

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 14, 2012**

President Linda Hiland called the meeting to order at 6:37 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss and Village Board Liaison Kevin Budsberg. Wayne Duerst was absent. Also in attendance were Fund Raising Consultant Jodi Bender Sweeney (7:25 p.m.), Village resident Dan Gartzke (arrived at 8:29 p.m. and left at 8:57 p.m.) and Library Director Maggie Waggoner.

ANNOUNCEMENT: The Library Board will convene into a Closed Session called under WI State Statute 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration or specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Discussion of Potential Donors to the Library Expansion and Related Confidential Information).

APPROVAL OF AGENDA: The agenda was approved on a motion by J. Martinson, second by S. Janowiak. Motion Carried.

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

DISCUSSION & CONSIDERATION: REPORT BY FUND RAISING CONSULTANT

JODI SWEENEY: J. Sweeney distributed two handouts an overview of what has been accomplished and an updated timeline. It was recommended that we change the campaign theme to "The Time has Come!" and drop the line "Imagine the Possibilities," all were in agreement for the shortened campaign theme. S. Janowiak will be attending the next meeting of The Friends of the New Glarus Public Library. Microfilm reels, a scanner and furniture for the Youth Services area were all mentioned as possible items the Friends may want to focus their fund raising efforts on. J. Martinson mentioned that at a future time a "Pub Crawl" could be another fund raising idea.

AGENDA ITEMS #6 and #7: It was determined that a closed session was not needed for discussion of potential donors to the library expansion and related confidential information.

OLD BUSINESS:

A. DISCUSSION & UPDATE: BUILDING COMMITTEE: After the Design Workshop, Dimension IV had emailed a summary of the feedback, the summary covered:

1. Site Program

2. Preliminary Building Program
3. Visual Listening (Architectural Images)
4. Sustainable Goals (LEED Checklist)
5. Swiss Architectural Style
6. Building Height (2-story versus 1-story)
7. Site and Building Concepts
8. Additional Thoughts and Ideas

Based on the feedback from the Design Workshop and comments from the Building Committee meeting, Dimension IV has already started working on concept design D.

- B. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** On August 9, 2012 L. Hiland e-mailed a summary of the meeting with the Village Parks Committee and possible ways to partner with the Chalet of the Golden Fleece. A sample of the items mentioned were: digitization of Chalet artifacts, during months when Chalet is closed having a display in the library, sign up for a library card and get one free pass to the Chalet. J. Hoesly asked that we put together a formal letter or outline of the various partnership opportunities we already engage in and are pursuing as that detailed information will be helpful when applying for grants.
- C. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Just prior to this meeting K. Budsberg had sent two emails with samples of fund raising templates and letterhead. Trustees are asked to review, proofread and direct all edits back to K. Budsberg.
- D. DISCUSSION & UPDATE: GRANTS TEAM:** J. Hoesly reported that the Grants team had met and started to review the information gathered so far. In addition, trustees were reminded to e-mail their biography information to J. Hoesly prior to the September 11, 2012 meeting.
- E. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** S. Janowiak reported that the Co-Chairs are working on combining information lists into one master list in preparation for the Major Gifts team meeting the first week of September.
- F. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS:** The funds have not been received.
- G. DISCUSSION & UPDATE: JODI SWEENEY CONTRACT:** L. Hiland reported that the contract has been signed and that copies have been given to Director Waggoner to add to the file.
- H. DISCUSSION & UPDATE: CFSW CONTRACT:** L. Hiland and W. Duerst are scheduled to meet with Sue Conley, Executive Director of CFSW on August 20, 2012 to discuss the contracts, procedures and information Village Clerk-Treasurer Lynne Erb will need.
- I. DISCUSSION & CONSIDERATION: SIGN INSTALLATION FOR NEW BUILDING SITE:** Director Waggoner reported that she had contacted Budget Signs & Specialties out of Madison who does full color graphic signs made out of aluminate. Cost would be \$224.00 for a 4x4 sign, \$336.00 for a 4x6 sign and \$448.00 for a 4x8 sign. Installation would require two, 10-foot metal poles, labor for holes being dug and cement. Cost for just the poles is \$56.00, or total installation costs would be \$306.00. Director Waggoner will contact Bell Signs for an installation quote.

J. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING:

The first meeting of this joint group is scheduled for August 15, 2012 at the Town Offices located in the Swiss Miss Center at 1101 Hwy 69. Village Board representatives are Joan Betz and Roger Truttmann, Town Board representatives are Keith Seward and Dean Streiff, and Library Board representatives are Kevin Budsberg and Jody Hoesly.

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: DESIGN WORKSHOP RESULTS:** Dimension IV have complied the design workshop results into a summary, trustees are asked to review.
- B. DISCUSSION & CONSIDERATION: PLANS FOR HANDLING FUNDS RAISED IN EXCESS OF GOAL:** It was decided that this agenda item does not need to be discussed as it is to early in the fund raising process.
- C. DISCUSSION & CONSIDERATION: CONTINUATION OF THE 2ND MEETING PER MONTH:** Moved to continue having a second meeting each month to continue thru November 2012, by S. Janowiak, second by J. Martinson. Motion Carried.
- D. DISCUSSION & CONSIDERATION: FLOAT FOR TELL PARADE:** J. Martinson suggested that we check into borrowing "character" costumes from SCLS. Director Waggoner reported that there is a firm that specializes in the costumes, they ship the entire costume in special bins, so shipping & handling are the biggest costs. Director Waggoner will check on the costumes, J. Martinson volunteered to look into having buttons made and J. Hoesly volunteered to provide the tractor and drive it in the parade.
- E. DISCUSSION & CONSIDERATION: OPERATING BUDGET 2012:** Director Waggoner reported that she has been working with L. Erb on the library budget, earlier this week they were working on staff salary and benefits information. As she is familiarizing herself with the budget Director Waggoner wanted to confirm that the Library Board was aware of the following: that Assistant Director Janis Merkle does not currently take health insurance and that the budget would be effected if J. Merkle decided someday to take health coverage. Director Waggoner also pointed out that the budget was overspent by \$8,988.08 in 2011, we are aware of that fact. One reason was the library portion of the village audit increased. Another reason was that in anticipation of her leaving, that already in December 2011 Director Wright had increased ordering of library materials and supplies.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were two sets of bills presented: the July 27, 2012 bills totaled \$1,530.23, the August 14, 2012 bills totaled \$1,129.73 for a grand total of \$2,659.96. The bills were initialed by trustees to show approval for payment. After the meeting Director Waggoner will e-mail the July 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb and the SCLS Foundation's monthly report updated thru June 30, 2012.

DIRECTOR'S REPORT: The total number of hours read for each age group in our Summer Reading Program is:

Pre-K "Star Readers" read 555 hrs.

Grades 1-6 "Dream Big" read = 938 hrs.

Teens "Own the Night" read = 334 hrs.

All ages combined read a grand total of 1,827 hours, which is 76 days or almost 11 weeks of reading! This is a 10% increase over last year's total. Thanks to Ignacia and Andrea for creating and leading the summer programs and thanks to all of our sponsors for their continued financial support.

Janis, Andrea, Ignacia, and I had a staff meeting on August 6. We are looking into the practice of sharing library account information with someone other than the account holder. We need a clear policy on this. We discussed the replacement cost for our lost or damaged items and decided we would continue our current practice for now. We also discussed our procedure for handling material processing and repairs and our policy of having people get a New Glarus library card if they move to New Glarus.

The book discussion group met on August 8 at 7:00pm. There was a good turn out to discuss "Outliers" by Malcomb Gladwell and "The Tiger's Wife" by Téa Obreht. The next meeting is September 12 when "All Quiet on the Western Front" will be discussed.

Story Time will start again on September 7. The Scrabble playing group will start meeting again on Tuesday, September 11 from 1 – 3p.m. and will meet every Tuesday.

I met with Jean Anderson, Continuing Education Coordinator for South Central Library System, on July 12. Jean explained that SCLS helps pay for a library director's membership in the Wisconsin Library Association (up to \$100.00). I renewed my membership in WLA. Denise Anton Wright reimbursed the library for 10 months of membership in WLA and ALA.

I attended the SCLS All Directors Meeting on July 19, 2012. The meeting was held at the Fitchburg Public Library. After the meeting, I joined the group taking a tour of the building. The tour was led by the Director, Wendy Rawson who was generous in sharing her thoughts about the success of the different areas of the library.

Presentations on 2013 SCLS Budget, Delivery, Technology and Integrated Library System were on the meeting agenda. We will need to sign a new Agreement to Participate in Shared Integrated Library System (ILS) and Technology Services. Our cost for these services will go from \$18,901(2012 fee) to \$18,811 (2013 fee), an \$89.00 decrease. Our Delivery Service cost will remain the same for 2013. Part of this meeting included "Strengthening the Clusters". New Glarus Public Library belongs to

Cluster 12. All of the Green County Public Libraries belong to Cluster 12 so I met most of the Directors of these libraries and learned more about the governing structure and process of SCLS libraries.

We received 20 responses to our Library Assistant open position. We conducted 7 interviews and hope to have a new hire soon. We received 8 applications for our Library Page open position and will start interviews on August 14.

SCLS Foundation Cornerstone Award Reception will be held on Thursday, November 8 from 5:30-7:00 p.m. at Fitchburg Public Library. This year's recipient is Barbara Dimick, former director of Madison Public Library. The event is free and open to everyone.

Statistical Summary for July, 2012

Patron count (total for month): **4657** (340 Saturdays +4317 Mon. – Fri.)

Weekday daily average patron count: 196.23 (189 hours)

Saturday average patron count: 85 (20 hours)

Total circulation (items checked out): **8335**

2012 year-to-date circulation is 6.32% higher than 2011.

Total # of our items loaned to other libraries: **3976**

Total # of items borrowed from other libraries: **2862**

New items added to the collection: **287**

Items withdrawn from the collection: **188**

New patrons registered: **17**

Interlibrary loan requests processed: **8**

Programs offered: **7 (7 children, 0 adult)**

Total program attendance: **241 (168 children, 73 adults)**

Sessions on public access computers: **274**

Total time used: 131 hours, 11 minutes

Average session length: 29 minutes

Sessions using Library wireless network: **519**

Visits to our website: **1300**

Unique visitors: 802

Pageviews: 2471

The following statistics are new to this report and are included because they are a significant reference tool for our library and part of our service that many persons are not aware of.

