

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, May 12, 2015**

President Linda Hiland called the meeting to order at 6:34 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 7:01 p.m.), Petra Streiff and Becky Weiss. 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.

NEW BUSINESS: This line was left on the agenda in error, we disregarded it as there was no new business to discuss.

OLD BUSINESS:

A. DISCUSSION: LIBRARY BUILDING PROJECT: Prior to the meeting Director White had forwarded a copy of Resolution R15-27 that had been passed unanimously by the Village Board on May 5, 2015. A brief update on that Village Board meeting was presented by P. Streiff. As follow-up items, L. Speth will talk with Dr. Jennifer Thayer, New Glarus School District Superintendent, who was in attendance at the Village Board meeting. P. Streiff will contact Nic Owen, Village Administrator for an update on the use of Glarner Park and discussions with the New Glarus School District.

L. Hiland offered up ideas to start the night's discussion, the topic we started with was the Library Board submitting to the Post Messenger Recorder a "Know Your Library" article with the resolution information and an update. Ideas were suggested and K. Budsberg offered to prepare a draft of this article.

Next we moved on to discuss tasking the Building Committee (BC) with planning for meetings to review the "Building Program Statement (BPS)" and other appropriate documents, to update information such as collection numbers that have changed. We have already been in contact with the architect firm Dimension IV Madison Design Group. Some of the other items covered were: space needs discussion for current needs and projections 15+ years out, ADA requirements, safety concerns, and the effect code (e.g. fire, electrical) requirements have on square footage. L. Hiland will continue to update Dimension IV and B. Weiss will contact Wayne Duerst to discuss schedules for upcoming BC meetings.

Communication was the next subject, while the newspaper article, personal conversations, Donor events, social media posts, posting updates on the website, at the library, via the newsletter, etc. are a start. However, we also discussed the need for upcoming meetings with the Town of New Glarus Board, The Swiss Center of North America, New Glarus Home, Swiss Historical Village, School District, Fire Department, EMS, local businesses and organizations, to name a few.

In response to a question from Director White about timing and how the process flows, Trustees spoke about the past listening sessions and open house that had been held. Plus how Library staff had been involved in the past in developing the BPS, meetings with the

architects and SCLS staff. L. Hiland will attend the next Library staff meeting and provide an update to staff as well.

K. Budsberg shared feedback from the Donor event hosted by the Co-Chairs last week. J. Hoesly and K. Budsberg also talked about fundraising strategies that they had discussed during a meeting with Tom Linfield (Vice President of Grantmaking and Community Impact – Madison Community Foundation). One of the items mentioned was a sign announcing the site location, B. Weiss had thought it was early in the process for a sign and questioned costs. K. Budsberg talked about the positive publicity this could bring. J. Hoesly added that one of the other ideas T. Linfield has seen draw positive reactions in the past is having children participate in a contest where they draw pictures of how they use a Library. This led into a discussion about the Summer Reading Program, and use of library services by day care providers and families that home school.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the April 28, 2015 bills totaled \$1,063.08 and the May 12, 2015 bills totaled \$1,412.61. 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. There was no discussion on the 2015 budget.

DIRECTOR'S REPORT:

Green County Director's Meeting:

The Green County Library Directors met with M45 once again to look at the initial marketing plan and ideas and are very happy with their efforts so far. They gave us three posters/campaigns to choose from and we all came to a consensus pretty quickly they we like the “My Library. My Space.” idea the most. M45 is now in the process of collecting more data from the libraries in order to really understand the audiences we want to work with and the best ways to connect with them. We are all really excited about this project and hope that it can make a real difference when it comes to reaching our target audiences and promoting our services.

New Glarus Girl Scout Community Donation:

The New Glarus Girl Scout Community presented the library with a donation last month in an effort to pay it forward to the community that supported them for many years. They explained that because they no longer had a use for the funds, they would like the library to use the donation in a way that is very special. They have asked that the funds be used to purchase materials and provide programming to girls of all ages in the New Glarus community—specifically to empower them. I am incredibly excited about this project and am so thankful that the Girl Scouts chose to give us this responsibility.

