

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Thursday, December 17, 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.), and Becky Weiss. Also in attendance was Library Director Lauren White (left at 7:53 p.m.). Village Board Liaison Petra Streiff was absent.

APPROVAL OF AGENDA: The agenda was approved on a motion by B. Weiss, second by K. Budsberg. Motion Carried.

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: UPDATE CAPITAL CAMPAIGN: K. Budsberg started by sharing that he has decided to step down as a Capital Campaign Co-Chair. He then responded to a question from J. Hoesly asking for his reasons for this change; K. Budsberg shared his thoughts, one of which included how to present a building design that will be changing, another was to adjust his schedule and focus on his duties as an Owner Representative to the Building Project. J. Hoesly and K. Budsberg continued discussing items focusing on duties, roles, who is best suited to the task of recruiting additional Co-Chairs, timing of recruiting, and the time commitments of a Co-Chair. K. Budsberg then circulated the document "Summary of fundraising goals, dated 12/17/15" and provided an overview of some of the number listed: Operational Reserve, CFSW-held funds. This led into a discussion of FF&E (Fixtures, Furnishings & Equipment) with both J. Hoesly and Director White talking about sources to find items, such as shelving, to reduce FF&E costs. L. Hiland asked how do we continue to support the Capital Campaign and the Co-Chairs; it was pointed out the former Co-Chairs have always offered to assist with orientation of new Co-Chairs. L. Speth volunteered to check with former Co-Chairs and ask for assistance. We then went on to discuss the Donor event that is being planned for January 20, 2016. B. Weiss is in favor of continuing our past pattern of having events throughout the year to provide updates and a chance for questions. Director White, K. Budsberg, J. Hoesly and L. Speth all added comments related to timing of the event and what items to present. S. Janowiak added that she thinks it is very important to continue hosting donor events. S. Janowiak asked K. Budsberg if he could continue to assist with Co-Chair duties for the next few months; he replied he can assist with strategy ideas. Additionally, he agreed to reach out to individuals to talk with them, and see if they would consider being a Co-Chair. L. Hiland asked if we needed to review the work of the original CPC (Capital Planning Committee) and maybe bring them back into action. L. Hiland will contact the Co-Chairs to provide an update on tonight's discussion. Additionally B. Weiss will start preparing mailing labels and envelopes in preparation for the donor event mailing.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: VILLAGE BOARD PRESENTATION DRAFTING:
K. Budsberg volunteered to compile all of the presentation information into one document;

Trustees are to email in Word or Excel format their final versions to K. Budsberg. Additionally K. Budsberg will take care of editor duties such as inserting a table of contents, numbering the appendixes, formatting and spell checking. Then he will email the document for final review. Once the presentation report is finalized L. Hiland will forward it to Village Administration for distribution.

Next each Trustee went through the section of Village Board Resolution R15-27 they had primary responsibility to draft:

- L. Hiland – Capital Budget
- B. Weiss – Fundraising Cash and Pledges
- K. Budsberg – Gap in Funding
- J. Hoesly – Operating Budget
- L. Speth – Fund the Operating Budget and Endowment
- S. Janowiak – Sale of West Side Site

For each section the primary Trustee provided any updates on items that had changed or new numbers that had been received. As we moved through each section Trustees provided feedback and suggested edits on items such as typographical corrections, where to add an image or appendix reference, changing a chart color to black/white instead of blue/green to make it easier to read, and other editing suggestions.

Ended with L. Hiland adding that both Dimension IV Madison Design Group and Maas Brothers Construction CO., Inc were planning on attending the Village Board meeting and she would take care of introducing them that night.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by K. Budsberg. Motion carried at 9:27 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JANUARY 12, 2016 LIBRARY BOARD MEETING