

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 25, 2015**

President Linda Hiland called the meeting to order at 6:36 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, Petra Streiff, and Becky Weiss. 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)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing or public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (Sale of West Side Site).

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

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

NEW BUSINESS:

A. DISCUSSION AND CONSIDERATION: 2016 BUDGET REVIEW: Director White had been notified by Village Clerk-Treasurer Lynne Erb that the new Village Administrator is asking for the 2016 Budget information to be submitted by September 4th. Director White ran through the various line items, pointed out what items are likely to change (Fringe Benefits have not been confirmed) and which ones are not likely to change (SCLS Delivery Fee) and then responded to questions. L. Hiland asked about the amount for the Audit; yes, L. Erb suggested that a 10% increase was a good estimate. B. Weiss asked that given hours for Library Page Sue Moss are currently part of the program WISE (Wisconsin Senior Employment) what changes, if any, does Director White anticipate for the Pages; Director White did not see any major changes as the number and hours for the Pages regularly changes usually based on school schedules. Director White also mentioned that she followed past practices where the Library tries to follow what the Village does, and that she prepared the salary figures including a 2% increase for all staff. This lead into a discussion about salary, fringe benefits, and single – versus – family coverage. K. Budsberg asked if the Library can pursue other insurance options other than what the Village offers. He added that he would suggest that we prepare a memo asking for a budget increase due to cost of fringe benefits; group was in agreement with this suggestion. L. Speth talked about the changes the New Glarus School District had made in switching to using Health Savings Accounts and how that saved money. L. Hiland asked if we will have any carryover funds this year; Director White feels that yes we will have a small carryover. Next we continued to discuss revenue and expense lines. L. Speth asked what the impact would be on Salary and Fringe benefits if hours were reduced; an example was mentioned of how some Libraries

have different winter hours to accommodate for travel conditions. K. Budsberg added that increasing fees would adjust the revenue lines as well.

Discussion continued and touched on how the County Aid reimbursement is calculated, fact that the Pages do not impact the Fringe Benefit line, programming, scheduling, donations for various events, and items that the Friends sponsor.

Director White will incorporate the items discussed tonight and consensus is that the 2016 budget will be submitted with a memo talking about the impact of fringe benefits and requesting an increase in funding.

B. DISCUSSION AND CONSIDERATION: NEW BUILDING SITE ANNOUNCEMENT

AND CELEBRATION: We are to start thinking of ideas and dates for a site announcement. S. Janowiak volunteered to check into pricing for a sign. P. Streiff will follow up with Village President Roger Truttmann about scheduling and steps to finalize Glarner Park as the site.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

Building Committee (BC) members provided an overview of items from their meeting earlier tonight. Reported that Dimension IV Madison Design Group continues to work on refining both the floor plan design and budget information. Some of the items pointed out were that sight lines and Circulation Desk layout continues to change, we can use items Dimension IV creates in promotions, on websites, etc. that future editions of the floor plans will show shelving for magazine racks. Other item from the BC meeting was discussion on items and costs that would be associated if we decided to have sprinklers in the entire building. For example, large piping, more piping, sprinkler heads, installing additional fire hydrants and connections, etc. these items are estimated to be \$80,000-\$100,000.

- i. **Owner Representative Agreement:** Items were clarified and edits suggested. J. Hoesly questioned the dollar range suggested for BC to approve change orders from \$2,001 to \$2,500 as being too narrow. Consensus was to change the upper limit to \$5,000. During the meeting K. Budsberg used his laptop to incorporate suggested changes into the document. Moved to approve OR (Owner Representative) Agreement with tonight's edits by J. Hoesly, second by S. Janowiak. Motion Carried.
- ii. **CMAR Update:** Ad was in the Post Messenger Recorder, websites, plus Jim Gersich, Dimension IV Madison Design Group, had emailed the information to Contractors as well. CMAR meeting is scheduled for 2 p.m. on August 26th to allow interested parties to ask questions, tour the library and the Glarner Park Site.
- iii. **Concept Design Budget Review:** Consensus is that we are pleased with the Concept Design and Budget Review. All are to review the documents and submit comments to Director White who will consolidate the comments into one document and forward to Dimension IV for continued refinement on the design. Comments about: sight lines, layout between the Circulation Desk and Study Rooms, and the need to have drive-up book drop displayed in any images of that side of the building were items all mentioned.

B. DISCUSSION AND CONSIDERATION: SALE OF WEST SIDE SITE: No one had any items to discuss in open session.

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.
- B. BUILDING COMMITTEE:** They will work on scheduling additional meetings to discuss the operating budget for the new Library Building.
- C. CO-CHAIRS TEAM:** Current Co-Chairs had a chance to sit down with the previous Co-Chairs to review previous activities, items they had learned about fundraising, donor events, etc. J. Hoesly mentioned the updated endorsement letters and how they may be incorporated into fundraising activities.
- D. COMMUNICATION TEAM:** K. Budsberg reported that they are working on updating promotional materials.
- E. GRANTS TEAM:** L. Hiland has contacted all partners asking for an updated endorsement letter; J. Hoesly had already received one updated letter back. Director White, J. Hoesly and Amy Thurow, Middle and High School Librarian with the New Glarus School District, are working on a grant through ALA (American Library Association) that is due September 9th. We also discussed making sure that for all letters, quotes and pictures in promotional materials that we have confirmed permission to use those items.
- F. PARTNERSHIP TEAM:** Director White shared that they are collaborating with the Aging and Disability Resource Center in Green County as they offer a “Falls Prevention Workshop”.
- G. VILLAGE BOARD LIAISON:** P. Streiff commented that the Library Board needs to continue working towards completing the items laid out in the Resolution and that the Village Board needs to continue working on their list of items as well.
- H. FRIENDS OF THE LIBRARY:** Friends will be having a meeting at 7 p.m. tomorrow night the 26th. They continue to work on their membership drive, support Library activities, and updates to their Facebook page. All are welcome to assist with set-up (Friday, 09/04) and clean-up after the Book Sale on Sunday, September 6th scheduled for 8 a.m. – 5 p.m. B. Weiss added that as part of Library Trustee Training Week she had listened to the webinar “Starting or Revitalizing a Friends Group”. One main point was the importance of keeping individuals engaged in the group was to minimize the number of meetings. Two, splitting duties up into short time commitments (example, you commit to a part of project that lasts for 2 months) versus being involved in the entire project that may last a year).

CONVENE INTO CLOSED SESSION: Moved to go into closed session by P. Streiff, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:43 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by L. Speth. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried at 8:54 p.m.

RESULTS OF CLOSED SESSION: We discussed steps and pricing for the sale process. As one of the first steps, L. Hiland will be contacting Village Administration to clarify legal information about the sale process.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 8:55 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE SEPTEMBER 8, 2015 LIBRARY BOARD MEETING