

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, March 22, 2016**

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 (arrived 6:33 p.m.), Lexa Speth (arrived 6:33 p.m.), Petra Streiff and Becky Weiss. Also in attendance was Library Director Lauren White.

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

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

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: RESOLUTION 16-01 LB: LIBRARY PAGE 1:

Director White ran through the interview, hiring and start dates for the Page 1 position. Moved to approve Library Resolution 16-01 hiring Annie Pollyea to the part time Library Page 1 position at a rate of \$7.73 per hour by K. Budsberg, second by J. Hoesly. Motion Carried. A copy of Resolution 16-01 is included at the end of this set of minutes.

B. DISCUSSION & CONSIDERATION: 4/28/16 SHORTENED LIBRARY HOURS FOR READERS' ADVISORY CLASS:

Green County Library Directors are bringing in an instructor for a Reader's Advisory class scheduled to run from 1 p.m. – 5 p.m. hosted at the New Glarus Public Library. At this time Ignacia Boersma, Rachel Holcomb, Erica Loeffelholz, and Lauren White are all scheduled to attend. Director White added that they will take care of publicizing the closure notice for April 28th; in addition to setting due dates ahead.

P. Streiff asked what will the Reader's Advisory class cover; Director White gave an example "I read all western books by _____, what should I read next?" The class will demonstrate resources, techniques and tips to assist with matching the reader up to new materials. L. Speth asked if we had considered inviting the Library staff from the New Glarus School District; Director White said she would reach out to them. Moved to approve closing the Library on April 28th by J. Hoesly, second by B. Weiss. Motion Carried.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: LIBRARY BUILDING PROJECT: Nothing new to report.

REPORTS/DISCUSSION/CONSIDERATION:

A. ADMINISTRATION TEAM: At this time we have not yet received the February report from CFSW (Community Foundation of Southern Wisconsin). K. Budsberg is checking on the report and will forward when received.

B. BUILDING COMMITTEE: Last meeting was on March 8th to approve the minutes, nothing else new to report.

C. CO-CHAIRS TEAM: L. Hiland shared that an Anonymous Donor is generously offering \$10,000 donation to the Operating Fund account if it is matched by May 31st. She

continued on and reminded all of upcoming dates and fundraising events: April 11th - Culvers, May 1st – Fat Cat Coffee Works, May – Foot Golf at Argue-Ment Golf Course. Discussion started by all tossing out different ideas related to the matching donation and events. J. Hoesly asked do we pick ten people and ask each for \$1,000 pledge to meet the match – or is it better to target one or two people instead. K. Budsberg added that we need to be conscious and make sure we are clear on the differences between the operational fund and the endowment fund. Reminder that at past events that having a change jar available was effective; can we do that again at upcoming events. Do we need to produce a special promotional piece for the match donation; general consensus was no that the materials we currently have will work. K. Budsberg did offer to make minor edits to the materials to facilitate the ability to make donations to the Capital Campaign, Operational Fund and Endowment Fund. L. Hiland had asked K. Budsberg to check with CFSW to make sure the “Donate Now” buttons were operational on their website. S. Janowiak offered to update the Friends on the match donation challenge, events, and promotional materials discussion. L. Hiland will request clarification on the match donation details; as for example does it have to be cash on hand, pledges or a combination. K. Budsberg mentioned seeing recently “pre-printed” sticky notes that can be used to promote events or provide direction on ways to donate. Director White offered to check with SCLS (South Central Library Service) about printing these sticky notes. This led into a discussion of pledge cards, envelopes and the time spent making and updating promotional materials. Next we discussed the number of people and length of shifts needed for the Culvers event. Additionally we also discussed the different ways we were publicizing upcoming events.

To end the discussion we talked about duties and skills for the Co-Chair positions, Trustees are to share feedback with L. Hiland for recruitment of new Co-chairs.

D. COMMUNICATION TEAM: Nothing new to report.

E. GRANTS TEAM: J. Hoesly had requested the grant materials from “The Best Small Library in America” but has not yet received the materials or heard back from *Library Journal*.

F. PARTNERSHIP TEAM: Discussed ways we could work together and focus on cross-promotion of events with our different partners. For example, working with the New Glarus Lions to have an eyeglass donation box displayed at upcoming events and programs. Director White added that they have received outstanding support from area business and groups to support SRP (Summer Reading Program).

G. VILLAGE BOARD LIAISON: P. Streiff reported that there has been no Library related discussions at recent Village Board meetings. K. Budsberg asked if there was an update on the Land Agreement timing to ensure review by legal counsel; P. Streiff has not heard a set date. Director White added that the SCLS lawyer has started and is available for consulting.

K. Budsberg next asked about a recent item, Study of Glarner Park, that had been on the agenda for the Parks and Recreation Committee; P. Streiff reported that Parks and Recreation Director Chris Rear came with ideas and cost estimates that included restrooms, concessions, and other upgrades. That it was an informational only agenda item and that no action was taken.

H. FRIENDS OF THE LIBRARY: Meeting tomorrow night (03/23) at 7 p.m. in the Library. They continue to work on plans for the Foot Golf event to be held in May at Argue-Ment Golf Course. L. Hiland has sent to the Friends information on a fundraising program that Panera Bread offers.

I. ENDOWMENT TEAM: K. Budsberg stressed the importance of getting endowment funds started growing and how/when they could impact future budget cycles.

ADJOURNMENT: Meeting adjourned on a motion by K. Budsberg, second by L. Speth.
Motion carried at 8:07 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE APRIL 12, 2016 LIBRARY BOARD MEETING

New Glarus Public Library
Library Resolution 16-01 LB

**RESOLUTION FOR APPOINTMENT OF LIBRARY
PAGE I ANNIE POLLYEA**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby resolve to appoint Annie Pollyea to the part time Library Page I position with the New Glarus Public Library. Said employment shall be effective March 21, 2016. Compensation shall be \$7.73 per hour.

Employee shall be paid in accordance with the New Glarus Public Library Personnel Handbook.

Adopted this 22rd day of March, 2016.

Linda Hiland, President
New Glarus Public Library

Rebecca L. Weiss, Secretary
New Glarus Public Library

PRESENTED 03/22/2016

Lauren White, Director
New Glarus Public Library