

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

Vice President Suzi Janowiak called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Janowiak) were: Kevin Budsberg, Jody Hoesly (arrived 7:00 p.m.), Lexa Speth, Petra Streiff and Becky Weiss. Linda Hiland was absent. Library Director Lauren White was also in attendance.

**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.

**OLD BUSINESS:**

**A. DISCUSSION & CONSIDERATION: CLOSING OF THE 2014 FISCAL YEAR:** Director White started by describing some numbers from the final audit report. She also commented that in the upcoming years we will continue with the computer replacement schedule, plus have the need for changes to both shelving and the collection. Director White went on to add that there is likely to be a change in insurance given the recent meeting with M3 Insurance, M3 did a tour of both the Library and the Village Hall. K. Budsberg asked about one of the benefit numbers; Director White will confirm if the benefits line was projected using family or single coverage and bring it back to the next meeting. In addition, it was added that on the 2015 revenue side that the fines/fees category reflects amounts from the first two months of the year.

**BILLS / FINANCIAL REPORT:** There were two sets of bills presented: the February 24, 2015 bills totaled \$6,543.56 (minus the \$155.00 attorney fee bill that will be discussed later tonight) and the March 10, 2015 bills totaled \$2,022.45. 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. There were no questions related to the 2015 budget as it was discussed earlier tonight as part of the 2014 budget discussion.

**DISCUSSION & CONSIDERATION: ATTORNEY FEE:** S. Janowiak wondered if since Village Administrator Nic Owen had facilitated the discussion with the attorney if he had been asked about the bill. Director White said not that she was aware of, but that in her discussion with L. Erb referenced the budget field, professional services, as the category the bill would fit under. B. Weiss felt that regardless of what the request was for, this is an issue that we would have consulted an attorney on and that we would then pay for the bill. K. Budsberg added that since this is from the Village Attorney that he would have the Village's interest in the forefront and did we have any comments about a conflict of interest. P. Streiff added that she would be interested in hearing how other Municipalities and Libraries handle these situations. Director White said she could pose that question to members of SCLS (South Central Library Service). L. Speth asked if the bill was for a flat fee or billed hourly. B. Weiss also asked that Director White clarify with L. Erb which account the bill should come from, as several years back we had a set of bills that were incorrectly coded and came from the library budget instead of the savings

account funds set aside for library expansion. K. Budsberg, J. Hoesly and L. Speth all commented on which account the payment should come from.

## **DIRECTOR'S REPORT:**

### **Soft Skills: Communication:**

The first skill that library staff and I are focusing on is communication. We've already seen some big changes this year with the staff Wiki and how it is used and it serves as the perfect segue into working on our interpersonal communication, written communication, and non-verbal communication. Throughout the year, we'll take a variety of courses through WebJunction, which offers free courses and webinars for library professionals. The first course we're taking is "That's Not What I Said!: Foundations of Interpersonal Communication." Each staff member will complete the course and print off a certificate showing that it was completed and will be placed in personnel files. The goal of this is to really focus on how we're communication with each other and the public and it is my hope that the greater awareness will allow us to communicate more effectively.

### **1,000 Books Before Kindergarten Party:**

Our 1 year anniversary party was held on Saturday, February 28<sup>th</sup> at 10 and we had close to 50 parents and children in attendance. Overall, I would say that the party was a huge success and we had a lot of positive feedback from parents. Erica and Ignacia did a phenomenal job planning and presenting this program and their attention to detail really shined. All of the snacks were Dr. Seuss themed as were the activity stations and stories that Ignacia read. Children enjoyed taking photos with the Cat in the Hat, which Katie was kind enough to dress up in. Program participants who had completed their 1,000 books goal were also crowned at the party and enjoyed wearing them with their peers.

### **Collection Maintenance Plan:**

In early February, Erica and I met to discuss collection development and weeding for the year. Together, we're working on identifying holes in the collection and filling them in. The first two areas that I've asked her to buy for are contemporary romance and manga. Contemporary romance is extremely popular right now and we had virtually no representation of this in the collection. As soon as Erica and Rachel put these items out on the new material's shelves they are checked out within the day and it's great to see such a positive response to these materials. Manga is a form of Japanese graphic novels and are very popular with teens, so asked that these be added to the collection. We didn't have a single copy before this process and while it may take some time for teens to realize that we now carry them, I expect them to be popular as well. Erica and I also created a weeding schedule so that we're regularly evaluating items in the collection and making room for new items. Each month, we'll look at a specific section (e.g. non-fiction, fiction, large print, etc) and based on reports from SCLS, we'll remove items based on condition and circulation history. The final change Erica and I have made is to change the way that staff recommend

materials to her. Instead of all staff contributing to a spreadsheet that she sees, she has asked everyone to personally email her with suggestions.

