

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, June 23, 2015**

President Linda Hiland called the meeting to order at 6:41 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Lexa Speth, Petra Streiff (arrived 6:49 p.m.), and Becky Weiss. Suzi Janowiak was absent. Also in attendance was Library Director Lauren White.

APPROVAL OF AGENDA: Moved to approve the agenda by B. Weiss second by J. Hoesly. Motion Carried.

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: RESOLUTION 15-01 PART TIME PAGE:

Director White reported that Library Page Katie Hartman will be leaving, and that after completing interviews Kathryn Zipsie is scheduled to start July 6th at \$7.62 per hour. Moved to approve Library Board Resolution 15-01 LB by B. Weiss, second by J. Hoesly. Motion Carried. A copy of Resolution 15-01 LB is included at the end of these minutes.

B. DISCUSSION AND CONSIDERATION: RESOLUTION 15-02 SUMMER PAGE:

Director White reported that after completing the interview process Maria Thurow is scheduled to start July 6th at \$7.62 per hour. K. Budsberg asked if this position affects the budget; Director White replied no it was already calculated into the budget. Moved to approve Library Board Resolution 15-02 LB by J. Hoesly, second by L. Speth. Motion Carried. A copy of Resolution 15-02 LB is included at the end of these minutes.

C. DISCUSSION AND CONSIDERATION: PAYPAL DONATIONS: B. Weiss started by asking where and how the online button would be used: for people to make donations to the Library for a particular item or program; donations to the Friends of the Library for a particular item or program; or donations to the building project or endowment fund. K. Budsberg replied that it may be all of those, but he was thinking about the building project first.

Director White had spoken with Director Wendy Rawson, Fitchburg Public Library, who shared that the Friends of Fitchburg Public Library have the PayPal account for Fitchburg Library as they are a 501(c)(3) organization. Fees for 501(c)(3) organization are 2.2% plus \$0.30 per transaction, for other groups the fees are 2.9% plus \$0.30 per transaction. Director White also added that we may want to discuss using a "GoFundMe" campaign, K. Budsberg added that he had thought about it. Director White did point out that one of the limitations of "GoFundMe" is that they do have time limitation where PayPal does not. J. Hoesly also mentioned there are other programs out there as well, such as "Flipcause" but that one has an annual fee. Discussion continued with some of the pros and cons of each program, disclaimer statements, questions about tax implications, timing, etc. This will be an agenda item again at a future meeting.

OLD BUSINESS

DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: Village Administrator Nic Owen had forwarded L. Hiland's contact information to WPPI Energy since we are starting a building project. Beth Carlson, Energy Services Representative with WPPI Energy had emailed L. Hiland information about the Library Building Project participating in the "New Construction and Design Assistance Program" offered by New Glarus Utilities and WPPI Energy. Trustees had reviewed the information and it was moved to approve having President Hiland complete and submit the WPPI application by P. Streiff, second by B. Weiss. Motion Carried.

Next B. Weiss asked K. Budsberg for an update on the Town of New Glarus meeting he had attended on June 9th. K. Budsberg reported that he provided an overview of the last few months of activities, was invited back to future meetings to continue providing updates, and that impact fees were mentioned.

L. Speth asked if there were any updates on Glarner Park and moving the softball field. P. Streiff reported that at the June 10th meeting the Parks and Recreation committee had recommended to the full Village Board that they proceed with obtaining a detailed plan for building where the tennis courts currently sit. As part of the discussion at the June 16th Village Board meeting local Veteran's shared concerns about space usage, parking, maintenance and safety at Veteran's Park. Village Park and Recreation Director Chris Rear had a meeting already planned with the Veteran's group to discuss. In addition, Director Rear spoke to items such as setbacks, discussions with the School District and that he encouraged the Village Board to continue moving forward to obtain a detailed design and cost estimates. The Village Board passed a motion to work with Fehr Graham to get a more detailed plan. P. Streiff, K. Budsberg, and Director White shared more comments from the meeting such as parking discussions, agreements with coaches and players to clean trash from the diamonds, and restrooms. K. Budsberg wondered if the Veteran's group might consider moving the Memorial to the site next to the Swiss Center of North America as it would place it in close proximity to the local cemeteries. We continued on discussing schedules, when the Fehr Graham study might be done, Glarner Park, Veteran's Memorial Park, and the use of the softball diamond.

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: B. Weiss reported that the Building Committee is recommending approval of the proposals from Edge Consulting Inc. L. Hiland and J. Hoesly added that the Building Committee also stressed that Dimension IV and Edge Consulting have to consult with Village Staff to check on past studies, surveys, and details of the land transfer to the Fire Department.

K. Budsberg asked if we will ask the Village Board to pay for these proposals out of the sinking fund. P. Streiff asked for clarification on what sinking fund he meant; K. Budsberg ran thru the history of the sinking fund and that it was used to pay for a past survey of Glarner Park.

