

**Village of New Glarus  
Minutes of the Library Board of Trustees  
New Glarus Public Library  
Tuesday, June 13, 2017**

Present: Kevin Budsberg, Jody Hoesly, Bob Bergum, and Linda Hiland. Absent: Petra Streiff, Lexa Speth, and Suzi Janowiak. Also in attendance was Director Lauren White.

**CALL TO ORDER:**

President Hiland called the meeting to order at 6:37PM.

**APPROVAL OF AGENDA:**

Bob Bergum moved to approve agenda, second by Jody Hoesly. Motion Carried unanimously.

**COMMENTS & QUESTIONS FROM THE PUBLIC:**

There were no comments or questions.

**OLD BUSINESS:**

**A. DISCUSSION AND CONSIDERATION: STAFF APPEARANCE AND EXPECTATIONS POLICY:**

Draft of policy sent in meeting materials. Director White indicated the policy is not in response to a specific problem; rather, it is intended to provide more clear expectations for staff by providing more clear language and examples. J. Hoesly moved to adopt the policy, second by Bob Bergum. Director White stated the policy was developed by consulting with library staff as well as Monroe Public Library's Director and policy. Motion passed unanimously.

**NEW BUSINESS:**

**A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:**

President Hiland summarized the June 6, 2017 Village Board as follows: A motion to allow Village Administrator Gadow to proceed with survey & planning studies at Veteran's Park failed on a 3-3 vote with Village Trustees Anderson, Streiff, and Anton-Wright voting in favor, and Edge, Thoemke, and Village President Truttmann voting in opposition (Trustee Kruse was not present). L. Hiland stated that two veterans and one citizen spoke, and that everyone that spoke favored a new library at Glarner Park, but the general sentiment was that the village should engage in more thorough long-range planning, including Parks & Rec facilities. K. Budsberg indicated that the agenda packet for the June 14, 2017 Village Parks & Rec Committee contains a Comprehensive Park Plan developed by MD Roffers in 2010. President Hiland indicated that P. Streiff is working on setting up a meeting with Administrator Gadow and President Truttmann to discuss the outcome of the Village Board meeting further.

**B. DISCUSSION AND CONSIDERATION: MOWING OF WEST SIDE SITE:**

The Library Board is awaiting confirmation on whether west side site is being mowed or if another option will need to be pursued

**C. DISCUSSION AND CONSIDERATION: STRATEGIC PLANNING UPDATE:**

Director White reported the strategic planning group held its first meeting at the New Glarus Home with 13 participants, including the New Glarus Home Activities Coordinator. Themes identified were: communication, sharing and access of information, Swiss culture, and space for community uses as priority. Attendees expressed an interest in lunchtime programming at New Glarus Home, bus service from the New Glarus Home to library, and expanded services and outreach to the New Glarus Home. Lauren will contact NG Home for their census counts over the last several years. The next meeting of the group will have a focus on families and educators, and will be held on June 20, 2017 in the Village Hall Community Room.

A focus of the meetings is to separate, as much as possible, the library's strategic plan from the building project.

**BILLS & FINANCE REPORT:**

**A. BILLS:** Two sets of bills were reviewed and approved, dated 5/9/2017 and 5/23/2017 in the amount of \$2,563.11 and \$1,322.01, respectively.

**B. FINANCIAL STATEMENT:** See statement attached below.

**DIRECTOR'S REPORT:**

The board reviewed the Director's report, which is attached below.

**APPROVAL OF MINUTES:**

**A. MAY 9, 2017:** K. Budsberg moved to approve the minutes without correction, Second by B. Bergum. Motion passed unanimously.

**B. MAY 23, 2017:** President Hiland moved to approve the minutes with several corrections. Second by B. Bergum. Motion passed unanimously.

**ADJOURNMENT:** President Hiland adjourned the meeting at 7:22PM

*Respectfully Submitted,  
Kevin Budsberg, Secretary Pro Tempore*

**LIBRARY****SAVINGS #402521390 (APY .10%)**

Beg. Balance	32,966.80	
Interest	2.24	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		32,969.04

**Savings #2088077 [25-11520] (APY .10%)**

Beg. Balance	4,655.03	
Withdrawal	-79.00	
Deposit (CFSW donation)	27.00	
Interest	0.31	
End. Balance		4,603.34
<b>SUBTOTAL [25-11520]</b>		<b>37,572.38</b>

**UB&T MM#183483-EMPLOYEE BENEFIT [25-11300]**

Beg. Balance	18,839.63	
Interest	18.22	
End Balance		18,857.85

<b>TOTAL LIBRARY INVESTMENTS</b>	<b>56,430.23</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 3/31/17	702,835.99
Interest Income from April	121.11
Less fees from April	-690.97
Gifts received	650.00
Pledges paid April	50.00
CASH Available 4/30/17	702,966.13

## Library Operations Fund

CASH Available 3/31/17	19,952.32
Gifts received	
Pledges paid	
Interest Income April	3.41
Disbursements April Fees	-7.47
CASH Available 4/30/17	19,948.26

## Library Endowment Fund

Beginning Balance 3/31/17	1,847.83
Contributions	
Investment Activity	21.44
Disbursement Activity fees	
BALANCE 4/30/17 [NON-CASH]	1,869.27

**New Glarus Public Library  
Director's Report – June 13th, 2016  
Lauren White, Director**

**Swiss Historical Society Partnership:**

Erica has been working with Ann Marie Ott at the Swiss Historical Village/Society to develop a plan of action to catalog and preserve some of their materials. Currently, there is no electronic record of their holdings and it is something that they would like to do. So, Erica has been discussing option with them and helping them strategize some organizational options. Our hope is to be able to have an Excel document on our website that links to their website with a list of their collections. A long-term goal is to help digitize some of their materials, but this is likely a project that will take several years. We have discussed having them apply for a grant to have someone come in to digitize materials in the future.

**Summer Reading Program:**

The Summer Reading Program has officially started and we're very excited about our offerings this summer. Erica is organizing Maker Mondays for our school-aged participants that will work well with the theme this year, Build a Better World. The theme is very STEM (Science, Technology, Engineering, and Mathematics) focused, so we're doing our best to tie this into our summer programming. In addition, we have four performers coming in throughout the summer that range from song and dance themed, Pint Sized Polkas, to Stuntology, which focuses on exploring the mysteries of the physical world by playing with everyday objects, and the mastery of techniques to amuse yourself and your friends.

**Strategic Planning:**

Shawn Brommer with the South Central Library System has met with library staff to discuss strategic planning and our first community meeting was held on Wednesday, June 7<sup>th</sup> at the New Glarus Home. While this session focused on retirees and older adults, our next one, which will be held on June 20<sup>th</sup>, will focus on families and educators. We're really excited to have begun this process and hope to have our plan finished by late August.

**Library Page Hiring:**

One of our pages has resigned due to outside commitments and we are now in the process of hiring a new page. Interviews were held on Friday, June 9<sup>th</sup> and we hope to have a new person start as soon as possible.