

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, January 27, 2015**

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: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Also in attendance was Library Director Lauren White.

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

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

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: VILLAGE HALL BUILDING CONDITION

REPORT: Village Administrator Nic Owen had forwarded the report titled "Village of New Glarus, Village Hall Plan Review" written by the Village of New Glarus Building Inspector, Mike Fenley. B. Weiss asked since the Village Board directed M. Fenley to prepare the report, if the report had been discussed at the Village Board; P. Streiff replied it had not. P. Streiff added that she thought the report should start with the Building Committee reviewing it. K. Budsberg asked for thoughts on the report; it was mentioned that the report touched on some expected items such as HVAC and electrical. But overall we were surprised that items such as ADA compliance, fire walls, etc. were not mentioned. Next we discussed timeline, site location and the referendum results. Moved that the Village Hall Building Condition Report be forwarded to the Building Committee for review by L. Speth, second by S. Janowiak. Motion Carried.

B. DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR'S 2015 GOALS: Prior to the meeting Director White had emailed her list of goals for 2015. Multiple trustees offered positive comments on the goals selected for the upcoming year. S. Janowiak asked if the training for the "soft skills" was generally done as role playing; Director White replied that it can be or in a presentation style format. She is also looking into classes that may be offered thru SCLS (South Central Library System) on this topic. B. Weiss asked for clarification on which staff members are involved in the collection management process; Director White clarified that the section referred not to weeding of the collection for damaged items which all staff can do, but overall development of the collection which would be herself and Assistant Director Erica Loeffelholz. Moved to approve Library Director's 2015 Goals by J. Hoesly, second by B. Weiss. Motion Carried.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: INFORMATION REQUEST: L. Hiland started by confirming that all had received a copy of the opinion letter from William E. Morgan with Murphy Desmond Lawyers. Trustees then read and commented on sections from the opinion letter. L. Speth mentioned that medical information has

HIPA (Health Insurance Portability and Accountability Act) and questioned if there was something similar to HIPPA that would apply to this information request. K. Budsberg summarized that the opinion letter mentions there is no case law, no state statutes, no code or laws that address this issue; so it was determined that we would also check with CFSW (Community Foundation of Southern Wisconsin, DPI (Department of Public Instruction) and SCLS to see if they had any additional information or guidelines. We then continued to discuss the Wisconsin state statues, financial information, privacy, and public policy. L. Hiland will email the requester and N. Owen and share that in light of the attorney's response we will be working with CFSW to develop a policy and continue to provide information as appropriate. L. Hiland will follow-up with both CFSW and DPI, while Director White checks with SCLS.

REPORTS/DISCUSSION/CONSIDERATION:

- A. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW report balanced last month and that the charts had been emailed prior to the meeting.
- B. BUILDING COMMITTEE:** Will be checking schedules and setting up a meeting.
- C. CO-CHAIRS TEAM:** Discussing duties and additions to the Co-Chairs team.
- D. COMMUNICATION TEAM:** Nothing to report.
- E. GRANTS TEAM:** Nothing to report.
- F. PARTNERSHIP TEAM:** Looking at setting up meetings with the New Glarus Home and the New Glarus School District to introduce Director White.
- G. VILLAGE BOARD LIAISON:** P. Streiff reported that there has been no business related to the Library discussed at the recent Village Board meetings. K. Budsberg asked if we wanted to consider placing the CFSW information reported on the monthly Financial Statement to be added to the Director's Report. This moved us into a discussion of the various spots both Village and Library budget information is already displayed - budgets, sinking fund reports, audit reports, etc.
- H. FRIENDS OF THE LIBRARY:** S. Janowiak reminded us that the Friends are hosting the 3rd Annual Trivia night featuring The Flying Zupan Brothers. Trivia starts at 7 p.m. on February 7th at Barnaby's Monticello House. The movie this year is the 1978 version of *Animal House*. The Friends are also assisting in preparing for a FootGolf event to be held Sunday, May 17th at Argue-ment Golf Course. Also mentioned were two other upcoming Library events: the Quilt of Valor Sew-In scheduled for February 7th starting at 10 a.m. and the 1,000 Books Before Kindergarten Party on February 28th at 10 a.m.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by B. Weiss. Motion carried at 7:53 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE FEBURARY 10, 2015 LIBRARY BOARD MEETING