

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 22, 2015**

President Linda Hiland called the meeting to order at 6:32 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 (arrived 6:36 p.m. | left 8:49 p.m.), Petra Streiff, and Becky Weiss. Also in attendance was Library Director Lauren White.

ANNOUNCEMENT: The Library Board will convene into Closed Session #1 called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (Sale of West Side Site).

The Library Board will convene into Closed Session #2 called under WI State Statute 19.85(1)(f) for the purpose of 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 (Endowment Campaign Donors).

APPROVAL OF AGENDA: Moved to approve the agenda by K. Budsberg, second by B. Weiss. Motion Carried.

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

NEW BUSINESS:

A. DISCUSSION AND CONSIDERATION: ENDOWMENT: L. Hiland asked for any items for discussion that do not qualify for discussion under the closed session scheduled for later in this meeting; there was no discussion.

B. DISCUSSION AND CONSIDERATION: NAMING RIGHTS: Architect Jim Gersich had posed the question to Director White if someone gave \$1 million dollars would you rename the library. This had been decided years ago that we were not interested in renaming the library. We did ask L. Speth, P. Streiff and Director White for their thoughts since they were not here when that decision was originally made; consensus was to stay with New Glarus Public Library and recognize the donor(s) in other ways.

All offered opinions and examples of ways donors may or could be recognized: Cambridge Library is still deciding, Fitchburg Library is primarily electronic, Cross Plains had glass plaques, engraving items such as cow bells, bricks, tile, shields, etc., making children handprints and setting in them in a wall, benches, were all mentioned. Discussion then turned to focus on costs for items such as engraving, durability and portability as library spaces are reconfigured. We will check with J. Gersich if he has any suggestions on pricing (for example, cost of tiles).

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: J.

Gersich has asked that we share names of local contractors. L. Hiland and J. Hoesly had already submitted names, B. Weiss was also working on a list of names. L. Hiland reported that she had spoken with Village Administrator Bryan Gadow and that they touched on multiple items related to the Village Board resolution. Plus they talked about grants, CFSW (Community Foundation of Southern Wisconsin), and schedules. B. Gadow had asked a question about square footage and L. Hiland talked about requirements for ADA, size requirements for emergency vehicles or the SCLS Delivery van, plus standards from DPI (Department of Public Instruction). K. Budsberg and P. Streiff both added that they have had conversations with B. Gadow about many of the same items as L. Hiland.

S. Janowiak had heard back from Bell Signs, for a 4x4 double sided, mounted, weather proof sign the cost estimate is \$700.

B. DISCUSSION AND CONSIDERATION: SALE OF WEST SIDE SITE: L. Hiland

reported that she has spoken with B. Gadow and that he will be checking with the Village Attorney for legal information.

C. DISCUSSION AND CONSIDERATION: 2016 BUDGET: Director White

ran through updates to budget numbers that she had received from sources such as SCLS about technology changes and Village Clerk-Treasurer Lynne Erb about the proposed 1.5% wage increase for all Village employees. Director White reported that since this past year was her first year as Director, that she had been very conservative with spending. As such we are looking at a potential budget surplus, she ran through possible options with those funds.

Director White reported that she and L. Erb have talked about the following: fact that until the insurance/benefit enrollment period ends that we do not know which options staff will select and will not have final numbers, levy limits, wages, designated and undesignated funds.

S. Janowiak mentioned TIF #2 is drawing to a close and the fact that the Library had submitted a past request for funding from that TIF closure that would not impact the levy. K. Budsberg expressed that his preference is to fund the reserve personnel fund for a full year of benefits, then he continued on to discuss unencumbered funds, levy limits and sinking funds. P. Streiff then spoke about levy, budget process and health care costs. Discussion continued with trustees talking about: proposed 1.5% wage increase, fines/fees projections for this year, discussion about increasing fines/fees, collections, programming, reserve personnel fund, sinking funds, equitable benefits and wages, plus health care, dental and fringe benefits cost. Director White asked some clarifying questions and will continue to update her budget projections with items discussed tonight.

REPORTS/DISCUSSION/CONSIDERATION:

A. ADMINISTRATION TEAM: B. Weiss

reported that the CFSW report balanced again this month and that the charts had been emailed. K. Budsberg added that Tina Lorenz has left CFSW, so we will start seeing a new contact person name on emails, reports, etc.

B. BUILDING COMMITTEE: The schedule for CMAR (Construction Manager At Risk)

interviews to be held in the Community Room on September 29th was reviewed: 4:30

p.m. help with chairs/tables setup, 4:45 p.m. call meeting to order and move into closed session, interviews scheduled for 5:00 p.m. and 6:00 p.m.

- C. CO-CHAIRS TEAM:** K. Budsberg shared that he had a chance to sit down with Bob and Cheryl Bergum and asked them to be members of the Co-Chairs Team; they agreed and he reported they are excited to continue assisting us with fundraising efforts.
- D. COMMUNICATION TEAM:** K. Budsberg reported that they have a meeting scheduled for September 30th to review promotional materials.
- E. GRANTS TEAM:** K. Budsberg reported that the CDBG grant, which is currently governed by WEDC, is back on the table. K. Budsberg has started communicating with B. Gadow about the process and guidelines. We also talked through the list of partnership letters that have been received as they are need for some grant applications.
- F. PARTNERSHIP TEAM:** Director White reported that she has an upcoming meeting scheduled to learn more about the program “Books for Prison”; she will provide an update at a future meeting. Also talked about inviting CFSW to a future meeting (perhaps in October) to discuss endowments.
- G. VILLAGE BOARD LIAISON:** P. Streiff shared that Village Board Trustee Peg Kruse had initiated a visit to the Cambridge Community Library. Village Trustees, P. Kruse, P. Streiff and Greg Thoemke, Administrator Gadow, and Director White were all able to attend the tour. Director White and P. Streiff shared some of the following items:
- Cambridge ran into unexpected water issues and had to make funding adjustments for water detention ponds
 - The importance of having a construction manager you are comfortable with
 - Making sure you are building a correct size building from the start as there was the example of lack of storage and an A-Frame shelf that is taking up storage space as it would not fit in the entryway as planned
 - Have clear agreements if you will be having shared spaces, such as a Community Room
 - P. Streiff added that P. Kruse talked about funding from other sources and that B. Gadow has asked about square footage. P. Streiff pointed out that the kitchen was an item not included in the square footage of the Cambridge Library.
- H. FRIENDS OF THE LIBRARY:** S. Janowiak reported that the Friends book sale went well and they are pleased with how the sale went. The Friends next meeting should be September 23rd.

CONVENE INTO CLOSED SESSION #1 AND #2: Moved to go into closed session by S. Janowiak, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:53 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by J. Hoesly, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried at 9:08 p.m.

RESULTS OF CLOSED SESSION #1: Information regarding pricing related to the West Side Site was discussed.

RESULTS OF CLOSED SESSION #2: Before we continue with the Endowment campaign we will speak with representatives from CFSW for guidelines.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 9:10 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE OCTOBER 13, 2015 LIBRARY BOARD MEETING