enjoyed attending the program and learning more about the management side of things. In some ways, this is a new role for me and sometimes, I feel like there's so much to learn and I don't always know the best way to go about learning these skills. However, this workshop helped me zero-in on specific materials I should consult and collaborating with other libraries was nice.

Staff Meeting: October 3rd

We held our first staff meeting on October 3rd and everyone but Katie was able to attend. The meeting was centered around some changes that I want to see and that the staff wants to see. I am dedicated to implementing an active customer service model and after discussing this with staff, the plan is to begin by scheduling someone to be at the desk during busiest hours. I will need to acquire a stool for them to sit on while they're stationed out there and that is the one thing holding us back from implementing this immediately. This came after I noticed a defined passive attitude when it came to customer service and it has become reactive instead of active.

Another change that staff and I agreed upon was another thorough cleaning of the back storage closet with the goal of being able to access everything and walk through the room, which isn't possible right now. Given some negative past experiences, it was decided that all staff will have an active role in cleaning out the closet. It is my hope that we can give Ignacia a designated space in there and that all of her materials will be centralized instead of some of them being in the storage room, some being in my work area, and some being in the staff work area. This should reduce clutter and make things a lot easier to access.

Staff also suggested that we implement a new labeling project that makes it easier for our patrons to browse the collection. So, Rachel will begin that soon and labels have been ordered. As far as the categories go, right now we're thinking that the following genres will be covered: sci-fi/fantasy, romance, western, inspirational fiction, and mystery.

On the subject of the collection, another weeding project is likely in the coming months. The collection is bursting at the seams and we are out of room in most of the fiction, large print, and DVD areas. This is a normal part of collection maintenance, and while staff seem apprehensive to being the project again, we almost have to do a 1 for 1 when adding to the collection. Ultimately, we want our patrons to have access to the new materials that they want and there won't be space for them if we don't free up some space. The suggestion was made that we can put books on the floor, but I feel strongly against that and do not recommend it. Not only would it further clog up the aisles, but materials just aren't accessible when they're on the floor.

File Security, Computers, and Backup

When I spoke with IT as part of my new director orientation, we spoke about backing up files. Much to my surprise, NGPL is not backing up files anywhere. So, if my computer were to bite the dust, and it hosts the file share, all of that information would be gone. Forever. I've begun looking into the direction I'd like to go—external hard drive vs. cloud storage and for the amount of storage we'll need, we will have to pay some amount. This is a new revelation and I need to do a bit more research before I make any decisions. Regardless, I feel that we should back up our files onto something because if we don't, we're just playing Russian roulette and that's never wise.

On the subject of computers, I've been evaluating the effectiveness of the set up that we currently have. To increase productivity and avoid using my personal laptop for meetings, etc, I've been looking into using the laptop that sits in the office for my work (and docking it so that it projects onto the monitor), and then replacing one of the oldest public computers with the desktop that's in the office. We are due to replace 4 next year, so to ease that, we can take one from the office and then buy one for this year. Then, next year we'll be back to only needing to replace two. I explored the option of purchasing a different computer for my use; the SCLS only supports the Dells that they have, so there's no point in purchasing a computer that isn't supported.

**New Glarus Public Library Program Attendance
September 2014**

Activity	Date	Number of Attendees
Scrabble	Tuesday, September 2 nd	5
Story Time	Friday, September 5 th	14C/5A
Gardening Workshop: Seed Saving	Monday, September 8 th	7
Scrabble	Tuesday, September 9 th	0
Adult Book Club	Wednesday, September 10 th	12
Story Time	Friday, September 12 th	14C/5A
Scrabble	Tuesday, September 16 th	0
Story Time	Friday, September 19 th	13C/7A
Scrabble	Tuesday, September 23 rd	0
Scrabble	Tuesday, September 30 th	2

Director White then responded to several follow-up questions about items in the Director's report, staff, scheduling, collections, and computers.

