

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, May 10, 2016**

President Linda Hiland called the meeting to order at 6:35 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, and Petra Streiff. Library Director Lauren White and \*Becky Weiss were also in attendance.

\*Note: B. Weiss's term on the Library Board ended 04/30/2016 but at the time of this meeting Village President Roger Truttmann had not yet completed the process to appoint the next Library Board Trustee. Village Administration confirmed that B. Weiss could still take minutes, but should not vote. B. Weiss abstained from all votes during the course of this meeting.

**APPROVAL OF AGENDA:** The agenda was approved on a motion by J. Hoesly, second by S. Janowiak. Motion Carried (B. Weiss - abstain).

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

**NEW BUSINESS:**

**A. DISCUSSION & CONSIDERATION: RESOLUTION 16-03:** L. Hiland started by handing a copy of 16-03 to B. Weiss to read. Then all thanked B. Weiss for her volunteerism and years of service, plus jokes and stories were shared. Moved to approve Resolution 16-03 Recognizing Trustee Becky Weiss by S. Janowiak, second by K. Budsberg. Motion Carried (B. Weiss – abstain). A copy of 16-03 is included at the end of this set of minutes.

**OLD BUSINESS:**

**A. DISCUSSION & CONSIDERATION: LIBRARY BUILDING PROJECT:** P. Streiff reported that she had spoken with Village Administrator Bryan Gadow about LB Resolution 16-02 and he had requested a cover letter to accompany the resolution. A draft version of the cover letter had been distributed and typographical changes were suggested. Then in response to a question about when this was scheduled to appear on the Village Board agenda; P. Streiff said May 17<sup>th</sup>. Next K. Budsberg asked how far along is the land agreement; P. Streiff said she continues to check in with B. Gadow about the drafting of the land agreement.

L. Hiland added that we continue to approach donors for the matching challenge. She also shared that Wayne Duerst will be retiring from the Building Committee and that this will be a future agenda item to replace both W. Duerst and B. Weiss on the Building Committee.

**B. DISCUSSION & CONSIDERATION: 2016 WEST SIDE SITE LAWN MOWING:** B. Weiss reported that she had spoken with Gene Dahlk who agreed to mow the easement area again at \$20 per cut for the 2016 mowing season. She had also initiated contact with Roger Arn to mow the acreage land in exchange for the hay. Moved to approve the 2016 mowing plan by K. Budsberg, second by S. Janowiak. Motion Carried (B. Weiss – abstain).

**BILLS / FINANCIAL REPORT:** There were two sets of bills presented: the April 26, 2016 bills totaled \$513.10 and the May 10, 2016 bills totaled \$1,365.03. The bills were initialed by trustees to show approval for payment. After the meeting Director White will email the monthly financial report prepared by Village Clerk-Treasurer Lynne Erb.

## **DIRECTOR'S REPORT:**

### **2016 Summer Reading Program Planning (cont...)**

With the Summer Reading Program starting next month, we're wrapping up the final details for our program this year. This year, we'll have a downtown business scavenger hunt of sorts with 11 businesses. These included: Sugar River Pizza, Kennedy's, Brenda's Blumenladen, Kinderladen, The Artful Gourmet, Esther's European Imports, New Glarus Bakery, Toffler's, Cow and Quince, Sisters, and the Library. Once a child has received a sticker from each business, they will be eligible for a prize. Argue-Ment Golf Course has graciously donated 1 9-hole round of footgolf for any participant that completes the scavenger hunt. This program will be open to our two oldest participant categories, the readers and teens.

### **Readers' Advisory Class**

On April 28<sup>th</sup> from 1-5pm, staff members from the Green County libraries were able to attend a readers' advisory class led by presenter Becky Spratford. Participants learned how to speed-read (for the purposes of talking about an unfamiliar book), talk about books without discussing the plot, and how to implement readers' advisory practices in the digital world. My general impression is that everyone who attended felt very energized and confident about recommending books to patrons, whether we've read them or not. After the class, we immediately began brainstorming ways to implement what we've learned. So, at NGPL, we've added a staff pick display to the desk and each item will have a card on the back saying who recommends it along with three characteristics and read-alikes. With this information, not only will the patron walk away with more information, but anyone at the desk can confidently talk about the recommendation. We're also exploring ways to expand our readers' advisory offerings on Facebook.

### **iBoss Filtering**

We are in the final stages of the filtering process, which will go live in early July. At this point, I've worked with SCLS to create our landing page when someone tries to access restricted material. On this page, there will be a link to our Internet Safety Policy and there will be an override option for adults should they feel the content their accessing is for "lawful purposes." The testing filter has also gone on the wifi and the patron pcs. These are the last steps needed before we go live and have fulfilled all of the requirements to be eligible to receive e-rate funding. Because SCLS is doing this on our behalf, NGPL will not directly see the discounts we get back, but instead, we'll likely have lower infrastructure fees as SCLS upgrades their equipment. When the time comes and the new library is being constructed, we will be eligible for discounts through e-rate for things like cabling.

