

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, January 13, 2015**

President Linda Hiland called the meeting to order at 6:32 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 (left at 8:38 p.m.), Petra Streiff and Becky Weiss. Library Director Lauren White was also in attendance.

**ANNOUNCEMENT:** The Library Board will convene into a closed session called under Wisconsin State Statue 19.85 (1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of 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. (Capital Campaign)

**APPROVAL OF AGENDA:** The agenda was approved on a motion by S. Janowiak, second by J. Hoesly. Motion Carried.

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

**NEW BUSINESS:**

**A. DISCUSSION & CONSIDERATION: INFORMATION REQUEST:** L. Hiland reported that she has not received any additional updates from either Village Administrator Nic Owen or the Village Attorney. After the meeting L. Hiland will follow-up with N. Owen and the requester to share that the consensus of the Board is that we are waiting for the Village Attorney's pending legal opinion. It will also be noted that some of the information is already available from the Financial Report prepared by Village Clerk-Treasurer Lynne Erb.

**OLD BUSINESS:**

**A. DISCUSSION & CONSIDERATION: ADJUSTMENTS TO LIBRARY DIRECTOR**

**EVALUATION FORM:** It has been proposed that we maintain the scoring system of using 1 – 5 but expand on the definitions of what the numbers represent (example, 2 = Novice, 4= Advanced). Both K. Budsberg and B. Weiss asked questions about the scoring scales. J. Hoesly, L. Speth and L. Hiland all added that they have experienced these scales in their jobs. In response to a questions from K. Budsberg, Director White replied that she is fine with either scale, the proposed one is closest to what she has been evaluated on in the past. Director White then asked about the probationary period to which L. Speth, J. Hoesly, K. Budsberg and L. Hiland all shared examples and opinions about the probationary period. This lead into a discussion about collection management, delegation of tasks, and circulation numbers. L. Hiland volunteered to update the form with changes to the rating scale, wording edits and remove some of the formatting colors. Moved to accept the 6 month evaluation form, with the changes, by K. Budsberg, second by B. Weiss. Motion Carried.

**BILLS / FINANCIAL REPORT:** There was two sets of bills presented: the January 13, 2015 bills totaled \$21,035.76; in addition, the last group of bills from 2014 totaled \$2,931.42. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had

emailed the monthly financial report prepared by Village Clerk-Treasurer Lynne Erb. K. Budsberg asked when the 2014 financials would be closed out; Director White replied that Village Administration was looking at that being completed the following week. Director White also added that in the upcoming year she will be working with staff to make sure they schedule vacation time in advance so we do not encounter a situation where a staff member loses vacation time.

## **DIRECTOR'S REPORT:**

### **Green County Director's Meeting:**

In December, the library director's in Green County met to discuss initial plans from M45, the marketing firm we're currently working with. For some time, the idea to promote Tutor.com as a count-wide initiative. M45 came to the November director's meeting and then started putting together some sample promotional materials. However, when we met in December, it was clear that the amount of work that would be required by all directors to promote the services, even with the help of M45, would be too demanding. So, instead, we decided to go back to the drawing board and find a way to work with M45 on promoting Green County libraries as a whole. I anticipate that we will have some initial promotional materials for review in late January from M45 to review once again. Our goal in broadening our scope is to create a greater awareness for Green County libraries without focusing on specific services, which likely vary from library to library.

### **December Staff Meeting:**

We had a very productive staff meeting in December and all but one staff member was in attendance. One of the first things we discussed was how the new customer service model is going for everyone. Staff are now working four hours on the desk per day and have a stool that they are using to make the time there more comfortable. A few of the staff members mentioned that the stool was a bit uncomfortable and I have since invested in a cushion for them to use. Otherwise, the feedback was very positive and I have noticed a great increase in the level of customer service library staff provides. As a whole, staff greet patrons as they come through the doors, they are more attentive to the needs of patrons, and I'm confident that patron satisfaction is higher because of this change. No further changes to the customer service model will be made at this time.

### **Shelf Reading Project:**

Another concern that was brought up at staff meeting was the number of shelving and circulation errors being made. These range from minor issues to more concerning issues and staff are encouraged to be especially mindful right now. Errors in shelving can occur for a variety of reasons and can be the result of patron browsing, so one thing I've asked staff to do is begin shelf reading one hour per week. There is a binder where everyone will record their time spent shelf reading and there they stop and start. Everyone will begin in one area of the library and each person will begin where the previous person left off. Eventually, all items in the library will have been shelf read and this should solve some of the issues we're finding on the shelves. By structuring the shelf reading assignments as such, everyone will have a chance to read a variety of areas. Staff are also being encouraged to look at the condition of items and weed those that are obviously need work or have damage to them.

## Storage Room Update:

At the December staff meeting, I asked for a progress update on the back storage room and also gave a timeline for completion. The youth services portion of the closet, which is in the majority, will need to be finished by January 16th and then the rest of the staff will begin working on cleaning and organizing. I have asked that the second portion of the project be finished by mid- March. Once we have a better idea of what is in the storage room, we can begin upgrading and updating where necessary (e.g. the board games for teens are grossly outdated).