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

APPROVAL OF MINUTES:

- A.** Moved to approve the September 9, 2014 Library Board minutes by S. Janowiak, second by J. Hoesly. Motion Carried.
- B.** Moved to approve the September 23, 2014 Library Board minutes by S. Janowiak, second by P. Streiff. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by L. Hiland. Motion Carried at 8:30 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE NOVEMBER 11, 2014 LIBRARY BOARD MEETING.

New Glarus Public Library

Library Resolution 14-10 LB

RESOLUTION RECOGNIZING ERICA LOEFFELHOLTZ AS INTERIM DIRECTOR

WHEREAS, The New Glarus Public Library Board of Trustees would like to recognize Erica Loeffelholz, who served as the Interim Director at the New Glarus Public Library (NGPL), New Glarus WI from June 27, 2014 to August 25, 2014; and

WHEREAS, Erica Loeffelholz was responsible for undertaking a variety of tasks:

- Prepared the staff schedule
- Placed orders for materials and supplies while also working with the Village Administration to process payment of the invoices
- Assisted with multiple Summer Reading Program (SRP) activities ranging from the Zinghoppers dance party, to Arts & Crafts day, to the end of summer carnival. As of August 11th the number of individuals enrolled in the SRP were: 61 pre-school, 127 elementary, and 31 teens
- Submitted an article to the Post Messenger Recorder weekly
- Added documents on a regular basis to the Library website and helped maintain social media sites

WHEREAS, Erica Loeffelholz also:

- Attended meetings of the Green County Library Directors and NGPL Library Board
- Communicated issues clearly to the Library Board, provided supporting documents and/or suggested wording changes and continued to follow the issue till it was resolved
- Participated in preparing budget documents
- Met with staff at the New Glarus Middle and High Schools to offer “web only” cards to all middle school students

WHEREAS, Erica Loeffelholz assisted with grants:

- Submitted the final grant report for the program “1,000 Books Before Kindergarten”
- Worked to apply for a grant that would help support changing how materials are shelved in the Children’s collection (to be shelved by subject instead of by author name)

WHEREAS, during this interim period it is important to note that:

1. The Library was understaffed by one full-time adult staff person
2. As we are involved in a Library expansion project Erica was regularly involved with fielding questions and searching the archives for past architect studies or minutes
3. Erica was an active participant in the search for a new director; as she helped develop interview questions, attended the interviews and provided valuable insight during the selection process by sharing her observations as a staff member

NOW THEREFORE BE IT RESOLVED, that the New Glarus Public Library Board of Trustees, does hereby recognize Erica Loeffelholz for her valuable communication skills and attention to detail. Additionally, we are extremely grateful for Erica's willingness to undertake the additional duties, responsibilities and time involved with being an Interim Director. Thank you Erica, we commend you for a job well done.

Approved: October 14, 2014

Linda Hiland, President

Suzi Janowiak, Vice President

Kevin Budsberg, Treasurer

Rebecca Weiss, Secretary

Jody Hoesly, Trustee

Lexa Speth, Trustee

Petra Streiff, Village Board Liaison

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	198	477	6821	772	3310	1586	660	297	196
August	173	185	6319	980	2889	1399	602	271	178
September	192	40	5887	1239	2477	1062	722	204	183
October									
November									
December									
Total:	2327	2886	56274	7434	26217	12087	6619	2208	1709
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	2284	205	83	23
July	6	6	0	456	907	1965	194	95	15
August	10	8	0	563	889	2407	188	78	21
September	5	4	1	691	1011	1910	220	93	23
October									
November									
December									
Total:	70	50	5	4495	7335	17846	1966	923	131
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	3433	213	16.1	3	11	4	233 C/98A	7	342
August	3296	214	15.4	2	10	2	118c/61A	4	189
September	2796	209	13.3	7	26	3	41c/17A	10	60
October									
November									
December									
Total:	26463	1842	N/A	42	225	37	1293C/345A	79	1839