

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 28, 2015**

President Linda Hiland called the meeting to order at 6:42 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly (left at 8:51 p.m.), Lexa Speth (arrived 6:45 p.m.), Petra Streiff (left at 6:58 p.m. to attend a Village Board meeting and returned at 7:20 p.m.), and Becky Weiss. Suzi Janowiak was absent. Also in attendance was Library Director Lauren White.

ANNOUNCEMENT: The Library Board will convene into closed session called under WI State Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Campaign Donor Information).

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

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

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: We combined this agenda item with 6B Building Committee (BC) Report. Started by reporting that Dimension IV Madison Design Group (D4M) had a preliminary building sketch prepared and commenting on some of the sketch items to take note of:

- No windows are displayed yet
- Number and placements of exits are not yet finalized as calculations need to be run to meet code requirements
- Shelving plan is for 20 years out
- Sprinkler is only needed in the Book Drop room
- Suggested that the large study room would be able to accommodate Library Board meetings
- That the Multi-Purpose space is designed with sliding panels that allows for one larger space or two smaller spaces

K. Budsberg wondered if the Multi-Purpose space should be called the Enrichment room; L. Speth added that the School District uses Multi-Purpose and thought most individuals were familiar with that term.

K. Budsberg asked about shelving in the local history area; mentioned that the plan does not yet differentiate between different types of shelving. For example, it does not show cabinets that may lock and that the Storytime room currently has no shelving, cabinets, etc drawn in.

Director White added that she will have to think about whether she would want the Director's Office moved closer to the Circulation Desk. Or leave the Director's Office farther from the Circulation Desk to allow for different sightline coverage of the Library.

We then went on to discuss the staff workroom and how sightlines may be impacted by blinds, ½ walls, full height walls, and different styles of windows.

*Note: At this time Village Board Liaison Petra Streiff had to step out to attend a Village Board meeting. Since we did not anticipate that P. Streiff would be gone long, B. Weiss proposed that we switch to some of the agenda items that were just updates and return to the Building Project discussion when P. Streiff rejoins us; group was ok with this proposal. So we switched to agenda item 6A.

REPORTS/DISCUSSION/CONSIDERATION:

- A. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced again this month and that the charts had been emailed. K. Budsberg added that the Co-Chairs will have some tasks for the Administration Team in the near future.
- D. COMMUNICATION TEAM:** K. Budsberg reported that they had met once.
- E. GRANTS TEAM:** Focus on Energy has updated the numbers based on the heating, cooling, lighting bundles selected. If we meet all the guidelines and put in all the options in the specified bundles; that the incentive amount would be approximately \$10,300 and average \$8,000 in annual energy savings. It was also brought up as an example of an in-kind donation, that the Belleville Senior Center had appliances donated for their kitchen area from Sub-Zero and Wolf. In response to a question from B. Weiss; K. Budsberg spoke about the timing and process related to CDBG (Community Development Block Grants) since the CDBG is now administered by a different department.
- F. PARTNERSHIP TEAM:** J. Hoesly has forwarded to L. Hiland past Endorsement Letters to use as examples.
Next Director White shared exciting news as she had been contacted by Milo Parker, Secretary for the New Glarus Lions Club. M. Parker wanted to discuss ways the Lions and the Library can work together; especially with equipment if we can work out the space concerns. Director White gave an example of a piece of equipment called SARA (Scanning and Reading Appliance) that can convert text to voice. They also talked about devices that magnify text and space for holding vision screenings. K. Budsberg had also been able to attend the meeting with M. Parker and Director White and they have plans to meet again in November.
B. Weiss asked for clarification if the Lions were mainly focused on Vision related items; Director White replied yes although they had spoken about Hearing Aids as well. Director White also mentioned that she was planning on coordinating with the New Glarus Home to try and avoid overlap of the same devices.
- H. FRIENDS OF THE LIBRARY:** Are busy prepping for the Annual Book Sale scheduled for Sunday, September 6th.

*Note: P. Streiff rejoins the meeting.

REPORTS/DISCUSSION/CONSIDERATION:

G. VILLAGE BOARD LIAISON: P. Streiff reported that at the most recent Parks & Recreation (P&R) meeting that an updated drawing was presented of a softball diamond where the tennis courts sit currently at Veteran's Park. P. Streiff then went on to report that there was discussion about: why various sites were chosen, referendum, purchase of land north of Veteran's Park, trash, restroom design, and children playing in the area. It was also mentioned about selling the site next to SCNA and P. Streiff reported that she was following up on that with Lynne Erb, Village Clerk-Treasurer. We went on to discuss schedules as it is anticipated that the next P&R meeting will be in late August.