January – June, 2012 Reference Database Use in Library

| | | |
|-----|---------------------------------------|----|
| NGL | Chilton Library | 1 |
| NGL | Consumer Reports | 1 |
| NGL | EBSCOHost (Literary Reference Center) | 1 |
| NGL | EBSCOHost (title) | 3 |
| NGL | HeritageQuest | 4 |
| NGL | Literature Resource Center | 1 |
| NGL | LitFinder | 2 |
| NGL | LiveMocha | 4 |
| NGL | Newspaper Source Plus (EBSCOHost) | 2 |
| NGL | NewspaperARCHIVE | 23 |
| NGL | NoveList | 5 |
| NGL | NoveList K-8 | 8 |
| NGL | NoveList Plus | 17 |
| NGL | WorldCat | 95 |

| | | |
|-----|------------------|-----|
| NGL | Ancestry Library | 181 |
|-----|------------------|-----|

January – June, 2012 Reference Database Use Remotely

| | | |
|-----|--|----|
| NGL | Business Source Premier (EBSCOHost) | 1 |
| NGL | Chilton Library | 13 |
| NGL | Consumer Reports | 1 |
| NGL | EBSCOHost | 4 |
| NGL | EBSCOHost (Academic Search Premier) | 1 |
| NGL | EBSCOHost (ERIC) | 3 |
| NGL | EBSCOHost (General magazine and article searching) | 2 |
| NGL | EBSCOHost (Health Resources for professionals) | 1 |
| NGL | EBSCOHost (Health Source, Consumer Edition) | 2 |
| NGL | EBSCOHost (Professional Development Collection) | 2 |
| NGL | EBSCOHost (title) | 5 |

| | | |
|-----|-----------------------------------|----|
| NGL | HeritageQuest | 67 |
| NGL | LearningExpress Library | 8 |
| NGL | Literature Resource Center | 2 |
| NGL | LitFinder | 2 |
| NGL | LiveMocha | 1 |
| NGL | netLibrary | 34 |
| NGL | Newspaper Source Plus (EBSCOHost) | 1 |
| NGL | NewspaperARCHIVE | 25 |
| NGL | NoveList | 1 |
| NGL | NoveList K-8 | 1 |
| NGL | NoveList Plus | 10 |
| NGL | NoveList Plus Mobile | 3 |
| NGL | ReferenceUSA Business | 22 |
| NGL | WorldCat | 2 |

APPROVAL OF MINUTES: The minutes from the July 10, 2012 Library Board regular meeting, noting typographical corrections, was approved on a motion by K. Budsberg, second by J. Hoesly. Motion Carried.

APPROVAL OF MINUTES: The minutes from the July 24, 2012 Library Board regular meeting, noting typographical corrections, was approved on a motion by K. Budsberg, second by J. Martinson. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by J. Martinson. Motion Carried at 9:58 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 28, 2012**

President Linda Hiland called the meeting to order at 6:38 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss, and Village Board Liaison Kevin Budsberg. Also in attendance, Library Director Maggie Waggoner and Village President Jim Salter.

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

COMMENTS & QUESTIONS FROM THE PUBLIC: J. Salter thanked the Library Board for their continued time commitment and efforts related to the library expansion project.

OLD BUSINESS:

- A. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Director Waggoner will confirm with Dimension IV that the next building committee meeting is scheduled for Tuesday, September 11, 2012 at 5:00 p.m. Also currently scheduled on September 18, 2012 is a meeting with Dimension IV and Library staff. It was pointed out that when viewing the concept drawings to focus on the amount of area that requires direct library staff supervision and remembering that not the entire square footage requires supervision.
- B. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** They have not had any recent meetings, nothing new to report.
- C. DISCUSSION & UPDATE: COMMUNICATION TEAM:** K. Budsberg passed around one complete set of fundraising templates for review. In addition, a copy has been e-mailed to trustees for any final comments, the goal is to have the templates off to the printers later this week. One of the next things the Communications Team will be working on is a piece for the public campaign in December. They are also looking into having press releases and letters to the editor added to the library website. A tri-fold brochure has been completed for the Friends of New Glarus that they will have available at their annual book sale on Sunday, September 2, 2012. Library staff are planning on having a box for patron comments, K. Budsberg offered to assist with the patron comments form, if it is on the standard template. Village Board trustee Mark Janowiak is considering conducting a phone survey to gather public feedback. Some of the reasons for considering a phone survey is that it is a low cost method of information gathering, every participation is asked the same set of questions, a larger number of participations can be reached by a phone survey. The Library Board is fine with the idea of a survey, however given the recently scheduled public hearing, the Library Board prefers to focus our efforts on preparing for the public hearing and continuing with our fund raising activities.

- D. DISCUSSION & UPDATE: GRANTS TEAM:** Currently working thru the list of public funding sources, with areas of focus such as partnership grants and LSTA (Library Services and Technology Act) grants. Director Waggoner will work on compiling lists of: one, past LSTA grants the library has received and two, list of programs the library has provided in the last year.
- E. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** Co-chairs continue to meet weekly, they are currently working on identifying donors for the major gifts section of the campaign. S. Janowiak reported that she had a conversation with John Etter, a member of the Board of Directors for The Swiss Center of North America, he is interested in helping with the campaign.
- F. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS DONATION:** At this time no funds have been received.
- G. DISCUSSION & UPDATE: FLOAT FOR THE TELL PARADE:** J. Hoesly displayed four banners she had made to decorate the tractor and then the banners can be used at other events going forward. J. Hoesly is driving the tractor and will be at the Swiss Lanes Bowling Alley by 9:30 a.m. on Saturday, September 1st for parade line up. At this time J. Hoesly will be dressed as Tigger, Director Waggoner in a Red Riding Hood costume, L. Hiland in her Wilhelm Tell outfit. In addition, we may have some additional individuals in other costumes such as The Man with the Yellow Hat from the "Curious George" books. It was decided that candy and stickers will be handed out during the parade. J. Martinson volunteered baskets for the candy/stickers, J. Salter offered to print the stickers and S. Janowiak will pick-up the candy. In addition, J. Martinson will check with the school to see if they have a die-cut machine that could be used to cut out the stickers.
- H. DISCUSSION & UPDATE: COOPERATIVE BOUNDARY AGREEMENT**
- MEETINGS 08/16, 08/29 & 09/19:** K. Budsberg provided a summary of the CBA Public Hearing that was held on August 16th, J. Salter, L. Hiland, S. Janowiak and J. Martinson also shared their comments from the CBA public hearing. At the upcoming CBA meeting on August 29, 2012 discussion of the proposed math calculation for calculating the amount the Town would contribute is being reviewed as the current formula contains a compounding factor.
- I. DISCUSSION & UPDATE: CFSW CONTRACT:** The contracts have been signed. Initial discussions have taken place regarding wiring funds, sharing of monthly balance figures, etc between CFSW, the Village and the Library Board.
- J. DISCUSSION & CONSIDERATION: SIGN INSTALLATION FOR NEW BUILDING SITE:** Director Waggoner had confirmed with Mike at Bell Sign that the quote of \$650.00 for a 4x8 sign did not include \$150 for installation cost. She also clarified that if the sign would be double-sided it would cost an additional \$325.00. We also discussed the possibility of using the banners J. Hoesly had made both at public events and at the site. Moved to eliminate the sign discussion at this time by W. Duerst, second by K. Budsberg. Motion Carried.
- K. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING:** K. Budsberg and J. Hoesly provided an overview of the joint meeting regarding Town space in the new facility. Some of the preliminary numbers discussed at the meeting were that current market rents are

\$10.00 per square foot and that utilities are \$1.00-\$2.00 per square foot. We also discussed whether a 10-year lease with options to renew or a 20-year lease to match the length of the CBA agreement would be preferred. J. Salter mentioned that a long-term lease could have long-term benefits as it pulls in Town residents to visit the library. Since we had been looking at the land to the west of the cemetery as a space for outdoor programming, small nature trail, etc. yes the Library Board is open to discussing the possibility of a park area in that space. At upcoming meetings the joint sub-committee is looking at drafting a letter of intent that outlines concerns, details, responsibilities and action items.

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: PUBLIC HEARING:** At the Village Board meeting on August 21, 2012 it was approved to hold a public hearing on October 2, 2012 to gather public input on the Village funding for the library expansion project. K. Budsberg agreed to prepare a handout and make a brief presentation to provide updated details related to the funding commitment at the start of the public hearing.
- B. DISCUSSION & CONSIDERATION: AUGUST 16, 2012 MEETING WITH FRIENDS OF THE NEW GLARUS PUBLIC LIBRARY:** L. Hiland and S. Janowiak attended a meeting on August 16, 2012 with The Friends of the New Glarus Public Library. They reported that it was a very positive meeting and that the Friends are excited about the library expansion project and the upcoming book sale. The friends are looking at donating proceeds of the book sale to be used to purchase furniture in the Youth Services section of the new facility. In addition, during the book sale a table will be set up, with Director Waggoner, J. Hoesly and K. Budsberg volunteering to take shifts and be present to answer questions related to the library expansion project.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, September 11, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by K. Budsberg, second by J. Martinson. Motion Carried at 8:49 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 11, 2012**

President Linda Hiland called the meeting to order at 6:53 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss and Village Board Liaison Kevin Budsberg. Also in attendance were Library Director Maggie Waggoner and Village President Jim Salter who left at 7:33 p.m.

ANNOUNCEMENT:

- The Library Board will convene into closed session #1 called under WI State Statute 19.85(1)(g) for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (discussion & consideration of handling conflict of interest).
- The Library Board will convene into closed session #2 called under WI State Statute 19.85 (1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (discussion & consideration of library site).

APPROVAL OF AMENDED AGENDA: The amended agenda was approved on a motion by K. Budsberg, second by S. Janowiak. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: J. Salter shared with L. Hiland that at a recent Village Board meeting that he learned that when reading the closed session announcement; that the speaker only needs to read the section with the relevant statute identifier and the reason for the closed session. J. Salter also stated that he appreciated our attendance and availability to answer questions at Village Board meetings. That as the Library Board continues to move forward that controlling operating expenses is key and to keep that in mind whether that may be focusing on the use of radiant heat or having a lower roof design as examples.

OLD BUSINESS:

- A. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Dimension IV had presented changes to Concept E for review.
- B. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Nothing new to report as they have not had any additional meetings. J. Hoesly reported that with the assistance of Rebecca Thompson and Dan Gartzke of the Grants Team that a draft of an endorsement letter is being prepared. We will be asking the various partner groups: Swiss Center of North America, Swiss Historical Society, etc. to complete the endorsement letter to be submitted with various grant applications.