## Summer Reading Program 2015:

Youth services staff members have already begun planning for the 2015 collaborative summer reading program! In December, Erica and Ignacia attended a SRP workshop for SCLS libraries and said that they really enjoyed sharing ideas with their peers. While we're still in the very early planning stages, it is something we're beginning to focus on and we will have a SRP meeting in late January to begin solidifying program specifics and changes we would like to make from 2014. Ignacia has also begun booking programmers for the summer and hopes to book several more.

## New Glarus Public Library Program Attendance December 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
Family Holiday Movie	Monday, December 1st	15C/6A
Scrabble	Tuesday, December 2nd	2
Preschool Story Time	Friday, December 5th	8C/2A
Scrabble	Tuesday, December 9th	3
Adult Book Club	Wednesday, December 10th	6
Preschool Story Time	Friday, December 12th	6C/2A
Scrabble	Tuesday, December 16th	2
Preschool Story Time	Friday, December 19th	11C/4A
Scrabble	Tuesday, December 30th	3

K. Budsberg commented that he found the section about shelf reading interesting and L. Hiland added that she enjoyed Director White's most recent article in the Post Messenger Recorder.

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

**APPROVAL OF MINUTES:**

A. Moved to approve the December 9, 2014 Library Board minutes by S. Janowiak, second by K. Budsberg. Motion Carried.

**DISCUSSION & CONSIDERATION: CAPITAL CAMPAIGN:** L. Hiland started by reminding us that discussion about the campaign should be general in nature. But that if needed we were to let her know so we could move into closed session to discuss specific donors.

K. Budsberg reported that at a recent meeting of the Co-Chairs that they had taken a look at what steps had been undertaken in the campaign, where we are at today and where do we want to be in the future. K. Budsberg next provided a brief summary of events from the original report done by Jodi Bender Sweeney, development of the case statement, activities of the Co-Chairs, Grants Team, etc. He then asked what do we want the Co-Chairs to do moving forward.

Maintain their current tasks and continue to focus on communication; re-evaluate and re-start various groups such as the CPC (Capital Planning Committee); focus on raising funds for the endowment fund; or other duties?

L. Hiland pointed out that the Friends of the New Glarus Public Library are hosting two events in the coming months; 3<sup>rd</sup> annual Trivia Night and the Foot Golf event. That anyone can choose to donate to the endowment fund at any time, but does not see that the endowment should be the current focus.

B. Weiss clarified that since the project has to go to bid that the Architects have experience with what can and cannot be used for in-kind donations from local businesses and organizations. S. Janowiak suggested checking again with others (for example Barb Anderson) and seeing if there were any ideas from the school referendum process or The Swiss Church building addition that should be an idea we consider.

In response to a question from L. Speth; K. Budsberg said one of the things the Co-Chairs is looking at is do we need to bring back the CPC? S. Janowiak summarized for the group who the CPC members were and some of the tasks they had performed. B. Weiss questioned the value of bringing back the CPC, as she had concerns about scheduling and what duties they would be assigned. K. Budsberg mentioned that one of their duties may be to revise the case statement and other promotional materials. Discussion continued on the topics of building plans, team members, case statement, plus the referendum results in relation to both borrowing and site location. P. Streiff also mentioned Village levy limits and borrowing for upcoming street projects. Consensus was not to bring back the CPC at this time.

J. Hoesly offered to check with a resource from her job to see if they have any additional resources for grants or classes that may be beneficial to the campaign. L. Hiland provided a brief summary of the ribbon cutting ceremony she attended at the Orfordville Public Library.

**AGENDA ITEMS #12 & #13:** It was determined that the closed session was not needed.

**ADJOURNMENT:** Meeting adjourned on a motion by B. Weiss, second by S. Janowiak. Motion carried at 8:50 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE FEBURARY 10, 2015 LIBRARY BOARD MEETING*

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<b>New Glarus Public Library 2014</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
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	254	83	6391	1187	2879	1138	758	231	198
November	260	21	5957	1173	2677	1137	654	180	136
December	282	595	6343	1095	3215	1345	1269	1679	188
Total :	3123	3585	74965	10889	34988	15707	9300	4298	2231
<b>2014</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
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	6	4	0	613	920	1189	235	115	33
November	5	4	0	607	858	1240	182	98	11
December	13	12	0	575	756	1316	191	106	22
Total :	94	70	5	6290	9869	21591	2574	1242	197
<b>2014</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
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	85C/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	2952	218	13.5	6	44	5	74C/25A	11	118
November	2531	187	13.5	5	16	2	33C/9A	8	58
December	2475	200	12.4	5	17	4	40C/14A	9	71
Total :	34421	2447	N/A	58	302	48	1440C/393A	107	2086