

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, April 12, 2016**

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Petra Streiff and Becky Weiss. Jody Hoesly, Suzi Janowiak and Lexa Speth were absent. Library Director Lauren White was also in attendance.

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 & CONSIDERATION: PAGE HIRING: Director White shared that Page Katie Zipsie has resigned with an effective date of Friday, April 15th. Director White will conduct an exit interview with K. Zipsie. Additionally, she will start the hiring/interview process for the Page 1 position.

OLD BUSINESS:

A. DISCUSSION & CONSIDERATION: LIBRARY BUILDING PROJECT: L. Hiland started by sharing that she had contacted Village President Roger Truttmann for an update since she had been out of the country. R. Truttmann directed her to Village Administrator Bryan Gadow for details about the next steps involved with the Glarner Park (GP) land transfer. P. Streiff added that she has also reached out to B. Gadow to discuss the next steps as well. L. Hiland gave a reminder of the upcoming fundraising event scheduled for Sunday, May 1st at Fat Cat Coffee Works. She also reported that the previous night's fundraising event hosted at Culver's had a steady crowd of people. Next we moved on to discuss fundraising, Co-Chairs, schedules and the GP land transfer. K. Budsberg praised Co-Chair Rachel Frye for her time, commitment and efforts over the last several months. K. Budsberg proposed the idea of the Library Board (LB) taking the first step regarding the GP land transfer and memorialize, perhaps as a resolution, that the Village keeps control of GP until the Capital Campaign has received pledges of \$1,000,000, then that would trigger the start of the land transfer process. P. Streiff added that at the same time the Village's role in continuing to move forward by working with all groups – School District, Parks and Rec Program, public, etc. to facilitate building a new ball field and the transfer of GP. This led into a discussion of timing, the roles different groups (LB, Village Board, School District, Parks and Recreation Director, etc.) play in the process, would a joint taskforce be a possibility and other options. P. Streiff was going to follow-up with Administrator Gadow after the meeting with some questions and items brought up tonight. K. Budsberg and P. Streiff will work together to prepare a draft document for discussion.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the March 22, 2016 bills totaled \$648.64 and the April 12, 2016 bills totaled \$3,877.90. 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 Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

2016 Summer Reading Program Planning (cont...)

While we continue to nail down the final details of the 2016 Summer Reading Program, one of the most exciting developments has been the downtown business scavenger hunt. The idea behind this is simple, take your scorecard with select businesses to their location and get a sticker on their designated space. Once the scorecard is filled out, each participant will receive a grand prize. Currently, we have 11 businesses who have pledged their support this summer and we're ecstatic at the response. We wanted to have a downtown tie-in, something that was walkable, and something that was mutually beneficial and with this program, I'm confident we have this. We're now in the process of creating contracts for participating businesses and creating flyers for them to put in their windows and doors signifying their participation.

April Staff Meeting

On Friday, April 1st, staff met to discuss a variety of issues. I updated everyone on the building project and where we're at with that and what they might expect in coming months. We also had a discussion on professionalism, in attitude, dress, our online presence, etc. Everyone was given a copy of an article from the Hack Library School blog, which touched on the aforementioned topics and we held a brief discussion about how this is something we can work on continuously. Staff were also encouraged to read the comments on the blog post and continue the discussion over email. Ignacia also brought some ideas to the staff meeting about National Poetry Month, which is April. She suggested we have blackout poetry pages, create book spine poetry, and she's updated the storyline to have poems for the month of April.

Upcoming Readers' Advisory Class

As part of the shared resource pool that the Green County libraries receive each year, the directors decided to put money towards staff development. In previous years, the money was used to send staff to WLA. However, given the location of the conference, it's unlikely that we'll be able to send our staffs. So, in looking at other ways we can support professional development, we agreed to invite a readers' advisory whiz to teach a half-day class for our staff members. New Glarus will host the session, which will be held on April 28th from 1-5pm. As such, our library will be closed from 12-7pm that day to accommodate training.

