

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 11, 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 and Becky Weiss. Suzi Janowiak 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 L. Speth. Motion Carried.

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

NEW BUSINESS

- A. DISCUSSION AND CONSIDERATION: SALE OF WEST SIDE SITE:** L. Hiland reported that she had spoken with Village President Roger Truttmann and Village Clerk-Treasurer Lynne Erb about the requirements laid out in the Village Board Resolution that specifies a plan be in place for the sale of the West Side Site. L. Hiland had asked L. Erb if the Library Board decides to hire a Realtor do we need to go through the RFP (Request For Proposal) process; we do not, as an RFP is needed for items costing \$15,000 or more. Next our discussion touched on the topics of: FSBO (For Sale By Owner), utilizing a Realtor, Attorney Fees, and easements. For our next meeting we will plan on having a Closed Session (under the appropriate WI Statute as it relates to “competitive or bargaining”) to discuss pricing of the West Side Site.
- B. DISCUSSION AND CONSIDERATION: LIBRARY CLOSURE (November 6, 2015):** Director White reported that the 2015 Wisconsin Library Association (WLA) conference is being held in Middleton this year. She is asking that the Library be closed on November 6th for the following staff members to attend: Erica Loeffelholz, Ignacia Boersma, Rachel Holcomb and Director White. J. Hoesly asked what day of the week the 6th was on; Friday, replied Director White. J. Hoesly then asked about the Storytime schedule; it will need to be adjusted and we have time to provide notification of this change. B. Weiss asked if the WLA conference had any activities for the Pages; Director White did not recall seeing any, most of the topics are specialized and not intended for Pages. L. Hiland asked that staff members provide a brief report on the sessions they attend that day; Director White replied that she will have staff submit a report.
- Moved to approve Library closure on November 6, 2015 by K. Budsberg, second by J. Hoesly. Motion Carried.
- B. Weiss reminded Trustees to register for webinars available for Wisconsin Library Trustee Training Week that starts on Monday the 17th.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

Started by providing a summary of the information Jim Gersich, Dimension IV Madison Design Group had presented at the Building Committee meeting held earlier tonight. Topo-Boundary Survey has been completed and work continues on the Storm Water Management Plan.

K. Budsberg asked J. Hoesly for an update on shelving available from the University of Wisconsin (UW); J. Hoesly replied that the shelving would generally go through the SWAP (Surplus With A Purpose) program. However that given the volume of shelving that is coming available due to re-modeling at the UW, that her Supervisor is willing to discuss an alternate way to recycle the shelving. J. Hoesly has shared pictures of the shelving with Director White and Dimension IV.

L. Hiland next provided an overview of some of the recent updates to the proposed floor plan for the new Library: only space that requires sprinklers is the Book Drop Room, location of the Director's office was moved, Quiet Reading Room was moved from the northeast corner to the northwest corner of the building. L. Speth voiced that she is not in favor of the Director's Office not being visible to the public and that the office is accessed via the Staff Workroom. K. Budsberg shared his thoughts on the layout of the Multi-Purpose Room, Kitchen, and Staff Breakroom. Discussion continued with a focus on sight lines and what areas or spaces we would like to see adjusted.

As part of the meeting between L. Erb, R. Truttmann and L. Hiland they had also talked about where the Village and the New Glarus School District were in the process of discussions about Glarner Park (GP) and Veteran's Park. It is anticipated that both the Village Board and School Board would have discussions at their September meetings. J. Hoesly asked if there was any discussion about the costs for the Village or School District; L. Hiland replied they did not discuss costs. P. Streiff added that she has heard that cost discussions at this point include a variety of ways (donations, fundraising, and budgets). L. Hiland also passed on J. Gersich comments to L. Erb and R. Truttmann about remembering that the GP improvements (lights, infield sand/gravel mix, etc.) have value and to plan for their removal and re-use at a new diamond. They also talked about holding a joint announcement about GP. K. Budsberg mentioned holding a GP Neighborhood Public Hearing; in response to a question about timing from B. Weiss. K. Budsberg clarified that yes a public hearing is part of the process for going before the Plan Commission but that comes much later in the process.

- i. **RFP SCHEDULE AND PROCESS:** L. Hiland read the RFP for Construction Manager At Risk (CMAR) with suggested edits and clarification of the dates listed. K. Budsberg asked about having the RFP posted on the Village website and linking it to the Library website as another resource for notification; Director White and L. Hiland will work on coordinating the posting information. We also talked about additional spots the RFP ad would appear and how to conduct the RFP review process.

Moved to approve the RFP (Request For Proposal) with edits and timeframe recommended by K. Budsberg, second by P. Streiff. Motion Carried.

Moved that advertising of the RFP is authorized for running in the Post Messenger Recorder, direct ad by Architect (Dimension IV Madison Design Group) to Contractors, WI Bid Network website (www.wisconsinbids.com), and links on the New Glarus Public Library website and on the Village of New Glarus website by K. Budsberg, second by P. Streiff. Motion Carried.

Moved that CMAR interviews will be held by L. Hiland and K. Budsberg as Owner Representatives, the Library Building Committee members (Wayne Duerst, J. Hoesly, L. White and B. Weiss) and Dimension IV Madison Design Group Representatives by K. Budsberg, second by J. Hoesly. Motion Carried.

