

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, October 13, 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, Petra Streiff and Becky Weiss. Lexa Speth was absent. Library Director Lauren White was also in attendance.

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 of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (CMAR (Construction Manager At Risk) Selection Process).

APPROVAL OF AGENDA: The agenda was approved on a motion by J. Hoesly, second by P. Streiff. Motion Carried.

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: EMPLOYEE HANDBOOK CLARIFICATION:

FLEX TIME: Director White started by reporting that when staff takes extended leave it can result in Director White not being able to flex her time within that week. She is asking for clarification on what time frame we consider for flex time; that week, pay period, month or other. She also pointed out that at the Federal government level that if the proposed overtime rule changes go into effect in 2016 that her status as "Exempt" from the Fair Labors Standards Act would change and detailed what effect this could have on overtime and compensatory time off.

K. Budsberg asked for clarification on what the pay period is; two weeks replied Director White. L. Hiland confirmed that Director White does include her time spent attending meetings in her work day; yes, both meeting time and travel time confirmed Director White. P. Streiff added that she felt it was always within a pay period; Director White talked about the field layout on the timesheets utilized by Library staff.

K. Budsberg asked Director White her preference; Director White reported that balancing her hours over a pay period is easier then over a week. Director White added that she had a brief discussion with Village Administrator Bryan Gadow about the possible changes to the Fair Labors Standards Act and its possible effects. We continued to discuss overtime and compensatory time off. Director White added that she asked about overtime/compensatory time at the Green County Directors meeting; as an example, since Monroe has a much larger staff, that compensatory time off scheduling is not an issue for the Monroe Director.

L. Hiland volunteered to meet with Village Clerk-Treasurer Lynne Erb to clarify compensatory time off, Fair Labor Standards Act, etc. and based on their meeting the

Library Board will discuss at a future meeting if a resolution will be considered to adjust this section of the Library Personnel Manual to more closely reflect the Village Personnel Manual.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT :

- i. **RESOLUTION 15-27 (GLARNER PARK SITE) UPDATE:** L. Hiland said we would be going through the various items in the resolution and discussing any updates or action items. L. Hiland reported that she has not had any new updates from Village President Roger Truttmann or B. Gadow. K. Budsberg added that he has been having email exchanges with B. Gadow; that B. Gadow is working with the Village Attorney to draft a "Land Agreement" for Glarner Park. Both L. Hiland and K. Budsberg reported that they had heard from Dimension IV Madison Design Group and expect a finalized Concept and Budget Report shortly.

L. Hiland reported that she had spoken with B. Gadow regarding working with the Village on financing options for the gap between pledged amounts and they had also discussed funding options through other sources.

K. Budsberg suggested we ask for a meeting with R. Truttmann, B. Gadow for clarification on Resolution items.

Building committee is working on operating budget; for example J. Hoesly is checking into quotes for cleaning services, L. Hiland will ask L. Erb questions about snow removal and mowing when they meet. Additionally, the Building Committee is looking at holding a meeting on October 20th to review the operating budget information.

Regarding the sale of the West Side site, L. Hiland added that we are waiting to hear from B. Gadow on legal items related to the sale process.

K. Budsberg added the exciting news that we had received a "fly-around" of the building from Dimension IV. L. Hiland also added the reminder that Jim Gersich with Dimension IV had pointed out that we may want to consider touring the Marshall Community Library as it has some similar features.

- B. DISCUSSION AND CONSIDERATION: 2016 BUDGET:** Director White reported no significant changes to budget numbers and added that we are still waiting on the fringe benefits to be finalized. J. Hoesly asked for an update on the Village Board budget special meeting; P. Streiff provided an overview of the requests from Police, road projects, Library, etc. That the Village Board took all the requests and gave a flat percentage of each request to each department. Director White added that all sinking fund requests were reduced by set amount as well. L. Hiland added that a variety of items were moved to discussions about borrowing of funds. Director White added that since the meeting she has supplied "Year-End Estimates" in response to a request from L. Erb. J. Hoesly added that she had thought about the possibility of adding an intern to the staff to assist during the building project.

While Director White stepped out of the meeting to retrieve some items from her office; we moved ahead on the agenda to the section "Minutes".

APPROVAL OF MINUTES:

- A.** Moved to approve the September 8, 2015 Library Board minutes, noting typographical corrections, by J. Hoesly, second by K. Budsberg. Motion Carried.
- B.** Moved to approve the September 22, 2015 Library Board minutes by S. Janowiak, second by J. Hoesly. Motion Carried.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the September 22, 2015 bills totaled \$13,320.16 and the October 13, 2015 bills totaled \$1,804.80. 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. 2015 Budget had been discussed earlier tonight as part of the agenda item "2016 Budget".

DIRECTOR'S REPORT:

Social Services Symposium: On Friday, September 11, I attended a library social services symposium that was sponsored by SCLS using LSTA funds to help those of us on the front lines better serve the public. The two main focuses of the event were rural poverty and secondary trauma. The Marshfield Area Executive Director, Paula Jero, was the first speaker and her talk largely focused on deinstitutionalization and the lack of funding allocated by states specifically for mental health and things like housing assistance. She also expressed that many of the individuals who are living in poverty are dealing with substance abuse issues and mental health issues that are not being addressed. This was an incredibly informative and compelling portion of the symposium. The second session I attended was presented by Dr. Katherine Curtis and Dr. Leann Tiggesy, both of UW-Madison and their lecture was largely data driven with a focus on rural poverty. They also discussed stereotypes and the difficulty of living in rural areas which can put certain individuals at greater risk of poverty. It was emphasized that poverty is cyclical and that often times individuals will live in poverty, then just above the poverty line, and then go back below the line again. The last presenter was Valerie Walker, who spoke about secondary trauma and how library workers can take care of their wellbeing while serving those in need. She did a few exercises, which demonstrated the sharing of energy between two individuals. Overall, this symposium was incredibly beneficial in understanding the cultural framework of poverty, especially when it comes to mental health and rural areas. While these individuals are not librarians, the information they provided attendees with is something we can take back to our own libraries and help to foster understanding.