*Note: We returned to conclude the following agenda item since P. Streiff had rejoined the meeting.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: (cont).

B. Weiss, J. Hoesly and L. Hiland started by summarizing the discussion earlier tonight at the Building Committee meeting about stormwater items:

- Storage Ponds – generally dry | variety of prairie grasses
- Bio-Pond – generally wetter than Storage Ponds but usually have no standing water | variety of marsh grasses and plants such as cattails
- Cultec Storage Chambers – installed under the parking lot to hold stormwater

J. Gersich had just received notice earlier today that Cultec Chambers may be needed and has an email for more information out to Edge Consulting to learn more about pricing and can any of the Cultec Chambers be eliminated if changes are made to the site plan. We also talked about other stormwater related items: Flow Rate, TSS (Total Suspended Solids), NR 151 (rules covering stormwater), and DNR requirements. K. Budsberg suggested that we should go before the Village Plan Commission to discuss stormwater and parking information. B. Weiss asked for clarification as she did not think projects went to the Plan Commission till later; K. Budsberg replied that we can go now and whenever we need to in the future. In response to a question from L. Hiland about fees for appearing before the Plan Commission; K. Budsberg responded that yes, there can be a fee. Fee is minimal and generally is intended to cover the costs of making multiple copies of construction plans and related documents.

Next L. Hiland had spoken with the Library Director who had experienced the CMAR process during the Poynette Area Public Library build. Overall the Poynette Director found it to be a positive experience. She stressed the importance of making sure to read the initial RFP (Request for Proposal) and any related contracts carefully and make sure to call out any items that need clarification.

B. Weiss moved to proceed with the CMAR (Construction Manager at Risk) building process to advance the New Glarus Public Library Building Project utilizing the services of Dimension IV Madison Design Group, second by L. Speth. Motion Carried.

B. DISCUSSION AND CONSIDERATION: SELECTION OF AN OWNER

REPRESENTATIVE FOR THE BUILDING PROJECT: L. Hiland had not had an

opportunity to speak with Jerry Elmer about his experiences working as the OR when the Brodhead Memorial Public Library was built. L. Hiland did add that when speaking with the Poynette Library Director she emphasized that she did not have to do the Owner Representative (OR) duties all alone, that she still had Library Board trustees, local government officials and staff she could go to for assistance. J. Hoesly stated that she does not think technical expertise is as critical while working as an OR, but feels that relationship to the Library Board is important. Further she is not interested in paying for the OR services; B. Weiss added that she is willing to consider paying a nominal fee (possibly for mileage reimbursement). K. Budsberg added that he is not looking to pay a fee for the OR position either and sees communication as being key in the role. J. Hoesly asked L. Hiland if she would consider being the OR. L. Hiland replied that she has several weeks where she will be out-of-town. It was pointed out that K. Budsberg has volunteered to share the duties so he could cover during that time frame. J. Hoesly then offered to be the alternate when anyone is out-of-town if needed. L. Hiland and K. Budsberg agreed to be the Co-Owner Representatives with J. Hoesly serving as the alternate. Moved that Linda Hiland and Kevin Budsberg be Co-Owner Representatives for the New Glarus Public Library Building Project, by L. Speth, second by J. Hoesly. Motion Carried.

At a future meeting we will work on developing a document that clarifies the limits and duties of the Co-Owner Representatives.

REPORTS/DISCUSSION/CONSIDERATION:

C. CO-CHAIRS TEAM: K. Budsberg started by pointing out that his report does not discuss any individual donors so it will be in open session; however, if a specific donor related question or discussion is needed we are to let President Hiland know so we can move into closed session. K. Budsberg distributed two handouts "Summary of Campaign Progress and Goals Established by the NG Library Capital Campaign" and "Campaign Challenges." K. Budsberg next discussed the two handouts: Co-Chairs, volunteers, activities of The Friends of The New Glarus Public Library, importance of focusing on communication strategies, and the need for forming an endowment fundraising group. Next he provided an overview of funds already raised plus ideas for additional funding, for example grants from local utility or electrical providers. We concluded with a discussion of the duties the Co-Chairs undertake and what the upcoming fundraising schedule may be.

AGENDA ITEMS #7, 8 AND 8a (RELATED TO THE CLOSED SESSION): Determined these items were not needed for this meeting as we did not convene into a closed session.

ADJOURNMENT: Meeting adjourned on a motion by K. Budsberg, second by B. Weiss. Motion carried at 9:00 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 11, 2015 LIBRARY BOARD MEETING