- C. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Their next meeting is scheduled for the middle of October to start focusing on the public campaign. Continue to work on drafting press releases for printing in the Post Messenger Recorder. The materials for the major donor's campaign are scheduled to be printed during the week of September 17th by Colony Brands.
- D. DISCUSSION & UPDATE: GRANTS TEAM:** Next scheduled meeting is set for September 17, 2012. FEMA (Federal Emergency Management Agency) does not have grant money available for 2012.
- E. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** S. Janowiak reported that the Co-Chairs meetings are being combined with the Major Gifts team and their next meeting is scheduled for September 25, 2012.
- F. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS:** The funds have not been received.
- G. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING:** K. Budsberg and Keith Seward (Town Chairman) are meeting and working on compiling a draft proposal listing options regarding amount of space, utilities, use of impact fees and town sinking fund to name a few factors. The draft proposal will then be reviewed at the sub-committee's next meeting.
- H. DISCUSSION & CONSIDERATION: VILLAGE BOARD PUBLIC HEARING OCTOBER 2, 2012:** K. Budsberg distributed copies of Frequently Asked Questions and of the slides for a presentation, trustees are to review the information and return all comments to K. Budsberg. S. Janowiak asked J. Salter for clarification on the subject/format for the public hearing. J. Salter responded that the reason for the public hearing is actually the borrowing component. However others have stated that the public hearing includes all things related to the library. As to the format Robert's Rules of Order will be utilized. During discussion it was decided the K. Budsberg's presentation the main focus will be on the borrowing and that the FAQ will be available to address the other questions. In addition, it will be important to record comments and questions during the public hearing to ensure that all questions are answered completely. Trustees will reach out to various individuals and groups and make sure they are informed and invited to attend the public hearing.

APPROVAL OF MINUTES: The minutes from the August 14, 2012 Library Board regular meeting were approved on a motion by K. Budsberg, second by S. Janowiak. Motion Carried.

APPROVAL OF MINUTES: The minutes from the August 28, 2012 Library Board regular meeting were approved on a motion by K. Budsberg, second by J. Hoesly. Motion Carried.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were two sets of bills presented: the August 28, 2012 bills totaled \$692.52, the September 11, 2012 bills totaled \$1,246.83 for a grand total of \$1,939.35. The bills were initialed by trustees to show approval for payment. We have not yet received the SCLS Foundation's monthly

report. Director Waggoner distributed the August 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb. Prior to the meeting B. Weiss had asked Director Waggoner to review the 2011 budget and see if there were any bills that had been paid from the Library budget instead of from Library trust fund accounts for expansion. Director Waggoner was working with L. Erb to check on those expenses.

DIRECTOR'S REPORT:

Library Page Alayna produced a form for people to write comments in support of the New Library Building. The form is on the front desk at the library with "I Support the Library" stickers. The form mentions the Oct. 2 meeting and asks library patrons to attend in support of our expansion efforts.

Story Time started again on September 7 with six children and three adults attending. The theme was about going to school and because school really did just start, attendance was light, despite the many announcements about the start date. The Scrabble playing group will start meeting again on Thursday, September 13 from 1 – 3p.m. and will meet every Thursday. The group had changed the meeting day to Tuesday but has now decided to meet on Thursdays.

I checked with the South Central Library System about the ALA Read To Me software for making posters featuring local people supporting the library. SCLS doesn't own this software but they are able to make this type of poster for us using different software. They do not have the ability to print poster size – we would have to shop this out.

As stated in this August 14, 2012 report, the Library Board needs to approve and sign a new Agreement to Participate in Shared Integrated Library System (ILS) and Technology Services. Our cost for these services will go from \$18,901(2012 fee) to \$18,811 (2013 fee), an \$89.00 decrease.

Aaron Wright was hired and started as our Library Assistant – Collection Maintenance staff member on August 22. Aaron holds a MLIS degree from UW Madison (2011) and also works at the Madison Public Library so he has a good working knowledge of KOHA. He is from Mount Horeb originally.

Will Bubenzer was hired and started as our Page 1 staff member on August 29. Will is 14 and lives in New Glarus. Several years ago, Will volunteered at NGPL.

The Wilhelm Tell Parade was a lot of fun for all of us who participated. Jody Hoesley drove the tractor way to fast but we all managed to keep up – especially the kids!

Janis is planning to attend “Back in Circulation Again” on October 15-16, 2012. This conference is sponsored by UW Madison School of Library & Information Studies. It will be at The Pyle Center in Madison so she will commute to it each day. Lori Reed will open with a keynote presentation called “Finding Your Way: Managing and Leading Through Change in Libraries.” More information on this conference may be found at:
<http://www.slis.wisc.edu/BackInCirc.htm#Session%20Descriptions>

I am planning to attend “Libraries: For the Common Good” on October 23-26, 2012. This is the Wisconsin Library Association Annual Conference and is in LaCrosse this year. Libraries bring value to the communities they serve. It is that notion of common good and public value that is being emphasised at this year’s conference. The goal is to provide an experience that will help all of us re-focus on the importance of what we do in terms of creating and sustaining a healthy community and society. More information on this conference may be found at:

<http://wla.wisconsinlibraries.org/events-conferences/annual-conference>

We are applying for a “Digital Creations in Public Libraries” LSTA competitive grant. The purpose of this grant is “to promote and demonstrate the role that public libraries play in offering opportunities to create and consume information. Funds will be used to develop and improve library resources and services that promote digital creativity and learning for all ages.” We would use the grant money to purchase equipment, train staff to use it, and to promote it. Equipment would be purchased that enables:

- Seniors from the local retirement community to record personal oral histories.
- Local artisans to use the library’s graphic design software and image editing tools to create marketing materials and ownership watermarks to sell their goods online.
- Students to film, edit, and produce video essays for curricular and extracurricular endeavors at the library.
- A stay-at-home parenting group to meet in the library’s creation area to upload digital photos and design online photo albums and web projects.

The grant deadline is September 17th. Aaron has been working to research products and talk with people experienced with using various creative hardware/software tools.

Janis participated in a webinar introducing Drupal, a tool for managing and publishing websites. This webinar was offered by Rose Ziech, SCLS Web Services Specialist, and explained how Drupal works and how SCLS plans to make it available to member libraries. We are planning to re-design our library website using Drupal.

I participated in a Linking (cataloging) webinar. This webinar covered searching and matching bibliographic records and adding items to existing bib records. The target audience was library staff with little to no linking training.

The Friends of the New Glarus Public Library raised approximately \$3400.00 at the annual Used Book Sale! My understanding is that the NG Youth Committee is donating matching funds of up to \$1000.00 to the Friends to be used for furnishing the youth services area of the New Library. I will attend the Youth Committee meeting on September 19 to thank them for their support, and to give them a brief report on the sale.

Statistical Summary for August, 2012

Patron count (total for month): **4172** (317 Saturdays +3855 Mon. – Fri.)

Weekday daily average patron count: 142.77 (207 hours)

Saturday average patron count: 79 (20 hours)

Total circulation (items checked out): **7294**

2012 year-to-date circulation is 10% lower than 2011.

Total # of our items loaned to other libraries: **4231**

Total # of items borrowed from other libraries: **2690**

New items added to the collection: **168**

Items withdrawn from the collection: **10**

New patrons registered: **14**

Interlibrary loan requests processed: **5**

Programs offered: **2 (38 children, 24 adult)**

Total program attendance: **62**

Sessions on public access computers: **289**

Total time used: 123 hours, 3 minutes

Average session length: 26 minutes

Sessions using Library wireless network: **435**

Visits to our website: **1108**

Unique visitors: 742

Pageviews: 2007

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: AGREEMENT TO PARTICIPATE IN ILS

(Integrated Library Services) AND TS (Technology Services) WITH SCLS

(South Central Library Services): Director Waggoner mentioned that in 2012 these services cost \$18,901.00, 2013 cost would be \$18,811.00. Moved to participate in ILS and TS through SCLS by K. Budsberg, second by J. Martinson. Motion Carried.

B. DISCUSSION & UPDATE: ADMINISTRATION TEAM: When we receive the first

statement from CFSW, B. Weiss and J. Hoesly will compare the report against our spreadsheet to validate the information.

C. DISCUSSION & CONSIDERATION: PURCHASE REQUEST FROM JODI

BENDER SWEENEY: For the major gifts segment J. Sweeney is asking that we purchase either red or black folders to present the campaign materials. Moved to approve request for folders and take funds out of the capital campaign funds up to \$150.00 by K. Budsberg, second by J. Hoesly. Motion Carried.

D. DISCUSSION & CONSIDERATION: PRESENTATION TO VILLAGE BOARD

CONCERNING BUILDING PROGRESS: K. Budsberg continues to provide verbal updates to Village Board regarding library expansion efforts. Asked that trustees start to think on when in the process we anticipate being able to provide another presentation to Village Board regarding building plans.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by J.

Martinson, second by K. Budsberg. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 8:47 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by J. Martinson. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 9:31 p.m.

RESULTS OF CLOSED SESSION: Discussion of receiving legal advice related to library site.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 9:32 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by J. Hoesly. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 9:44 p.m.

RESULTS OF CLOSED SESSION: We will also pursue legal advice related to possible conflict of interest.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 9:45 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE OCTOBER 9, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 25, 2012**

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss, and Village Board Liaison Kevin Budsberg. Also in attendance, Library Director Maggie Waggoner and Fund Raising Consultant Jodi Bender Sweeney who left at 7:45 p.m.

ANNOUNCEMENT: The Library Board will convene into a closed session called under WI State Statute 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Discussion of Potential Donors to the Library Expansion and Related Confidential Information).

APPROVAL OF AMENDED AGENDA: The amended agenda was approved on a motion by S. Janowiak, second by W. Duerst. Motion Carried.

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

DISCUSSION & CONSIDERATION: REPORT BY FUND RAISING CONSULTANT JODI SWEENEY: To accompany her verbal report, J. Sweeney distributed a paper copy as well, she stressed the focus of the campaign is to move forward in an efficient and positive manner. She reported that the Major Gifts team just had their first meeting and J. Martinson and Rebecca Thompson have agreed to host events. Colony Brands has completed printing of the Major Gifts campaign materials. J. Sweeney will follow-up with Pattie Salter to see where in the process she is in completing the READ posters. In addition, J. Sweeney will compile a list of contact names to approach in other townships: York, Exeter, Perry and Primrose. We are also getting clarification from CFSW to see which of their grants programs the capital campaign and the library can apply for as we do not want to be competing against ourselves for the same grant funds. J. Sweeney also shared a copy of the letter from attorney Daniel Kohls regarding naming opportunities for his client.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by J. Martinson. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:08 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by W. Duerst, second by K. Budsberg. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:43 p.m.

RESULTS OF CLOSED SESSION: We discussed confidential donor information related to the fund raising campaign for library expansion efforts.