Audrey Weber Family Donation:

At the April 28th Library Board meeting, Darrel and Howard Weber presented a family gift in honor of their wife and mother, Audrey Weber. This included donations from members of the New Glarus community (and beyond), which have been designated for materials purchases (specifically books and audiobooks, not DVDS) and children's programming per the family's request. I didn't have the pleasure of knowing Audrey personally, but it is clear that she was beloved by a great many and it is a great honor to be tasked with continuing her legacy in a capacity in which she would have loved.

Page Hiring:

The library will be collecting library page applications during the month of May and we hope to hire two pages. One will replace a year-round page that is moving and the other one will work during the summer months to help with the influx of activity from the Summer Learning Program. For this hiring period, we're looking at hiring applicants of all ages, not just high schoolers as we have in the past. However, this does not mean that I won't hire qualified high school candidates.

Extreme Customer Service Webinar:

All staff have completed this webinar and printed their certificates. We plan on discussing this at our upcoming staff meeting on May 14th and from the comments I've heard thus far, everyone really seemed to enjoy the webinar, which is something I hoped for. As previously stated, I found the course to be extremely engaging and inspiring and that's what I hope staff members gain from it. It is also my hope that staff understands that it's okay to bend the rules within reason sometimes in order to create a better customer service experience. I've been working on gathering my own real life examples to share with staff and hopefully it's empowering to them. The important point I want to make sure I emphasize with them is that they can move within certain parameters without feeling like they will be reprimanded. There still seems to be a bit of confusion as to where the line is, but we're all working together to understand the process.

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

Activity	Date	Number of Attendees
Preschool Story Time	Friday, April 10th	13C/ 6A
Scrabble	Tuesday, April 14th	5
Adult Book Club	Wednesday, April 8th	9
Preschool Story Time	Friday, April 17th	26C/ 6A
Scrabble	Tuesday, April 21th	3
Preschool Story Time	Friday, April 24th	13C/ 5A
Scrabble	Tuesday, April 28th	3

TOTAL LIBRARY INVESTMENTS	55,789.61
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**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 2/28/15	561,973.32
Interest Income from 3/15	108.75
Less fees from 3/15	-30.87
Gifts received	
Pledges paid 3/15	1,475.00
CASH Available 3/31/15	<u>563,526.20</u>

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

APPROVAL OF MINUTES:

- A.** Moved to approve the April 14, 2015 Library Board minutes by S. Janowiak, second by K. Budsberg. Motion Carried.
- B.** Moved to approve the April 28, 2015 Library Board minutes by L. Hiland, second by K. Budsberg. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by J. Hoesly.
Motion carried at 8:26 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JUNE 9, 2015 LIBRARY BOARD MEETING

2015 Monthly Statistics

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	298	847	5570	792	2754	963	641	293	127
March	235	334	6356	116	3267	1773	792	258	150
April	208	299	6397	913	3060	1247	838	180	159
May									
June									
July									
August									
September									
October									
November									
December									
Total:									
Total:	1179	1595	24436	3463	10418	5113	2724	938	597
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	6	6	0	572	831	2348	192	118	7
March	5	4	1	771	1101	2743	198	106	9
April	6	3	3	951	1293	3043	221	102	11
May									
June									
July									
August									
September									
October									
November									
December									
Total:	23	17	6	2849	4057	9953	812	430	41
2015	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2554	196	13	5	21	4	51C/21A	9	93
February	2599	200	13	5	39	5	62C/39A	10	101
March	2724	191	14	1	33	6	67C/33A	8	103
April	2555	209	12	4	26	3	52C/17A	7	78
May									
June									
July									
August									
September									
October									
November									
December									
Total:	10432	796	N/A	15	119	18	232C/110A	34	375