2nd Annual 1,000 Books Before Kindergarten Party

For our second annual 1,000 books party, we once again crowned participants that completed the program and celebrated with stories, snacks, and activities. The theme was Eric Carle and we even had our very own grouchy ladybug present for photo opportunities. Since the program launched, over 100 children have read a combined total of more than 40,000 books.

Community Service Hours

For the rest of April, we'll have Parker Berry from New Glarus High School helping with a digitization project here at the library. He'll volunteer for roughly 20 hours over the month and work on digitizing the bank calendars and putting them on our website. It is our hope that he'll also be able to tag the images and make them searchable through Google. We're very excited about this project as this is something we've wanted to do for quite a while, but it's always on the back burner. I'm hopeful this will jump start the process for digitizing other local history materials. For this project, we're investing in a handheld portable scanner that should make the scanning much easier than using a traditional scanning machine that's shared with patrons and staff.

New Glarus Public Library Programing and Outreach Attendance

March 2016

Activity	Date	Number of Attendees
Scrabble	Tuesday, March 1 st	0
Coloring Club	Thursday, March 3 rd	4
Story Time	Friday, March 4 th	10C/4A
Scrabble	Tuesday, March 8 th	4
Adult Book Club	Wednesday, March 9 th	10
Coloring Club	Thursday, March 10 th	3
Story Time	Friday, March 11 th	19C/7A
1,000 Books Party	Saturday, March 12 th	16C/13A
Scrabble	Tuesday, March 15 th	5
Coloring Club	Thursday, March 17 th	5
Story Time	Friday, March 18 th	22C/10A
Scrabble	Tuesday, March 22 nd	0
Coloring Club	Thursday, March 24 th	3
Scrabble	Tuesday, March 29 th	0
Teen Movie	Tuesday, March 29 th	4
Kids Movie	Thursday, March 31 st	7C/8A

TOTAL LIBRARY INVESTMENTS	57,252.98
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FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)
 Community Foundation of Southern WI [most recent information available]
 Library Capital Campaign Fund

CASH Deposits thru 1/31/16	653,259.08
Interest Income from 2/16	100.47
Less fees from 2/16	-56.97
Gifts received	0.00
Pledges paid 2/16	3,800.00
CASH Available 2/29/16	657,102.58

L. Hiland praised the Library Staffs efforts and involvement with incorporating local businesses in the Summer Reading Program scavenger hunt.

Since L. Hiland had been out of the country she asked for an update on the E-Rate program. One, Director White said she would email the updated NGPL Internet Policy after the meeting. Second, she has clarified that we had already met the public notice portion of the E-Rate guidelines as it has been noticed on our Library Board agendas and the public had a chance to provide comments. Director White clarified that we only need public notice which is covered by the agenda. The public hearing process that we are used to experiencing at the Village Board level, does not apply here.

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

APPROVAL OF MINUTES:

- A. Moved to approve the March 8, 2016 Library Board minutes by K. Budsberg, second by P. Streiff. Motion Carried.
- B. Moved to approve the March 22, 2016 Library Board minutes, noting typographical corrections, by L. Hiland, second by P. Streiff. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by P. Streiff, second by K. Budsberg. Motion carried at 7:59 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE MAY 10, 2016 LIBRARY BOARD MEETING

New Glarus Public Library 2016	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	277	395	5980	852	2808	1320	589	213	198
February	242	509	5879	962	2563	1380	541	284	149
March	212	208	6178	835	3125	1284	520	271	143
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	731	1112	18037	2649	8496	3984	1650	768	490
2016	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	8	6	2	884	1323	2385	153	???	8
February	10	3	7	834	1210	3189	179	???	17
March	11	8	3	812	1166	2926	187	???	24
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	29	17	12	2530	3699	8500	519		49
2016	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2511	196	13	5	18	5	117C/36A	10	171
February	2740	209	13	9	33	6	210C/61A	15	304
March	3023	218	14	10	34	5	79C/42A	15	155
April									
May									
June									
July									
August									
September									
October									
November									
December									
Total:	8274	623	40	24	85	16	406C/139A	40	630