K. Budsberg next asked if any off the proposals such as the one for Storm Water, could be delayed. J. Hoesly, L. Hiland and B. Weiss all commented on the proposals, emails and meetings with Dimension IV and the need for the studies in

order to develop a site plan. L. Speth asked for clarification on the costs and expressed concerns about the timing with decisions on the softball diamond relocation still pending. J. Hoesly confirmed that yes we had discussed concerns about timing, site, and impact on fund raising. K. Budsberg clarified that the Library Board cannot levy taxes and cannot own land. P. Streiff added that if relocating the softball diamond doesn't work out that the option is the Village trying to purchase additional land for the diamond. K. Budsberg then shared his past experiences on the Village Board when they had been considering land purchases for a new garage facility.

I. Proposals from Edge Consulting Engineers, Inc.

1. Topo-Utility-Boundary Survey

Moved to approve the Topo-Utility-Boundary Survey Proposal from Edge Consulting Engineers Inc. (12992 PRO Survey.docx), by J. Hoesly, second by B. Weiss. Motion Carried.

Moved to request remainder of Sinking Fund, used to pay for Glarner Park studies, from Village to pay for this bill by K. Budsberg, second by J. Hoesly. Motion Carried.

2. Soil Testing (Borings) for Onsite SWDP (Storm Water Detention Plan)

Edge Consulting had included the items Soil Testing, SWDP and SWMP in one proposal (12992 PRO Stormwater.docx) so we covered agenda items BI2 and BI3 under the same discussion and motion.

Moved to approve the Soil Testing, SWDP, and SWMP proposal by Edge Consulting Engineers, Inc. (12992 PRO Stormwater.docx) by J. Hoesly, second by P. Streiff. Motion Carried.

3. SWMP (Storm Water Management Plan) and Related Applications and Approvals

(See agenda item BI2 above.)

II. Change Order #1 for Dimension IV Madison Design Group

K. Budsberg asked for clarification on the fee amount and also questioned who should sign this document. We discussed the design fees, moved to approve Change Order #1 (June 23, 2015) with Dimension IV Madison Design Group by J. Hoesly, second by B. Weiss. Motion Carried.

III. Update on Space Needs

Director White is scheduled to meet July 7th with Deb Haeffner, Building & Design Consultant with South Central Library System, and Tina Gordon, Interior Designer with Dimension IV to review library space needs, shelving, and the collection. K. Budsberg had a couple of notes on the local history area and Catelyn's Corner for Director White.

C. CO-CHAIRS TEAM: The Co-Chairs are working on gathering additional members for the Communication Team. Next meeting is scheduled for June 30th at 7:00 p.m. at the Swiss Center of North America.

B. Weiss asked for an update on the class that K. Budsberg and J. Hoesly had attended about fundraising for non-profits. Both commented that they were glad they attended and learned valuable information. K. Budsberg reminded Trustees that one of the webinars offered this year as part of Wisconsin Trustee Training Week 2015 is called "Making an Artful Ask" and directly relates to fundraising. They went on to discuss some different methods of donor recognition, strategies for

setting fundraising goals, endowment planning, and the culture of long term fundraising.

D. COMMUNICATION TEAM: Nothing new to report as members are still being selected.

E. GRANTS TEAM: L. Hiland will complete and submit the WPPI application discussed earlier tonight. In addition, L. Hiland had met with Amy Thurow, Middle and High School Librarian for New Glarus School District and A. Thurow is willing to assist with writing grant applications. We also talked about past grant applications and which ones we may be still eligible for.

F. PARTNERSHIP TEAM: No recent meetings. Will work on reaching out to our partners and obtaining updated endorsement letters to use for grant applications.

G. VILLAGE BOARD LIAISON: Discussed earlier tonight under agenda item Old Business: Library Building Project.

H. FRIENDS OF THE LIBRARY: L. Hiland shared an update from S. Janowiak that the Friends are thinking about selling tickets in the Library that could be used anytime for Foot Golf instead of hosting an event on a dedicated day. L. Hiland and K. Budsberg reported they had an enjoyable day playing Foot Golf.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 8:20 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JULY 14, 2015 LIBRARY BOARD MEETING

New Glarus Public Library

Library Resolution 15-01 LB

RESOLUTION FOR APPOINTMENT OF LIBRARY

PAGE I Kathryn Zipsie

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Katie Zipsie to the part time Library Page I position with the New Glarus Public Library. Said employment shall be effective July 6, 2015. Compensation shall be \$7.62 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 23rd day of June, 2015.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED 06/23/2015

Lauren White, Director
New Glarus Public Library

New Glarus Public Library

Library Resolution 15-02 LB

RESOLUTION FOR APPOINTMENT OF LIBRARY

PAGE I Maria Thurow

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Maria Thurow to the part time Library Page I position with the New Glarus Public Library. Said employment shall be effective July 6, 2015. Compensation shall be \$7.62 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 23rd day of June, 2015.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED 06/23/2015

Lauren White, Director
New Glarus Public Library