OLD BUSINESS:

- A. DISCUSSION & UPDATE: BUILDING COMMITTEE:** K. Budsberg reported that he put Dimension IV and Town Chairman Keith Seward in contact to discuss the needs for the Town space. Some of the things they discussed were square footage requirements, number of offices, cubicles, and storage space. They also went thru various options if the space would be built as a white box, modified white box, etc. The board then discussed if the Town offices are not part of the plan what effect will that have on the plans in relation to parking, book drop area, lobby, storage, etc. Dimension IV will switch the position of the Directors office and storage space on the next set of plans.
- B. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** They have not had any recent meetings, nothing new to report.
- C. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Next scheduled meeting is October 1, 2012.
- D. DISCUSSION & UPDATE: GRANTS TEAM:** Had met on September 24, 2012 where they spent time reviewing circulation statistics. Part of the discussion focused on circulation to Dane Co residents and pursuing a grant from The Evjue Foundation, Inc. Trustees are to review the endorsement letter and direct all edits to J. Hoesly. At their next meeting the Grants Team will review if the they or the Partnership Team should be in charge of obtaining the endorsement letter information from our partners.
- E. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** Co-chairs are meeting with the Major Gifts team and their activities were discussed earlier tonight as part of J. Sweeney's report.
- F. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** W. Duerst had received our first monthly statements from CFSW (Community Foundation of Southern Wisconsin). Appropriate paperwork has been shared with Village Clerk-Treasurer Lynne Erb. B. Weiss will work with J. Hoesly on reconciling CFSW reports against our records.
- G. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS DONATION:** At this time no funds have been received.
- H. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING:** K. Budsberg and K. Seward have met and collaborated on compiling a letter laying out options related to Town renting space in the new building. A draft of the letter has been shared with the sub-committee members and will be an agenda item at their next meeting.
- I. DISCUSSION & CONSIDERATION: PUBLIC HEARING OCTOBER 2, 2012:** We reviewed the information in the slides that K. Budsberg will be using in the

presentation at the Public Hearing. It was decided to have available to the public copies of the press releases that have been in the Post Messenger Recorder instead of the FAQ. Director Waggoner will have the press releases added to the library website building page. In addition, Director Waggoner will forward the press release materials to J. Hoesly who offered to print copies for the public hearing.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: NEW BUILDING CONCEPT F DESIGN

AND BUDGET: Dimension IV feeling is that Concept F is close to the final version and that all remaining changes such as putting the book drop back in, refining window/door placement are minor changes and is asking for the Library Board to approve the draft. We discussed what happens to the plans if Town building space is not incorporated into the plan. Moved to table approval of Concept F design to our next meeting by S. Janowiak, second by K. Budsberg. Motion Carried.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, October 9, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 9:26 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE OCTOBER 9, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, October 9, 2012**

President Linda Hiland called the meeting to order at 6:40 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss and Village Board Liaison Kevin Budsberg. Library Director Maggie Waggoner was also in attendance.

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

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

OLD BUSINESS:

- A. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** Prior to the meeting B. Weiss reconciled the August CFSW report against our spreadsheet. After the meeting J. Hoesly will do a separate reconciliation.
- B. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Scheduled to meet on Tuesday, October 10, 2012 at 2:00 p.m. at the New Glarus High School with District Superintendent, David Strudthoff. Director Waggoner reported that Andrea Brunner the NGPL Teen Librarian has been invited to the High School to meet with classes. In addition, that A. Brunner is looking at starting a Teen Advisor Board and that may be another partnership option. Also the partnership team, several months ago had been invited to the October 18, 2012 6:00 p.m. meeting of the Joint Parks Commission to discuss youth programming.
- C. DISCUSSION & UPDATE: COMMUNICATION TEAM:** Anticipate their next meeting will be held mid or late October.
- D. DISCUSSION & UPDATE: GRANTS TEAM:** J. Hoesly reported that a grant has already been submitted. That at an upcoming Grants meeting that Linda Gebhardt, Donor Services Representative with CFSW (Community Foundation of Southern Wisconsin) will be bringing a guest who has a background in working with grants. Have been looking into USDA grants whose focus is currently on programming for seniors. J. Hoesly and Director Waggoner will be working together to start forecasting numbers and types of future programs. Plus they are compiling circulation numbers for York, Perry, Exeter and Primrose townships. The partnership letter has been reformatted with a due date of November 9, 2012. J. Hoesly also reminded trustees to submit their bio information by October 12, 2012.
- E. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** S. Janowiak reported that the next major gifts team meeting is currently set for October 10, 2012 at 4:30 p.m. in the Bank of New Glarus conference room. S. Janowiak along with Dan Gartzke, Jodi Bender Sweeney, Keith Seward and Rita Mahoney met to discuss the Town of New Glarus segment of the fund raising campaign.

F. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS: The funds have not been received.

G. DISCUSSION & UPDATE: BUILDING COMMITTEE: W. Duerst will contact Dimension IV and ask for the following design changes to the plans:

- In the covered parking add a turnaround stall
- Add back the entrance to the southeast corner of the library level
- Add back in the drive-up book drop
- Shift Local History section to the southwest corner of the library level
- Update the budget, operation cost projections, and the list of add-on items with the above changes

If it fits their schedule, Dimension IV will be invited to attend our next meeting on Wednesday, October 24, 2012 at 6:30 p.m.

H. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING: K. Budsberg distributed two handouts: A Case for Town Hall Space in the New Library Building and Exhibit I. We reviewed and discussed both documents. At this time the architects are estimating the cost to build the Town Hall space would be between \$100,000 - \$125,000. The first handout details:

- Reasons this idea is being considered
- Available funds the Town has – this led to a discussion of how the funding gap could be covered – whether thru loans, sinking funds, fundraising, rent or a combination of several of these methods.
- Town Office space requirements
- Chart detailing various options that are available related to initial capital, utilities, maintenance costs, ownership, taxes, length of a lease, and if a park area can be incorporated. On this topic we also discussed whether it was an option to fundraise for the additional funds to build the Town space.

Town chairman, Keith Seward and Jim Gersich of Dimension IV had a discussion regarding different levels of construction of the Town space (white box, modified white box, etc.) that is detailed on Exhibit I. This exhibit lays out who would be responsible for items such as electrical receptacles, window coverings, ceiling surface, HVAC ducts, to name a few items reviewed. It was also mentioned that the Town would need to research and may qualify for grant funds that are available to move municipal functions out of a flood plain.

I. DISCUSSION & CONSIDERATION: NEW BUILDING CONCEPT DESIGN AND BUDGET: Moved to table this item till October 24, 2012 meeting by J. Martinson, second by K. Budsberg. Motion Carried.

J. DISCUSSION & CONSIDERATION: VILLAGE BOARD PUBLIC HEARING OCTOBER 2, 2012: Copies of the Village Board handout that contains written comments from the public hearing were distributed. Overall impression was that we were pleased with the attendance, appreciated hearing individuals sharing their opinions and that given the acoustics of the community room how people were quiet and respectful of the speakers so all had a chance to hear. Surprised that the survey results were not mentioned that night. Based on the Village Board meeting on October 16th, we may have some additional questions to answer from the public

hearing. In addition, we will be considering making a public statement regarding the site, fundraising efforts to date, etc

APPROVAL OF MINUTES: The minutes from the September 12, 2012 Library Board regular meeting, noting typographical corrections, were approved on a motion by W. Duerst, second by S. Janowiak. Motion Carried.

APPROVAL OF MINUTES: The minutes from the September 25, 2012 Library Board regular meeting were approved on a motion by S. Janowiak, second by K. Budsberg. Motion Carried.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were two sets of bills presented: the August 28, 2012 bills totaled \$692.52, the September 11, 2012 bills totaled \$1,246.83 for a grand total of \$1,939.35. The bills were initialed by trustees to show approval for payment. We have not yet received the SCLS Foundation's monthly report. Director Waggoner distributed the August 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb. Prior to the meeting B. Weiss had asked Director Waggoner to review the 2011 budget and see if there were any bills that had been paid from the Library budget instead of from Library trust fund accounts for expansion. Director Waggoner was working with L. Erb to check on those expenses.

DIRECTOR'S REPORT:

The application for "Digital Creations in Public Libraries" LSTA competitive grant was sent. Notification of grant awards is in December.

The application for "Computers for the New Glarus Public Library Community" New Glarus Community Foundation grant was sent. Notification of grant awards is in November.

I attended the Youth Vision Committee meeting on September 19 to thank them for their contribution to the NGPL Friends to purchase furniture for the Youth Services area of our new building. I brought pictures of some of the kids enjoying themselves at the Friends Used Book Sale. They enjoyed the photos and I enjoyed meeting the group.

Alan Stauffacher loaned some of his historic presidential memorabilia to the library for our display this month. It is a fun and interesting presentation that has received a lot of positive comments.

Statistical Summary for September, 2012

Patron count (total for month): **3166** (317 Saturdays + 2763 Mon. – Fri.)

Weekday daily average patron count: 145.42 (171 hours)

Saturday average patron count: 80.6 (25 hours)

Total circulation (items checked out): **5744**

2012 year-to-date circulation is 4.25% higher than 2011.

Total # of our items loaned to other libraries: **3453**

Total # of items borrowed from other libraries: **2427**

New items added to the collection: **157**

Items withdrawn from the collection: **142**

New patrons registered: **14**

Interlibrary loan requests processed: **9**

Programs offered: **8 (42 children, 30 adults)**

Total program attendance: **72**

Sessions on public access computers: **230**

Total time used: 101 hours, 23 minutes

Average session length: 26.45 minutes

Sessions using Library wireless network: **422**

Visits to our website: **894**

Unique visitors: 645

Pageviews: 1683

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: LIBRARY OPERATING BUDGET: Director

Waggoner started by distributing three handouts: New Glarus PL 2011 & 2012 Budgets (Doc A), Library Fund 25 (Doc B) and Detail Ledger (ledger). For Village staff a 2% raise has been proposed, therefore when preparing the budget Director Waggoner calculated a 2% raise for library staff. Per our agreement with SCLS, they will not provide system support for computers more than 5 years old, therefore we are looking at replacing 4 computers in 2013 and the remaining 5 in 2014. From the section Electronic Resources which includes the databases: Consumer Reports, Novelist, Ref USA, Chilton and Live Mocha – it was recommended that we drop Live Mocha which costs approximately \$2,280.00 per year based on lack of usage. Moved to forward the preliminary revenue and expense report for 2013 budget to Village Clerk-Treasurer Lynne Erb by K. Budsberg, second by J. Martinson. Motion Carried.

Director Waggoner will also check with L. Erb to clarify where on the revenue side in the 2011 budget it is being recorded when funds are transferred from the library trust funds to pay for expansion related expenses such as attorney costs. Director Waggoner also pointed out that currently several library staff members do not take health insurance coverage and that they could elect to take health insurance at any time therefore that future budgets must take this health insurance cost into account.

B. DISCUSSION & UPDATE: \$50.00 DONATION FROM ALLIANT ENERGY

FOUNDATION: Director Waggoner had recently received two checks: \$50.00 from Alliant Energy in recognition of an employee's years of service and a memorial check for \$20.00. Since neither check had specific requirements, for example: that it must be spent on children's books or to purchase library furnishings. W. Duerst confirmed for Director Waggoner that both checks were deposited in the NGPL savings account.