- ii. **OWNER REPRESENTATIVE AGREEMENT:** K. Budsberg circulated a draft of the Owner Representative (OR) Agreement. Trustees are to review the draft and it will be a future agenda item. K. Budsberg pointed out to review the document with ideas on how to incorporate the Library Director, Building Committee and the Library Board. L. Speth asked why the OR does not due “inspections”; K. Budsberg clarified that the word “inspect” does not provide the connotation the public would normally assume. Example, that an OR is not a trained Building Inspector so an OR cannot “inspect” a building.
- iii. **PARKING VARIANCE:** Parking Variance and Re-Zoning of Glarner Park have been discussed as part of the New Library Building Design process. K. Budsberg talked through the different levels of review a project can go through before the Plan Commission. We will take this discussion up again after the new Village Administrator starts.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the July 28, 2015 bills totaled \$1,108.04 and the August 11, 2015 bills totaled \$880.79. 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. L. Erb had shared with Director White an updated “Schedule of Fees” from the Bank of New Glarus. L. Erb recommends that we check and confirm that none of our Savings Accounts are considered to “dormant”. Director White handed the new fee list to Treasurer K. Budsberg who will check on the savings accounts.

DIRECTOR’S REPORT:

July All Directors Meeting: On July 23rd, South Central Library System directors met in Plain to discuss the Technology and ILS budget for 2016 and the delivery budget. Everyone was able to review the cost-share formula and we were able to see how costs were calculated based on our size, service population, and equipment. For NGPL, the total technology service fees for 2016 are \$16,889, which is down \$192 from last year. Delivery fees for 2016 remained flat for 2016 and will remain at \$2,091. Directors also had the opportunity to once again discuss e-rate opportunities for libraries that are interested in moving forward with filtering. If New Glarus were to move forward with filtering, all library PCs and the wifi network would need to be filtered. The incentive for this would be roughly \$491 annually for five years. There is still a lot of uncertainty around whether or not SCLS libraries will choose to filter or not given the principle of allowing access to all information.

Green County Directors Meeting: Brodhead, New Glarus, and Belleville directors were present at this meeting, which was to discuss the marketing plan with M45. Mark Ibach from South Central Library system was also present. Mary Schneider from M45 met with the library directors to discuss the plan of action moving forward and then the directors met privately to discuss the amount of Green County funds we'd like to use towards this project. No decisions were made since it was unclear how much money was left in this year's allotment and because not all directors were present, we wanted to wait to make any big decisions. Mary did pass out a pricing guide that will help in future discussions and the Green County directors met once again on Monday, August 10th to finalize plans. Any excess funds will be divided amongst the libraries and we plan to use the money for WLA conference attendance.

MyWILS Webinar: This webinar was held on July 28th and the purpose was to train directors to manage their own database subscriptions in 2016. Previously, while WILS managed all of the subscriptions, there was never a way for the director to go in and modify their subscriptions for the next year. Now, we have the ability to see the past two year's invoices and can cancel or renew databases. We will also have the capability to add databases, if that's something we're interested in doing. The webinar was really informative and I feel comfortable using this system to renew the New Glarus databases for 2016. One nice feature of this is that we also have the ability to say when we'd like to be invoiced (at the end of the fiscal year, or the beginning), which is helpful when managing the budget.

Family Craft Day: On Friday, July 24th, NGPL hosted a craft day for all ages and it was once again a massive hit with our community. We had nearly 60 children show up to decorate superhero bracelets, make stained glass mandalas, play with scented Play-Doh made by our very own Erica, and paint ice cream cones. Everyone seemed to have a great time and after two successful years of craft day programs, we definitely plan to bring this back next year!

TOTAL LIBRARY INVESTMENTS	68,291.06
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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 5/31/15	564,181.00
Interest Income from 6/15	101.28
Less fees from 6/15	-12.08
Gifts received	
Pledges paid 6/15	5,025.00
CASH Available 6/30/15	<u>569,295.20</u>

New Glarus Public Library Program Attendance

July 2015

Activity	Date	Number of Attendees
Manga Workshop	Tuesday, July 7 th	3C/4A
Scrabble	Tuesday, July 7 th	3
Adult Book Club Discussion	Wednesday, July 8 th	9
Scrabble	Tuesday, July 14 th	4
Travelling Lantern	Thursday, July 16 th	30C/25A
Scrabble	Tuesday, July 21 st	4
Arts and Crafts Day	Friday, July 24 th	54C/17A
Scrabble	Tuesday, July 28 th	3

L. Speth and J. Hoesly complimented Director White as they enjoy reading her reports.

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

APPROVAL OF MINUTES:

- A. Moved to approve the July 14, 2015 Library Board minutes by K. Budsberg, second by P. Streiff. Motion Carried.
- B. Moved to approve the July 28, 2015 Library Board minutes, noting typographical corrections, by K. Budsberg, second by P. Streiff. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Speth, second by K. Budsberg. Motion carried at 8:17 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE SEPTEMBER 8, 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	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	228	399	6165	862	1294	2904	711	217	177
June	306	202	6857	839	3270	1567	738	270	173
July									
August									
September									
October									
November									
December									
Total:									
Total:	1713	2196	37458	5164	14982	9584	4173	1425	947
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	8	2	6	1629	1989	2584	196	79	10
June	8	7	1	1568	1879	2542	203	86	21
July									
August									
September									
October									
November									
December									
Total:	39	26	13	6046	7925	15079	1211	595	72
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	2426	214	11	6	6	8	621C/53	14	680
June	3608	218	17	4	20	4	86C/45A	8	151
July									
August									
September									
October									
November									
December									
Total:	16466	1228	N/A	25	145	30	939C/208A	56	1206