### **February Staff Meeting:**

Much of the February staff meeting centered around a discussion on communication. We filled out an activity that addressed the types of communication we use in the workplace, why we use them, and then the pros and cons of them. Staff were able to better understand how we communicate with each other and that it isn't a one-size fits all method when working as a team. We must all be aware of how we interact with each other both verbally and non-verbally. This meeting is also when I told staff about the WebJunction course and gave them the timeline for completion. Staff then asked questions about various topics and brought other comments and concerns to the table.

### **Summer Learning Program Donation Solicitations:**

This year, Ignacia and I made some minor changes to the way that we solicit donations from various community organizations and businesses. In order to enhance our image in the community, solicitation letters now come with response cards, making it easy for donors to quickly select donation amounts, and prepaid envelopes to make the process as easy as possible for our supporters. Ignacia has already mailed everything out and we're hoping to have a great response for the Summer Learning program this year.

### **Cross-training/ Distribution of Job Duties:**

In order to take some pressure off of staff members, we have restructured the distribution of jobs slightly. Rachel has taken on three new responsibilities, which include three monthly displays, managing the library website, and managing interlibrary loan services. This will give Erica more time to focus on her other job duties and because she has experience in these areas, she can serve as a backup for Rachel in the future. Erica has done a fantastic job training Rachel in these areas and Rachel was very open to the idea of taking on these responsibilities.

### **Library Legislative Day:**

Library Legislative Day took place on Tuesday, February 17<sup>th</sup> in Madison. I had the opportunity to meet with Representative Sony Pope and John Erpenbach with other library representatives from the two districts. As a first time director and a transplant to WI, it was nice to speak with so many other librarians from the area and connect with those that help in decision making for the people of Wisconsin. It was incredibly inspiring to sit amongst such experienced trustees, volunteers, patrons, and librarians who are all as passionate about libraries as I am. WLA did a fantastic job organizing the event and making sure that everyone knew exactly what the purpose of the meetings was and the points that we should hit to be most effective in our short meetings.

Director White talked briefly about their plans to promote the Manga graphic novels for teens, in response to a question from B. Weiss.

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

<b>Activity</b>	<b>Date</b>	<b>Number of Attendees</b>
<b>Scrabble</b>	Tuesday, February 3rd	Cancelled by group
<b>Preschool Story Time</b>	Friday, February 6th	14C/ 5A
<b>Scrabble</b>	Tuesday, February 10th	Cancelled by group
<b>Adult Book Club</b>	Wednesday, February 11th	Cancelled
<b>Preschool Story Time</b>	Friday, February 13th	11C/ 3A
<b>Scrabble</b>	Tuesday, February 17th	5
<b>Preschool Story Time</b>	Friday, February 20th	10C/ 10A
<b>Scrabble</b>	Tuesday, February 27 <sup>th</sup>	3C/ 1A
<b>1,000 Books Party</b>	Saturday, February 28th	24C/ 27A

**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 12/31/14	560,589.97
Interest Income from 1/15	108.04
Less fees from 1/15	-204.16
Gifts received	700.00
Pledges paid 1/15	125.00
CASH Available 1/31/15	<u>561,318.85</u>

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

**APPROVAL OF MINUTES:**

- A.** Moved to approve the February 10, 2015 Library Board minutes, noting typographical corrections, by K. Budsberg, second by L. Speth. Motion Carried.
- B.** Moved to approve the February 24, 2015 Library Board minutes by K. Budsberg, second by L. Speth. Motion Carried.

**ADJOURNMENT:** Meeting adjourned on a motion by L. Speth, second by K. Budsberg. Motion carried at 7:20 p.m.

*Respectfully Submitted,  
Becky Weiss, Secretary*

*MINUTES APPROVED AT THE APRIL 14, 2015 LIBRARY BOARD MEETING*

<b>New Glarus Public Library 2015</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	438	115	6113	1642	1337	1130	453	207	161
February	298	847	5570	792	2754	963	641	293	127
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:									
Total:	736	962	11683	2434	4091	2093	1094	500	288
<b>2015</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	6	4	2	555	832	1819	201	104	14
February	6	6	0	572	831	2348	192	118	7
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	12	10	2	1127	1663	4167	393	222	21
<b>2015</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	2554	196	13	5	21	4	51C/21A	9	93
February	2599	200	13	5	39	5	62C/39A	10	101
March									
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	5153	396	N/A	10	60	9	113C/60A	19	194