ADJOURNMENT: Meeting adjourned on a motion by K. Budsberg, second by S. Janowiak. Motion carried at 10:33 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, October 24, 2012**

President Linda Hiland called the meeting to order at 6:33 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss, and Village Board Liaison Kevin Budsberg. Library Director Maggie Waggoner was absent as she is in La Crosse, WI attending the Wisconsin Library Association Annual Conference. Also in attendance, Keith Seward (7:26 p.m.), Gof Thomson (7:26 p.m.), Jim Salter (arrived 6:38 p.m., 7:53 p.m.) and Fund Raising Consultant Jodi Bender Sweeney (8:12 p.m.).

ANNOUNCEMENT: The Library Board will convene into a closed session called under WI State Statute 19.85(1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Discussion of Potential Donors to the Library Expansion and Related Confidential Information).

APPROVAL OF AMENDED AGENDA: Moved to amend the agenda by moving item 8H (Discussion & Consideration: Town of New Glarus Office Space in New Building) to immediately follow item 4 (Comments & Questions From The Public) by K. Budsberg, second by J. Martinson. Motion Carried.

COMMENTS & QUESTIONS FROM THE PUBLIC: G. Thompson spoke first and said he was attending at the request of J. Salter to propose the Remax building as an alternate site for building the new library. He had not attended before as back in the middle of August when talking outside after a Village Board meeting he understood that we were not interested in talking about the site. A total of four handouts were distributed and referred to:

- "Tax Exhibit D2" which shows Remax site plus a section of land currently owned by the DNR (Wisconsin Department of Natural Resources)
- Copies of three pages related to the "Commercial Offer to Purchase" where G. Thomson specified points in the terms of the offer: purchase price, number of days after acceptance, square footage, name (included "assigns"), and number of days till closing
- "2011 Real Estate Tax Bill"
- "Library Survey Results 10/16/12"

Remarks on the Remax site, G. Thomson kept short as he had recently shared them at the public hearing which the members of the Library Board had attended.

G. Thompson mentioned that the closed session was properly noted on the agenda. That he understands that we are following the advice of the Village attorney William

Morgan in an email exchange including Village staff - Nic Owen and Lynne Erb in February. Based on the internet research G. Thomson had done on the Attorney General's website, his interpretation is that we should review the attorney general's clause at the bottom of the page as he is not sure the current closed session wording provides us all the coverage needed.

Village Trustee Mark Janowiak has twice proposed and G. Thomson proposed it also at the recent public hearing the idea of forming a small committee to start hammering out budget issues. G. Thomson's suggestion would be to make sure to include Village Administrator Nic Owen as he is familiar with the Village budget and Beth Alderman as she regularly works with the budgets of buildings being constructed around the state. For example, the impression of some around town is that Brandi's (Brandi's Bridal Galleria) is a big enough space and does the library need the amount of space we are proposing. That this budget committee may be able to help resolve some issues and help the project move forward.

Also questioned why the Town is considering renting space in the new library, when there is going to be the space vacant in the Village Hall that could be rented. If the Library Board has to put additional costs in to build the Town space.

G. Thomson is proposing that the budget group have a meeting ASAP, prior to the November meeting specifically so numbers can start being resolved.

Finished by saying everyone wants a library built.

J. Salter then spoke and complimented everyone on doing a fine job.

DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING: The sub-committee: K. Budsberg and J. Hoesly - Library Board, K. Seward and Dean Streiff - Town Board, Joan Betz and Roger Truttmann - Village Board had met last week and discussed the draft version of the Letter of Intent.

J. Hoesly distributed a handout "Town Office in New Library Concept (10/24/2012) and presented the information on the handout with K. Budsberg and K. Seward also providing input from the meeting. The handout details the current rental agreement the Town has at the Bank of New Glarus in terms of square footage, rent, what is and is not included in the current rent. A study of local rental comparisons had been completed by N. Owen and is approx. \$10.00 (\$9.67) per square foot. It is also noted that the Town current space is a non-municipal facility so taxes are built into the rent. K. Seward then clarified the difference between commercial - v - municipal rent. As commercial has both property and income tax considerations and municipal does not. Next section on the handout clarified from architectural plan Concept G, Town space in terms of square footage, cost to build, plus separate amount of space available in Community Room for Town meeting space, etc. Then the next section on the handout discussed reasons why the different entities would be interested in the Town renting space in the new library building.

K. Seward clarified that the Town Board cannot address this issue themselves as there are rules to how the sinking fund can be applied. K. Seward provided a copy of "Open Letter to Town of New Glarus Voters" that he plans on running in the Post Messenger Recorder. The letter invites the Town electorate to a special meeting on October 30, 2012 to discuss and vote on the use of the sinking funds. Also the Town has approximately \$10,000.00 in impact fees that were collected to go towards capital costs

of a new library. At a past meeting it was mentioned that the Town may qualify for grant money to move the Town offices out of a flood plain. Per a discussion with an engineer that most likely is not feasible in a "rental" situation. It was noted that instead of "rental" situation if the Town Office space was owned (similar to a condo) that grant funds may be a possibility. As we move forward, K. Seward foresees each group (Library, Town, and Village) making recommendations to their respective boards then consensus can lead to a lease agreement.

J. Salter asked if there was another suitable property the Town is interested in, K. Seward responded that no they like the central location of the west side site.

G. Thomson asked for clarification on whether utilities were on top of rent. At this time that is to be determined, but it was noted that if utilities were separate the costs would need to be reviewed periodically to adjust for changes.

G. Thomson said by his calculations we would be willing to accept less money in rent to have the facility in the new library. When the Town could just rent the space that the library is vacating in the Village Hall and have that higher rental payment be given to the library. He didn't see that this plan was putting maximum money in our pocket. J. Hoesly pointed out the benefit of increased traffic to the library that having the Town offices in the same building would bring as that increases the library usage statistics which increases funding. Also mentioned that in the past Village staff has expressed concerns about the Village and Town offices sharing space due to the confusion that arises for individuals not comfortable with the difference between the Town and Village. Especially concerned about the impact that could have on voting. K. Seward also pointed out that the Village has been vocal in the past that they were not interested in sharing space. From a tenant's perspective they are not interested if the potential landlord is not interested in them. K. Budsberg agreed that has been the Village's position that staff has expressed concerns about sharing the same space, especially on voting days. G. Thomson thought that was an issue that could be addressed with Village and Town residents. It was also pointed out that if the Town rented space in the Village Hall that while the library could ask to receive those rental funds, it would be decided by a vote of the Village Board and we could possibly get none of the funds.

L. Hiland asked what action if any the Library Board needed to take tonight. K. Seward said from the Town's perspective they cannot move forward till they received input from the Town electorate on October 30, 2012. G. Thompson asked if the Library Board gets the approximately \$42,000 if the Town moves into the Library? That is still to be determined based on the vote of the Town electorate and then a rental agreement being worked out.

J. Hoesly asked the Library Board if things move forward are we comfortable with this concept in terms of pre-payment, use of community room, etc.

Moved to allow continued negotiations with the Town and Village on a rental agreement involving Town offices in new library including a discounted rent for prepayment of capital by K. Budsberg, second by W. Duerst. Motion Carried.

DISCUSSION & CONSIDERATION: REPORT BY FUND RAISING CONSULTANT

JODI SWEENEY: Invitations have been sent out for the fundraising event being hosted by Rebecca and Mark Thompson. J. Sweeney is working with R. Thompson to track RSVP's that are received by email. S. Janowiak volunteered to locate phone numbers

for invitees as R. Thompson is planning to call and personally invite individuals. J. Sweeney questioned whether we would have plans available from the architects to display at upcoming events. Also from the architects if they will have a list of additional items that may be used for naming opportunities. As part of the Grants team, Grace McLaughlin has identified a grant opportunity related to endowment funds, the application has to be submitted by May 2013 and they estimate approval of this grant would be available in December 2013. J. Sweeney asked if we wanted to pursue this grant opportunity since initially we have been focused on capital building costs with plans to address the endowment component later in the fundraising process. Moved to approve pursuing the National Endowment for Humanities Grant to Building Endowment Funds by J. Martinson, second by S. Janowiak. Motion Carried. J. Sweeny will check with Director Waggoner to see if the library is planning on pursuing future LSTA grants so we are not competing against ourselves for grant funds.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:26 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by L. Hiland, second by K. Budsberg. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 8:12 p.m.

RESULTS OF CLOSED SESSION: We discussed confidential donor information related to the fund raising campaign for library expansion efforts. If needed we will hold a Special Meeting on Wednesday, October 31, 2012 at 6:30 p.m. W. Duerst to email weekly total of funds raised to date.

OLD BUSINESS:

- A. **DISCUSSION & UPDATE: BUILDING COMMITTEE:** They have not had any recent meetings, nothing new to report.
- B. **DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Had met with New Glarus School District Superintendent, David Strudthoff who mentioned a possible grant where we would work with the School Board for a grant to supply books for the Youth Services section of the library. D. Strudthoff also encouraged continued regular meetings between library and school librarians. Also suggested, that another partnership idea between the organizations was to have for example the school jazz band perform at the library to provide background music. Another suggestion was the possibility of when the school was studying a particular topic, that the library could be hosting a traveling exhibit that the Smithsonian loans out on the same topic. S. Janowiak and Barb Anderson had a meeting with Roger Goepfert, Executive Director of the New Glarus Home part of the discussion focused on accessibility of the new library for the New Glarus Home van to transport residents to the new facility.

- C. DISCUSSION & UPDATE: COMMUNICATION TEAM:** They have not had any recent meetings, nothing new to report. B. Weiss asked that as the holiday season is approaching that we be conscious of scheduling and remember to communicate upcoming events as soon as possible so everyone can get them on their calendars.
- D. DISCUSSION & UPDATE: GRANTS TEAM:** Linda Gebhardt, Donor Services Representative from CFSW (Community Foundation of Southern Wisconsin) had brought guest speaker Ricky Rolfsmeyer who has extensive experience with the grant process. One of the things R. Rolfsmeyer assisted with was going thru a list of recommended grant opportunities to pursue for example the Bradley Foundation who are recognized as being one of the top 100 givers in the state.
- E. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** Co-chairs are meeting with the Major Gifts team and their activities were discussed earlier tonight as part of J. Sweeney's report. Co-chairs have a meeting scheduled on October 31, 2012 and will meet with Major Gifts team on November 5, 2012.
- F. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** W. Duerst had received our first monthly statements from CFSW (Community Foundation of Southern Wisconsin). Appropriate paperwork has been shared with Village Clerk-Treasurer Lynne Erb. B. Weiss will work with J. Hoesly on reconciling CFSW reports against our records. K. Budsberg will contact CFSW with questions regarding how to handle in-kind donations.
- G. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS DONATION:** At this time no funds have been received.
- H. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING:** This agenda item was discussed earlier tonight.
- I. DISCUSSION & CONSIDERATION: BUILDING DESIGN CONCEPT G AND BUDGET FOR THE NEW GLARUS PUBLIC LIBRARY:** L. Hiland reported that she heard back from Dimension IV and to assist with fundraising efforts that they can provide color copies up to 11x17 size. For larger sizes they suggested utilizing foam board to attach drawings to for events. This was followed by various trustees commenting on various items they had noticed when reviewing Concept G – for example: when looking at the southeast perspective, the gap between the arch and windows looks off and questioning that for the janitor space, is the listed square footage for both spaces of just one of the two janitor spaces. W. Duerst pointed out that the question tonight was to decide if we approve the overall plan and that there will be plenty of time going forward for things like window placement to be refined. Moved to approve Building Concept G and Budget for the westside site by S. Janowiak, second by K. Budsberg. Motion Carried.

