

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, February 10, 2015**

President Linda Hiland called the meeting to order at 6:35 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. Library Director Lauren White (left at 7:41 p.m.) was also in attendance.

ANNOUNCEMENT: The Library Board will convene into a closed session called under Wisconsin State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility (Library Director Performance Evaluation).

APPROVAL OF AGENDA: The agenda was approved on a motion 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: 2014 ANNUAL REPORT: J. Hoesly started by asking if there were any big changes this year; Director White replied yes we weeded the Children's book kits. She also noted a small decrease in circulation numbers across the board and the summer reading program specifically the number of teens. B. Weiss asked Director White how the process went as this was her first time completing the annual report; Director White said she utilized SCLS (South Central Library System) staff for a variety of questions. K. Budsberg clarified was getting the data hard and/or did it require hours of research; no replied Director White once SCLS pointed out where the information is stored. She further added that SCLS pre-populates some of the information and then it is up to each individual library to fill in specific items such as the summer reading program numbers. S. Janowiak asked for clarification about the question denial of services; Director White responded this does not apply to NGPL, but an example would be a Library who charges for services. L. Hiland asked where the utility costs come from; Director White said the numbers are provided by Village Clerk-Treasurer Lynne Erb. Director White added that Mark Ibach, Consulting Services Coordinator with SCLS checked the report twice.

B. Weiss moved to approve the statement "The New Glarus Public Library Board of Trustees hereby states that in 2014, the South Central Library System **Did** provide effective leadership and adequately meet the needs of the library." second by S. Janowiak. Motion Carried.

Moved to accept the 2014 Annual Report by S. Janowiak, second by B. Weiss. Motion Carried.

L. Hiland signed the 2014 Annual Report copies and Director White will submit them to SCLS. In addition, Director White will email a copy to the Board for their records.

B. DISCUSSION & CONSIDERATION: PUBLIC POLICY: Director White had received a reply from Kara Blue, Library Director at Albertson Memorial Library in Albany WI about donation procedures. In addition, L. Hiland had information from the DPI (Department of Public

Instruction) and CFSW (Community Foundation of Southern Wisconsin). We went on to discuss the attorney's letter, different types of policies, and public records documentation and WI State Statutes. K. Budsberg, S. Janowiak, L. Speth and Director White all agreed to check with additional sources such as ALA (American Libraries Association) and start developing a policy to be discussed at a future meeting.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the January 27, 2015 bills totaled \$2,252.04 and the February 10, 2015 bills totaled \$1,771.15. 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 L. Erb. B. Weiss asked Director White if she was feeling more comfortable with how to update the budget given that there was now actual numbers for 2015 versus projected numbers. Director White said yes, and added that L. Erb had assisted with providing a spreadsheet to help track bills from Amazon.

DIRECTOR'S REPORT:

SLP Discussion:

Youth services staff members and myself met to discuss plans for the 2015 Summer Learning Program on January 29th and I think we all walked away with a better sense of what we'd like to do this year. We specifically examined what was done last year and what we'd like to do this year. To keep consistent with the national Collaborative Summer Reading program, I have asked that all artwork for the summer should be from 2015 (e.g. not using old artwork for the current program and not using the adult program artwork for the teen program). This is different from previous years, but I think it's important to remain consistent with the theme so that the program is universally recognizable. We also plan to have a category for babies and young toddlers this year for the program, which will be new. I have proposed that we have three categories this year: listeners (ages 0-6), readers (ages 7-11), and teens (12-18) to provide a more well-rounded program that really addresses all ages and encourages reading at every level. Staff also discussed incentives this year and if that is something that we want to use and what types of incentives would be used. There is a lot of talk around literacy incentives (e.g. giving away books as prizes), but that is often costly. However, the consensus is that we don't want to give away trinket prizes this year. A carnival, similar to the one done last year, is a possibility, but staff stated that there would need to be several more volunteers than we had last year if it was held again. We will have another meeting in February/March to finalize plans.

1,000 Books Before Kindergarten Party

With the great success of 1,000 Books Before Kindergarten, Erica proposed that we host a party for the participants and honor those who have already completed the program. On Saturday, February 28th at 11am, the library is hosting a party in the Community Room for children and their families. Cat in the Hat will also make a special appearance thanks to another SCLS library that loaned us their costume! Those that have completed the program will be recognized with crowns and Ignacia will be reading stories and plan fun activities for the morning.

Annual Report and Webinar

On Wednesday, January 14th, I participated in the 2015 annual report webinar to learn critical information in order to prepare the annual report. I found the webinar very useful, especially since I've never prepared such a document before. It will go to the library board for approval at the February 10th meeting and pending approval, will be sent to

the DPI. I anticipate that completing the report next year will be much easier given that I'll have been with NGPL for the duration for the recording period. Keeping monthly statistics throughout the year really helped locate and translate the information much more quickly than trying the piece it together from various sources.

Insurance Meeting with M3

This brief meeting was held to make various Village department heads aware of services this company offers along with our insurance company. They covered various topics such as liability and workplace hazards and indicated that they would be available for trainings should we be interested in them. Their goal is to create safer work environments, which in turn results in fewer insurance claims.