September Staff Meeting: Our September staff meeting was held on September 24th and staff were updated on the latest developments with the library building project and we addressed some issues with opening and closing procedures. We were finding some inconsistencies and discrepancies as to whose job was what, so I clarified that for the group. Then, we brainstormed how to reduce staff workflow errors. One thing that became very clear was that using multiple piles at the desk was not working because it was simply too much. So, I worked with staff on developing a t-chart to look at the issue (what's working, what's not, and a solution). Afterwards, staff members were clear on the expectations and I'll be monitoring the issue over the next several weeks to see what, if any, modifications need to take place.

Managing for Success and Accountability: This continuing education workshop was held at the Verona Public Library on September 24th and was presented by two UW-Madison directors, one from Human Resources and one from Training. Together, they shared insights and tools to help me and my staff be

successful. Their workshop was also geared to help identify the facts in a situation and ask good questions which will enable directors to have respectful accountability conversations when appropriate. This continuing education workshop was incredibly helpful and presented tough topics in an easy-to-understand way and gave attendees the confidence to have difficult conversations. The presenters left us with additional worksheets that walk managers through the steps of addressing issues and that is very helpful when trying to figure out what the problem is (e.g. are the expectations clear?).

Green County Directors Meeting: All Green County directors met on 10/5/15 in Monticello to discuss a variety of topics. The first was in regards to shared resource funds to each library and how much they can expect to receive for staff to attend WLA this year. It was decided that each library will receive \$1,000 to cover the expenses associated with membership, registration fees, and mileage. Staff all plan to attend the conference on Friday, November 6th and the library will be closed that day. I will be attending WLA Wednesday, Thursday, and Friday. The next item that we discussed was to give direction to our technology/ILS cluster rep on some issues related to fees and SCLS time spent on supporting self-check machines. Currently, SCLS member libraries use two different vendors for their kiosks and equipment, 3M and Bibliotheca, but SCLS only supports Bibliotheca (which has some significant drawbacks with functionality). So, as a cluster, we decided that our recommendation would be to limit support to two vendors, to keep the initial \$1,000 set-up fee for each kiosk, and that those with the machines should decide how much time and money they want SCLS to put into support and development for these devices and those that have the equipment should be the ones who are paying for the service. Lastly, directors discussed how we're going to roll out our Green County Libraries campaign and if we wanted giveaways. It was decided that once everyone received their promotional posters and files that we would have a set launch date. Giveaways will be purchased pending excess Green County funds for the year.

S. Janowiak asked where the WLA conference is being held this year; Middleton replied Director White.

New Glarus Public Library Program Attendance September 2015

Activity	Date	Number of Attendees
Scrabble	Tuesday, September 1 st	0
Scrabble	Tuesday, September 8 th	0
Adult Book Club Event	Wednesday, September 9 th	12
Story Time	Friday, September 11 th	17C/8A
Scrabble	Tuesday, September 15 th	4
Reel Life Film Screening	Wednesday, September 16 th	2

Story Time	Friday, September 18 th	20C/7A
Scrabble	Tuesday, September 22 nd	0
Story Time	Friday, September 25 th	26C/9A
Scrabble	Tuesday, September 28 th	0

TOTAL LIBRARY INVESTMENTS	58,097.03
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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 7/31/15	569,093.12
Interest Income from 8/15	98.64
Less fees from 8/15	-2.23
Gifts received	
Pledges paid 8/15	43,875.00
CASH Available 8/31/15	<u>613,064.53</u>

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

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, second by K. Budsberg. 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 7:42 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by L. Hiland, second by K. Budsberg. 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 8:07 p.m.

RESULTS OF CLOSED SESSION: Moved to use Maas Brothers Construction Co., Inc. based out of Watertown, WI as CMAR for the New Glarus Public Library new building project by L. Hiland, second by B. Weiss. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by B. Weiss. Motion carried at 8:11 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE NOVEMBER 10, 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	2904	1294	711	217	177
June	306	202	6857	839	3270	1567	738	270	173
July	127	88	6716	776	3097	1742	598	301	202
August	225	100	6638	879	3013	1725	595	234	192
September	204	367	5766	784	2607	1467	474	182	252
October									
November									
December									
Total:									
Total:	2269	2751	56578	7603	25309	12908	5840	2142	1593
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	36
July	10	9	1	1469	1103	2747	196	92	17
August	7	6	1	1082	1465	2832	186	74	19
September	11	9	2	824	1187	2581	145	57	12
October									
November									
December									
Total:	67	50	17	9421	11680	23239	1738	818	135
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	3613	213	17	5	20	3	87C/46A	8	153
August	3298	214	15	6	20	3	59C/26A	9	105
September	2671	218	12	7	18	3	63C/24A	10	105
October									
November									
December									
Total:	26048	1873	N/A	43	203	39	1148C/2304A	83	1569