NEW BUSINESS:

- A. DISCUSSION & CONSIDERATION: PLACE A NOTE OF THANKS IN THE NEWSPAPER RECOGNIZING COLONY BRANDS, INC FOR THE PRINTING DONATED TO THE NEW LIBRARY BUILDING PROJECT:** As an in-kind donation, Colony Brands, Inc. have provided two sets of professionally printed materials to support the fund raising campaign. K. Budsberg has contacted the

Post Messenger Recorder and the price quote for the ad is \$30.00 - \$40.00. Moved to approve placing the Colony Brands, Inc. thank you note in the Post Messenger Recorder, with the funds not to come out of the library operating budget, by J. Martinson, second by J. Hoesly. Motion Carried.

- B. DISCUSSION & CONSIDERATION: ESTABLISH A COMMITTEE TO MAKE RECOMMENDATIONS REGARDING FUTURE NGPL OPERATING AND CAPITAL BUDGETS:** K. Budsberg already has a draft operating budget he will update the document with the proposed operating costs from Dimension IV, plus information related to elevator maintenance, etc. This draft will be emailed to trustees for review and be an agenda item at the November 13, 2012 meeting.
- C. DISCUSSION & CONSIDERATION: APPROVE CHANGE IN HOURS FOR ASSISTANT DIRECTOR POSITION AND LIBRARY ASSISTANT COLLECTION MAINTENANCE POSITION:** On Monday, October 22 Director Waggoner met with the members of the Executive Committee – L. Hiland, S. Janowiak and B. Weiss were she proposed switching Assistant Director from full time (40 hrs) to part-time (20 hours) and then adjusting one of the Library Assistant positions from part-time (20 hours) to full-time (40 hours). The net change is that there would be no difference in the number of staffed hours. However it would change duties of Assistant Director and Library Assistant and also save money in the operating budget based on the difference of salary between the two positions. It was asked can we post this change internally only first, we are not clear on that answer. Also discussed what happens if we either can't post the position internally or if none of the current library assistants apply, are we then in a situation where we have to layoff a staff member. Moved to only find out the information regarding the ability to post positions internally by K. Budsberg, second by S. Janowiak. Motion carried. Director Waggoner will be asked to research the posting requirements and this topic will be placed on the October 31, 2012 agenda.
- D. DISCUSSION & CONSIDERATION: AMEND PROPOSED 2013 NGPL OPERATING BUDGET TO REFLECT COST OF EMPLOYEE HEALTH INSURANCE:** Moved to approve the amended 2013 NGPL Operating Budget to Reflect Cost of Employee Health Insurance by K. Budsberg, second by S. Janowiak. Motion Carried. Director Waggoner will be notified and asked to submit amended budget information to L. Erb.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, November 13, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 10:12 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

**Village of New Glarus
Special Library Board of Trustees Proceedings
New Glarus Public Library
Wednesday, October 31, 2012**

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss, and Village Board Liaison Kevin Budsberg. Library Director Maggie Waggoner was also in attendance.

ANNOUNCEMENT: The Library Board will convene into a closed session called under WI State Statute 19.85(1)(e) deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (discussion & consideration of library site).

APPROVAL OF AGENDA: The agenda was approved on a motion by J. Hoesly, second by W. Duerst. Motion Carried.

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

CONVENE INTO CLOSED SESSION: Moved to go into closed session by J. Martinson, second by K. Budsberg. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 6:33 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by L. Hiland, second by J. Martinson. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:43 p.m.

RESULTS OF CLOSED SESSION: We had a comprehensive and detailed discussion of building sites for the new library building.

DISCUSSION & CONSIDERATION: NEW LIBRARY PROJECT BUILDING SITES: Moved that we (Library Board) report on our decision to stay with and build the new library at the site on the west side, by preparing a report detailing why proposed alternate sites do not meet the needs of a new library site. By roll call vote: K. Budsberg-yes; W. Duest-yes; L. Hiland-yes; J. Hoesly-no; S. Janowiak-no; J. Martinson-no; and B. Weiss-yes. Motion Carried (4-3). L. Hiland, J. Martinson and K. Budsberg all volunteered to work on preparing the report detailing the review of the various sites and why the west side site is the final site we will be looking at. The report will then be disseminated to the public by various methods: Post Messenger Recorder, Village, Town, and the Library website.

DISCUSSION & CONSIDERATION: APPROVE CHANGE IN HOURS FOR ASSISTANT DIRECTOR (AD) POSITION AND LIBRARY ASSISTANT (LA)

COLLECTION MAINTENANCE POSITION: Director Waggoner distributed copies of the Library Personnel Handbook, throughout the following discussion we regularly referred to section 7 - Recruitment, Application & Selection. Started with Director Waggoner reporting that she had checked with Village staff and that the Village policy is to initially post all job openings, internally only, for a period of at least 10 days. In addition, that one of the reasons Director Waggoner is proposing this change is that we currently have three part-time library assistants that are all qualified and could be doing full-time duties. Multiple questions were asked regarding: whether we were dealing with 7.1 Vacant Positions or 7.2 Job Postings in the personnel handbook? If none of the current staff applies for the full-time LA position that based on legal details of how/when the job is posted are we looking at a laying off a current staff member? Concerns about moving from a full-time to a part-time Assistant Director were also voiced. K. Budsberg asked how long has the AD been full-time, the answer is at least 3 1/2 years. Moved to keep Assistant Director as full-time and Library Assistant Collection Maintenance position as part-time by S. Janowiak, second by K. Budsberg (who noted he was seconding for purposes of continuing discussion).

K. Budsberg asked if Director Waggoner became unavailable for an extended period of time could a part-time Assistant Director (AD) cover the Director's duties. Director Waggoner pointed out that in that case the Library Board would have the ability to appoint the AD as Interim Director and adjust hours as appropriate. Director Waggoner, pointed out that there are overlaps in the job duties the AD currently does and feels that a large percentage of those duties a qualified LA could perform. Given the current operating budget, and the fact that we have three qualified LA, two of which have MLS degrees; that she feels confident in the abilities of the group and that they could handle the duties of one becoming a full-time LA. Director Waggoner feels that the main focus of the AD should be on marketing and programming. Her goal with this proposal was to maximize the staff we have while addressing the operational budget. J. Hoesly asked what salary range the AD would be posted at and do we want to consider adjusting that amount. Currently looking at \$16.00 per hour and Director Waggoner advised against lowering the AD wage. J. Hoesly asked could an individual without an MLS fill the LA position, Director Waggoner replied yes, but they would require additional training time. Next J. Hoesly questioned could an individual without an MLS fill the AD position. Director Waggoner felt that depended on the applicants other degrees and/or qualifications - since a passion for reading, and experience in other fields such as marketing and promotion would also be assets in the AD position. Could a lack of MLS limit the AD in activities such as programming J. Hoesly inquired. Director Waggoner replied that for example an applicant with a teaching background would have a similar skill set that would carry over to programming activities. It was mentioned by several trustees that having an AD with an MLS is important. Discussion continued with focus on staff turnover within the last year how this proposed change could affect staffing level and the staff work environment. We further discussed how duties related to linking, ordering, etc. would be re-distributed. Original motion was to keep Assistant Director as full-time and Library Assistant Collection Maintenance position as part-time, vote was 6-1 (Budsberg). Motion Carried.

DISCUSSION: EVENT PRESENTATION: We viewed and discussed the power point slide show that K. Budsberg has developed and will be presenting at upcoming fundraising events. The slide show reviews things that have been accomplished already such as: sites studied, site characterizations, what has been spent, and fundraising accomplishments. It also includes slides on what is upcoming for the new library building project for example: the layout of the new library building and the next steps in the fundraising plan.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, November 13, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 9:26 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, November 13, 2012**

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss and Village Board Liaison Kevin Budsberg. Fund Raising Consultant Jodi Bender Sweeney (7:37 p.m.) and Library Director Maggie Waggoner (9:33 p.m.) were also in attendance.

ANNOUNCEMENT: The Library Board will convene into Closed Session #1 called under WI State Statute 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Discussion of Potential Donors to the Library Expansion and Related Confidential Information).

Closed Session #2 called under WI State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Library Director Performance Evaluation).

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

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

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 6:34 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by S. Janowiak, second by J. Hoesly. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:33 p.m.

RESULTS OF CLOSED SESSION: We discussed confidential donor information related to the fund raising campaign for library expansion efforts. Moved to approve funding request for printing and postage expenses for Capital Campaign materials as follow-up to recent events by L. Hiland, second by K. Budsberg. Motion Carried.