### **Green County Director's Meeting**

Local director's met Friday, April 29<sup>th</sup> to discuss a variety of topics. Kim Argue came and spoke about a photo contest she's interested in seeing the libraries participate in alongside the barn survey. Several libraries expressed interest, but there are some logistical hiccups to work out. As with many things here at NGPL, space is really our big problem because we don't have an ideal location to display contest entries. We also discussed purchasing space on a billboard on HWY 69 outside of Monroe to feature the Green County libraries

**New Glarus Public Library Programing and Outreach Attendance  
April 2016**

Activity	Date	Number of Attendees
Preschool Story Time	Friday, April 1 <sup>st</sup>	12C/6A
Preschool Story Time	Friday, April 8 <sup>th</sup>	23C/12A
Candy Olympics	Monday, April 11 <sup>th</sup>	7C/2A
Scrabble	Tuesday, April 12 <sup>th</sup>	5
Adult Book Club	Wednesday, April 13 <sup>th</sup>	11
Cook-Off	Thursday, April 14 <sup>th</sup>	7
Preschool Story Time	Friday, April 15 <sup>th</sup>	20C/10A
Scrabble	Tuesday, April 19 <sup>th</sup>	4
Preschool Story Time	Friday, April 22 <sup>nd</sup>	27C/9A
Scrabble	Tuesday, April 26 <sup>th</sup>	5
Preschool Story Time	Friday, April 29 <sup>th</sup>	23C/8A

<b>TOTAL LIBRARY INVESTMENTS</b>	<b>57,269.36</b>
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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 2/29/16	657,102.58
Interest Income from 3/16	102.86
Less fees from 3/16	-196.46
Gifts received	0.00
Pledges paid 3/16	575.00
CASH Available 3/31/16	657,583.98

B. Weiss commented that she enjoyed Director White's article in the *Post Messenger Recorder* about the Library staff attending Readers Advisory training and how the staff would be trying out their new skills in the coming weeks. Director White added that they are also looking into different ways to promote Readers Advisory such as displays, Facebook posts and maybe through the use of videos.

Next Director White added that interviews are being conducted for the open Page positions. K. Budsberg asked if there had been any updates from the Village on when the 2017 budget process starts; Director White replied that no she has not heard anything about 2017 budget process yet. She did add that the 2016 final report from the Auditors has not yet been completed, so the 2016 budget has not been finalized yet.

B. Weiss next asked if there had been interest from people wanting to use the scanner later this month to digitize materials; Director White replied yes, they just had someone reserve a 6-hour block of time. Director White added that she was glad that Assistant Director Erica Loeffelholz had suggested the reservation system for this project.

Next Director White and J. Hoesly shared details about a trip they had taken (Jody Hoesly's sister-in-law Mary also went with them) to the RADD (Recovering Analog and Digital Data) Lab which is part of the SLIS Library located on the UW-Madison campus. There they got to observe the equipment and how it is used to take audiovisual materials in different formats (some examples: VHS, Beta, slides, floppy disks, vinyl records, etc.) and convert them to digital formats. They added that most of the equipment came from Goodwill and was rebuilt/converted for use in the RADD lab. Additionally, if anyone has older, working recorder equipment that the RADD lab may be able to use it and to keep it in mind instead of sending the equipment to a recycling center. Some of the other items they shared were that VHS files when digitized are massive files and that it is a time consuming process as one minute of a tape recording takes one minute to digitize.

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

#### **APPROVAL OF MINUTES:**

- A.** Moved to approve the April 12, 2016 Library Board minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried (B. Weiss – abstain).
- B.** Moved to approve the April 26, 2016 Library Board minutes, noting typographical corrections, by L. Hiland, second by P. Streiff. Motion Carried (B. Weiss – abstain).

**ADJOURNMENT:** Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 7:36 p.m. (B. Weiss – abstain).

*Respectfully Submitted,  
Becky Weiss*

<b>New Glarus Public Library 2016</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
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	280	142	5730	780	2734	1375	532	170	139
May									
June									
July									
August									
September									
October									
November									
December									
Total:	1011	1254	23767	3429	11230	5359	2182	938	629
<b>2016</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
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	6	5	1	837	1285	3176	148	???	15
May									
June									
July									
August									
September									
October									
November									
December									
Total:	35	22	13	3367	4984	11676	667		64
<b>2016</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
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	2820	207	14	5	32	6	114C/47A	11	193
May									
June									
July									
August									
September									
October									
November									
December									
Total:	11094	830	54	29	117	22	520C/186A	51	823

**New Glarus Public Library**  
Library Resolution 16-03 LB

**RESOLUTION RECOGNIZING TRUSTEE BECKY WEISS**

WHEREAS, Becky Weiss served on the New Glarus Public Library Board of Trustees, of the Village of New Glarus, Green County for 6 years before retiring in April 2016; and

WHEREAS, Becky Weiss gave generously of her time, energy and helped advocate for expanded facilities and to make library services available to all; and

WHEREAS, Becky Weiss held the position of Secretary for several years and executed her duties with professionalism, accuracy and knowledge of procedures; and

WHEREAS, she often took on the additional duties of writing and posting agendas during times of transition to help the library staff; and

WHEREAS, Becky Weiss has graciously volunteered to serve on committees, help at fundraisers, donor events and library events; and

WHEREAS, her invaluable talent at writing, drafting and editing various Library Board communications, such as letters, resolutions, and policies is greatly appreciated; and

WHEREAS, Becky Weiss offered excellent observations and comments during discussion, evaluation and hiring of library directors; and

WHEREAS, Becky Weiss served as a member of the Administrative Team of the Capital Campaign and as Chair of the Building Committee to ensure the progress toward a new and expanded facility; and

WHEREAS, Becky Weiss provided the trustees with sustenance during many long meetings.

NOW THEREFORE BE IT RESOLVED, that the New Glarus Public Library Board of Trustees, does hereby recognize Becky Weiss for her leadership, volunteerism and extends our gratitude for her years of dedicated service to the New Glarus Public Library, its patrons and our community.

Adopted this 10th day of May, 2016

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Linda Hiland, Library Board President  
New Glarus Public Library

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Lauren White, Director  
New Glarus Public Library