E-Commerce Updates and Webinar

E-commerce is a service that SCLS has been looking at for quite some time and it involves the payment of patron fines by the use of debit and credit cards. There was a webinar held on January 27th, which informed participants on the methods for paying fines online and addressed many questions library directors had. E-commerce was set to go live on Monday, February 2nd, but was delayed due to an issue with fines. Ideally, when a patron of New Glarus returns an overdue item (from New Glarus) to another SCLS member library, New Glarus should get the fine money from that, but because of a glitch, this wasn't happening. So, until this can be fixed, E-commerce will not go live. Right now, E-commerce will be patron led, meaning that library staff are not to handle patron credit/debit cards or have access to this sensitive information. The computers that staff use will also not allow staff to process these payments, so if the patron wants to pay the fine in the library, they must do so at a public computer. Another item to be aware of is that when patrons choose to pay their fines online, the minimum fine balance must be \$10 and the patron will need to pay the full amount on the account (partial payments are not allowed at this time).

Green County Director's Meeting

Due to inclement weather, the turnout for this meeting was low and only Albany, Belleville, and New Glarus director's attended the meeting at Albany on Monday, January 26th. The purpose for this meeting was to discuss how to move forward with the marketing company M45 and if we were interested in their marketing proposal. Because there were so few directors present, we decided that no decision could be made without consulting the other county directors. After emailing them, we decided that it was best to move forward with the marketing plan and a physical meeting will take place with M45 in the next month or so.

January Staff Meeting

The staff meeting in January was held on the 22nd and a variety of topics were discussed. First, staff were given a copy of the new evaluation form that will be used for their annual evaluation. Staff were able to ask questions, however there were none. In February, all staff will meet with me to set their goals for the year and I've asked them to think about how their goals can fit into the new evaluation rubric, which includes areas such as customer service, time management, and technology skills. Another topic we began to explore was soft skills and the point of this was to introduce staff to the idea of them before we begin much larger work on these important customer service skills. We discussed boundaries, respect, and healthy communication with each other because these are some critically important soft skills that we've begun working. Staff also had time at the end to discuss issues that they felt needed

discussion and everyone was able to provide input and give suggestions. All of the children's materials have been organized in the storage room and now all other staff members will begin organizing the rest of the room to make the most efficient use of the space.

**New Glarus Public Library Program Attendance
January 2015**

Activity	Date	Number of Attendees
Scrabble	Tuesday, January 6th	2 Adults
Preschool Story Time	Friday, January 9 th	6 C/ 2 A
Scrabble	Tuesday, January 13 th	2
Adult Book Club	Wednesday, January 14 th	13
Preschool Story Time	Friday, January 16 th	15 C/ 6 A
Scrabble	Tuesday, January 20 th	4
Preschool Story Time	Friday, January 23 rd	24 C/ 10 A
Scrabble	Tuesday, January 27 th	Cancelled by group
Preschool Story Time	Friday, January 30 th	6 C/ 3 A

**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting at this time)
Community Foundation of Southern Wisconsin [most recent information available]**

Library Capital Campaign Fund

CASH Deposits thru 11/30/14	557,165.92
Interest Income from 12/14	115.85
Less fees from 12/14	-166.80
Gifts received	300.00
Pledges paid 11/14	3,175.00
CASH Available 11/30/14	<u>560,589.97</u>

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

B. Weiss asked if M3 may be a resource for focusing on patron and staff safety; Director White said M3 will be coming back in March and she can check then. K. Budsberg had recently had an insurance walkthrough held at his job and found that OSHA (Occupational Safety and Health Administration) guidelines were a major focus. He added that as an example, this would apply to us by focusing on shelving units and racks. S. Janowiak then provided to Director White a brief summary of the group New Glarus Vision and how they have helped with literacy events

and book programs in the past. S. Janowiak will assist in coordinating a meeting between Director White and Mark Janowiak to discuss how the Library and Vision may be able to partner in the upcoming year.

APPROVAL OF MINUTES:

- A.** Moved to approve the January 13, 2015 Library Board minutes, noting typographical corrections, by J. Hoesly, second by K. Budsberg. Motion Carried.
- B.** Moved to approve the January 27, 2015 Library Board minutes, noting typographical corrections, by K. Budsberg, second by L. Speth. Motion Carried.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by L. Speth, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 7:41 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:36 p.m.

RESULTS OF CLOSED SESSION: Six month evaluation was discussed and written in draft form; it will be presented to Director White at our next meeting in closed session.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by B. Weiss. Motion carried at 8:36 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE MARCH 10, 2015 LIBRARY BOARD MEETING

New Glarus Public Library 2015	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	438	115	6113	1642	1337	1130	453	207	161
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:									
Total:	438	115	6113	1642	1337	1130	453	207	161
2015	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	6	4	2	555	832	1819	201	104	14
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	6	4	2	555	832	1819	201	104	14
2014	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2554			5	21	4	51C/21A	9	93
February									
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	2554	0	N/A	5	21	4	51A/21A	9	93