OLD BUSINESS:

- A. **DISCUSSION & UPDATE: BUILDING COMMITTEE:** There have been no recent meetings.
- B. **DISCUSSION & UPDATE: PARTNERSHIP TEAM:** L. Hiland has typed up the notes from the 2 p.m. meeting that took place on Tuesday, October 10, 2012 at the New Glarus High School with District Superintendent, David Strudthoff. S. Janowiak has an endorsement letter from the Swiss Center of North America (SCNA) she will forward the letter to J. Hoesly. L. Hiland will contact D. Strudthoff and J. Hoesly will contact the New Glarus Home and Swiss Historical Village and follow-up on their endorsement letters.
- C. **DISCUSSION & UPDATE: COMMUNICATION TEAM:** Communication Team expressed several concerns: one, that the ListServ has not been setup to share information and two, that the postcard that was mailed to invite individuals to the informational fundraising events did not display the campaign logo. In addition, they discussed additional ways that we could communicate with the public such as a direct mail piece and speaking on WEKZ were mentioned.
- D. **DISCUSSION & UPDATE: GRANTS TEAM:** Grants Team has not had any recent meetings.
- E. **DISCUSSION & UPDATE: CO-CHAIRS TEAM:** Have had two successful events that were hosted by Rebecca and Mark Thompson and Jane Martinson. Preparations continue for the next event hosted by Barb Anderson and Suzi Janowiak at the New Glarus Home Greenhouse on November 18, 2012 at 2 p.m. Director Waggoner checked and the library does have a screen that can be used during the presentation at the NG Home. Dan Gartzke has been and continues to attend New Glarus Chamber board meetings, the next one is tomorrow, November 14th. D. Gartzke had prepared a written report that highlighted fund raising information to date: amount of funds raised, major donor events, grant applications, outreach activities to alumni, etc. S. Janowiak will share with D. Gartzke, trustees suggested changes to the report.
- F. **DISCUSSION & UPDATE: ADMINISTRATION TEAM:** W. Duerst had received the October 2012 CFSW report. B. Weiss and J. Hoesly will review the report and reconcile the CFSW report against our records.
- G. **DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS:** The funds have not been received. K. Budsberg mentioned that at a recent Village Board meeting they had passed a resolution supporting a museum overseas.
Below is the relevant excerpt from the Village Board Minutes from November 6, 2012 written by Lynne R. Erb, Clerk-Treasurer:
PRESIDENT'S REPORT:
CONSIDERATION: RESOLUTION 12-19/SUPPORTING A NEW MUSEUM IN PENTHES, GENEVA, SWITZERLAND: Administrator Own updated the Board regarding the request from the Swiss Center of North America for support of the construction of a new museum of the Swiss abroad in Penthes. Motion by Kevin Budsberg, second by Mark Janowiak to approve Resolution 12-19. Motion carried.
K. Budsberg mentioned that as we move forward that the Library Board may want to pursue endorsements from other organizations as well.

H. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING:

Last meeting was on Wednesday, November 7, 2012 and K. Seward was absent that night. Anticipate at least one more meeting to continue working on dollar amount calculations.

I. DISCUSSION & CONSIDERATION: AMENDED PROPOSED 2013 NGPL OPERATING BUDGET TO REFLECT COSTS OF EMPLOYEE HEALTH

INSURANCE AT CURRENT STAFFING LEVELS: Director Waggoner distributed two documents: "Library Wage-Fringe Projections" (10/31/2012) and "Revised Library Operating Budget 2013" (10/31/2012). Director Waggoner pointed out that she had put in the full amount of what the Fringe Benefit line would be if all employees selected health care coverage and then tried to balance the budget by reducing expenses. Her conclusion is that it is not possible to balance this budget. Questioned how the Village accounts for changes like this each year and was pointed out that the Village has a buffer as they can use the General Fund to cover unplanned expenses. The Library Board directed Director Waggoner to present the budget in this manner (displaying full amount of Fringe Benefits and unbalanced) to demonstrate to the Village Board the impact on the Library budget as benefits change. As we need to account for a possible benefits change for the Assistant Director position, as providing benefits to all eligible employees is consistent with Village policy. L. Hiland and B. Weiss will draft a letter to be submitted to Village staff and the Village Board providing an explanation and justification of the budget change as it relates to employee benefits.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: DRAFT REPORT CONCERNING THE BUILDING SITES:

Prior to the meeting L. Hiland, K. Budsberg and J. Martinson had compiled a draft "Library Board Updates Public on New Facility Project," the draft was discussed and edits suggested. It will be distributed via the Post Messenger Recorder, building project website, shared with both the Village Board and Town Board and available at the library circulation desk. Moved to approve and distribute this report concerning building sites by S. Janowiak, second by K. Budsberg. Motion Carried.

B. DISCUSSION & CONSIDERATION: PR STRATEGY CONCERNING THE BUILDING PROJECT PROCESS:

Discussed when, where, and how to share building plans for the new facility with the public. Currently anticipate presentations to the Village Board, then the Town Board, then possibly following that up with presentations to neighboring Townships - York, Exeter, Primrose, etc. Also looking at a presentation to the Chamber and open houses for the public. L. Hiland will ask J. Sweeney for a timeline when these activities can take place without conflicting with the major donor piece of the fund raising campaign.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were one set of bills presented: the October 24, 2012 bills totaled \$1,358.85. The bills were initialed by trustees to show approval for payment. President L. Hiland has already signed off on the September 30th bills, Director Waggoner will bring these bills to the next meeting for

trustees to review. The SCLS Foundation's monthly report updated thru September 30, 2012 was distributed. In addition, Director Waggoner handed out the November 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

Director Waggoner reported that she had finished the final report for the NGPL Community Foundation, a component of CFSW, for \$500 grant received in 2011.

The vacant Assistant Director position was posted internally on November 3 for five days. An ad for this position was sent to the Post Messenger Recorder and will run for one time on November 13 (in The Shopper) and November 15 (in the PMR). The position was also posted on the wispublib electronic mailing list, which is a state-wide service and on SCLS-announce, which serves the South Central Library System libraries. We have received eight applications to date from these electronic postings. The deadline to submit an application is 5:00pm on November 19. Interviews will begin as soon as possible following the deadline.

The Friends of the New Glarus Public Library are making "Carolina Snowflakes" as a winter holiday fund raiser. Linda Uttech hosted a group of Friends at her house to begin making the "Snowflakes" on November 8. The group will meet again on November 26 at Linda's house. We plan to start selling them in early December.

We held a Teen program on November 12, which was an early dismissal school day in New Glarus.

The program was for kids in grades 6 – 12. The kids were asked to bring something they had recently read, listened to or watched that they wanted to share. Snacks were served. The turnout was disappointing but we will try again.

The New Glarus Public Library welcomes all to attend a presentation by New Glarus author Linda Rupnow Buzogany. Linda is the daughter of Don and Jeanette Rupnow and grew up in New Glarus. Linda is the author of The Superman Years: the Emotional Life of a Parent Caring for a Child with Type 1 Diabetes. As a mother, licensed psychotherapist, and psychology professor, Linda writes about her family's early experiences with this life threatening, disease, and offers ways to cope with the long term emotional and physical burdens. Linda Rupnow Buzogany and her family currently live in Colorado and will be visiting New Glarus for Thanksgiving. We are pleased that she is able to make time to talk about her book and have a book signing on November 20 at 7:00pm in the community room at the Village Hall.

I attended the Green County Library Directors meeting on October 16. All six of the Green County library directors attended and gave an update on what is happening at their library. We also received a report about the reorganizing of the SCL System's member libraries into new "Clusters." There will be more discussion about this and other organizational changes at the All Directors Meeting on November 15.

The Wisconsin Library Association Annual Conference in LaCrosse was excellent. Lewis Feldstein, author of "Better Together: Restoring the American Community" spoke about libraries developing into the new community commons, overcoming differences and bringing people *unlike* each other together. He has written and lectured widely on social capital and community and has advised U.S. Presidents on these issues for two decades. I also attended many breakout sessions including "Tame Your Tech", "Creating a Unified Community Calendar", "Resources for Libraries and Lifelong Learning", "e-Readers for the Common Good", "Reach Out and Read", "On the Hill & Under the Dome – What the Government is Doing to (and for) My Library", "Occupy MacGyver: Technology for the 99%", and "Managing Social Networks, Tools and Techniques."

"Reach Out and Read: Libraries and Clinics Collaborate on Early Literacy Promotion" was presented by Dr. Dipesh Navsaria, early brain & child development & how libraries can partner with clinics & hospitals to promote reading at early ages & draw families into libraries. This is something I hope our library may be involved with some day. "Creating a Community Calendar" was a very practical session that covered the "how to" aspect of having a single calendar for a community with many different organizations, programs, & events. It takes a lot of ground work but once it is going, it is a great community tool. "Technology for the 99%" was hilarious & very practical. I now know where to find some very cheap, even free, cutting edge technology with practical applications.

Statistical Summary for October, 2012

Patron count (total for month): **3572** (305 Saturdays + 3267 Mon. – Fri.)

Weekday daily average patron count: **142** (207 hours)

Saturday average patron count: **76.25** (20 hours)

Total circulation (items checked out): **7046**

2012 year-to-date circulation is **3.86%** higher than 2011.

Total # of our items loaned to other libraries: **3503**

Total # of items borrowed from other libraries: **3095**

New items added to the collection: **285**

Items withdrawn from the collection: **153**

New patrons registered: **14**

Interlibrary loan requests processed: **8**

Programs offered: **8 (85 children, 41 adults)**

Total program attendance: **126**

Sessions on public access computers: **245**

Total time used: **95hours**

Average session length: **23.26 minutes**

Sessions using Library wireless network: **400**

Visits to our website: **968**

Unique visitors: **662**

Pageviews: **1593**

APPROVAL OF MINUTES: The minutes from the October 9, 2012 Library Board regular meeting were approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the October 24, 2012 Library Board regular meeting were approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the October 31, 2012 Library Board special meeting were approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by S. Janowiak, second by J. Hoesly. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 9:34 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by S. Janowiak. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 10:38 p.m.

RESULTS OF CLOSED SESSION: Moved that the Executive Committee (L. Hiland, S. Janowiak and B. Weiss) meet with Director Waggoner to perform the Library Director six month performance evaluation and extend probationary period by six months by K. Budsberg, second by J. Martinson. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by K. Budsberg, second by W. Duerst. Motion carried at 10:40 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE DECEMBER 11, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, November 27, 2012**

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss, and Village Board Liaison Kevin Budsberg. Library Director Maggie Waggoner was also in attendance.

APPROVAL OF AMENDED AGENDA: Moved to approve the amended agenda by K. Budsberg, second by J. Hoesly. Motion Carried.

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

OLD BUSINESS:

- A. DISCUSSION & UPDATE: ADMINISTRATION TEAM:** S. Janowiak has had donors verbally communicate to her specific naming opportunities and was questioning if the donors were also recording that information on their pledge cards. S. Janowiak to email the naming opportunity information to J. Hoesly and B. Weiss who will reconcile it against the pledge cards to confirm it is being tracked.
- B. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** Nothing new to report as they have not met recently.
- C. DISCUSSION & UPDATE: COMMUNICATION TEAM:** K. Budsberg to forward updated copies of the Library and Capital Campaign letterhead after the meeting.
- D. DISCUSSION & UPDATE: GRANTS TEAM:** Nothing new to report as they have not met recently.
- E. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** As a follow-up we will be mailing, to all individuals that were invited to our three recent fundraising events, a letter that includes copies of the renderings of the new building. In addition, a fundraising mailing is being prepared and will be sent to over 180 past New Glarus alumni. Director Waggoner reported that she and staff have been working on compiling a list of smaller naming opportunities, in the range of \$1,000 - \$10,000.
- F. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS DONATION:** At this time no funds have been received.
- G. DISCUSSION & CONSIDERATION: BUILDING COMMITTEE:** Nothing new to report as they have not met recently.
- H. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING:** Together K. Budsberg and J. Hoesly provided a summary of recent meetings with Town Chairman Keith Seward , some examples of items discussed were:

Option A - No down payment and no sinking funds used. Square footage + percent of common space + monthly maintenance fee = rent payment. Also, performed this calculation taking into account consumer price index to incorporate a 2.5% rent adjustment over a 20 year lease term.

Option B - if approximately \$42,000 is contributed as a down payment then that would be factored into the 20 year lease term and result in a rent reduction of approximately \$2,200 per year.

They also discussed and performed calculations of rent - versus - operating costs. Director Waggoner asked if the negotiations also included a discussion of items such as parking and community room use besides elections and regular scheduled meetings. Their next meeting to continue discussions is scheduled for December 3, 2012.

I. DISCUSSION & CONSIDERATION: PR STRATEGY: L. Hiland had spoke with J. Sweeney who confirmed that she feels we will not negatively impact the major gift portion of the fundraising campaign and are ok to start planning/presenting the initial building design as we deem appropriate. K. Budsberg will ask to be on the December 4, 2012 Village Board agenda where he will do a Power Point slide presentation. The presentation will focus on providing an update on the fund raising campaign, building plans and upcoming steps. Looking at presenting the same information to the Town of New Glarus at their December 11, 2012 meeting. The next discussion focused on how to reach out to the public, some ideas mentioned were:

- Displaying how much we have raised to date whether projecting a "thermometer" onto the ceiling at the library, or posting it on the library door or display case, plus on the library website and the Post Messenger Recorder. Director Waggoner also suggested that as part of the Story Time hour the kids may enjoy coloring in the thermometer.
- J. Martinson pointed out that one segment of the population that we need to reach out to more since we have not seen many of them at the various events is families with children. Discussed having another fundraising event and what day/night may work best in a families schedule. Director Waggoner suggested that hosting a sledding party at the new site would be a fun way to reach out to families.
- Director Waggoner also confirmed that she is providing regular updates about the project at meetings she has with others at the SCLS system and at the Green County Library Directors meeting.
- Looking at having an open house Sunday, January 6, 2012 - checking into Badger/Packer sports schedule before finalizing the date and time. Liked the format of the Design Workshop where individuals went to different stations and had a chance to share their feedback. Mentioned that an idea for a station was where individuals could give us their wish list of ideas for programs they would like to see in the new site. At the next meeting on December 11, 2012 we will look at finalizing the Open House details: date, time, presentation format, stations and collecting public feedback, how to advertise, snacks, etc. K. Budsberg will work with the Communications Team to start preparing an article for the Post

Messenger Recorder. S. Janowiak reported that we are looking at having the building plans printed on 20x20 poster size, the question was whether we wanted to include bullet points pointing out key features on the posters. B. Weiss suggested that we print just the renderings on the posters to maximize size and that the bullet points could be printed on a separate piece that is attached to the poster. K. Budsberg will email the graphics and Dimension's IV logo for the posters.

J. DISCUSSION & CONSIDERATIONS: 2013 LIBRARY OPERATING BUDGET:

Director Waggoner, L. Hiland and K. Budsberg all shared their thoughts on the public hearing and budget discussion. K. Budsberg also asked how do other municipalities comparable in size to New Glarus deal with issues like this. The Village Board voted and an increase to the Library Operating Budget for 2013 was not granted. Included is a excerpt from the Village Board meeting minutes from November 20, 2012 written by Lynne R. Erb, Clerk - Treasurer "Staff noted the levy increase in the existing proposal is all that is allowed under state statute for 2013 and any additional amount to the Library would have to come from another source in the budget. Staff advised that a budget amendment could be completed in 2013 if the health insurance is required and at that point the staff would need identify the source."

PRESENTATION OF BILLS: There was one set of bills presented: the November 27, 2012 bills totaled \$690.174. The bills were initialed by trustees to show approval for payment. Director Waggoner also shared that she regularly submits to L. Erb a Petty Cash Account Report. Petty Cash is used most commonly for postage and miscellaneous supplies such as paper plates. From September 6, 2012 thru November 27, 2012 the Petty Cash Report totaled \$95.34.

NEW BUSINESS:

A. DISCUSSION & CONSIDERATION: REIMBURSE THE LIBRARY

OPERATING BUDGET \$6,128.80 FROM THE TRUST FUNDS: It had been determined that in 2011 \$6,128.80 in bills related to the new site purchase were paid from the library operating budget instead of from the trust funds. The error occurred due to an incorrect account number being referenced when the bills were submitted for payment. Moved to take \$6,128.80 from Library Trust Funds to reimburse the Library Operating Budget by J. Martinson, second by K. Budsberg. Motion Carried.

B. DISCUSSION & CONSIDERATION: CONTINUE SECOND MONTHLY

LIBRARY BOARD MEETING: Moved to continue second monthly meeting, starting again on January 22, 2013 by S. Janowiak, second by K. Budsberg. Motion Carried. Director Waggoner offered to notify Village staff and reserve the Boardroom for the meetings.

C. DISCUSSION & CONSIDERATION: DRAFT OPERATING BUDGET FOR THE

PROPOSED NEW FACILITY: Prior to the meeting K. Budsberg had emailed a draft document, dated October 26, 2012 "Information for new library operations budget." As part of the discussion it was pointed out that on page 4, that Endowment Funds and Grants needed to be added. Also, on page 4 under the topic of TID #2, B. Weiss to forward to K. Budsberg a copy of the letter that the

Library Board had submitted to the Village Board in June 2011. Under section #2 Mowing and Snow removal - clarified the number of properties and the terms of the Village's current mowing contract. Director Waggoner offered to contact both Village Administrator Nic Owen for information regarding building insurance and New Glarus Concrete to ask for information on snow removal. Moved to accept this document (Information for new library operations budget) as a draft working document for the new library by S. Janowiak, second by J. Hoesly. Motion Carried.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, December 11, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by K. Budsberg, second by J. Hoesly. Motion carried at 8:48 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE DECEMBER 11, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, December 11, 2012**

President Linda Hiland called the meeting to order at 7:30 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Jane Martinson, Becky Weiss and Village Board Liaison Kevin Budsberg. Trustee Suzi Janowiak was absent. Fund Raising Consultant Jodi Bender Sweeney (8:40 p.m.) and Library Director Maggie Waggoner were also in attendance.

ANNOUNCEMENT: The Library Board will convene into Closed Session #1 called under WI State Statute 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Discussion of Potential Donors to the Library Expansion and Related Confidential Information).

Closed Session #2 called under WI State Statute 19.85 (1)(c) for the purpose of considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Set wage for new Assistant Director).

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

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

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:32 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 8:41 p.m.

RESULTS OF CLOSED SESSION: We discussed confidential donor information related to the fund raising campaign for library expansion efforts.

OLD BUSINESS:

A. DISCUSSION & UPDATE: ADMINISTRATION TEAM: J. Hoesly reported on modifications that were made to the spreadsheet to facilitate tracking of items such

as naming opportunities and any requirements related to grants. After the meeting J. Hoesly will forward to S. Janowiak a copy of the thank you letter that was sent to the Friends of the New Glarus Public Library.

- B. DISCUSSION & UPDATE: BUILDING COMMITTEE:** Have not had any recent meetings.
- C. DISCUSSION & UPDATE: CO-CHAIRS TEAM:** Last meeting was during the first week of December. There had been a delay at the printers; the letters were all mailed by December 5, 2012.
- D. DISCUSSION & UPDATE: COMMUNICATION TEAM:** K. Budsberg will work on a notice to run in the Post Messenger Recorder, to include the Open House details that will be finalized later during this meeting.
- E. DISCUSSION & UPDATE: FRIENDS OF NEW GLARUS:** The funds have not been received.
- F. DISCUSSION & UPDATE: GRANTS TEAM:** Grants Team has not had any recent meetings. Congratulations - as due to the efforts of the Grants Team we have been awarded a grant from The Evjue Foundation, Inc. the charitable arm of *The Capital Times*. In addition, J. Hoesly reported that she has re-sized the bio information that is used when submitting grants. Also that she had spoken with John Marty, President of the Swiss Historical Society and that our endorsement letter will be on the Historical Society agenda in February 2013. L. Hiland will check with David Strudthoff, School District Superintendent and follow-up on the schools endorsement letter.
- G. DISCUSSION & UPDATE: PARTNERSHIP TEAM:** They have not had any recent meetings.
- H. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS OFFICE SPACE IN NEW BUILDING:** J. Hoesly distributed a draft handout "Town of New Glarus Offices rent proposal in the new building of the New Glarus Public Library." J. Hoesly and K. Budsberg then discussed the handout and provided a summary of recent meetings with Town representatives Keith Seward and Dean Streiff regarding the proposed rental agreement. Page 1 of the handout covers the following areas: Main Points, Included Items, Not Included Items, and Additional Data. Page 2 shows in chart form how rent payments could be calculated factoring in adjustment for prepayment amounts and Consumer Price Index. Discussions between J. Hoesly, K. Budsberg , K. Seward and D. Streiff have focused on the pro's/con's for all parties, rent calculation, future operations support, and the Cooperative Boundary Agreement. Anticipate that shortly it will be time to move this idea out of sub-committee and then for each sub-committee to report to their respective boards.
- I. DISCUSSION & CONSIDERATION: DRAFT OPERATING BUDGET FOR THE PROPOSED NEW BUILDING:** B. Weiss shared information received from Dimension IV and the Library Directors at both Brodhead and Verona regarding planning for ongoing operating costs. Director Waggoner is working on getting quotes for snow removal and insurance and will forward that information to K. Budsberg.

NEW BUSINESS:**A. DISCUSSION & UPDATE: VILLAGE BOARD AND TOWN BOARD RESPONSE**

TO BUILDING PLANS: Both boards listened, shared thoughts and comments and asked questions on topics ranging from: the covered parking area, types of building materials, programming, layout, financing and timeline, etc.

B. DISCUSSION & CONSIDERATION: PLAN JANUARY 6, 2013 OPEN HOUSE

EVENT: Open House will be held Sunday, January 6th in the Community Room, Director Waggoner will take care of reserving the Community Room. At this time it is unknown when the Packers may be playing in the playoffs so there was a detailed discussion about selecting a time for this event, we ultimately decided it will be a 1:30 p.m. K. Budsberg agreed to update and perform the presentation during the Open House. Director Waggoner will work on displaying event information in the library and on the website, plus gather the projector and display panels. S. Janowiak has the 20x20 poster boards.

C. DISCUSSION & CONSIDERATION: CLOSING THE LIBRARY ON DECEMBER

24, 25, & 31, 2012 AND JANUARY 1, 2013. Moved to approve closing the library on December 24, 25, & 31, 2012 and January 1, 2013 by K. Budsberg, second by J. Hoesly. Motion Carried.

PRESENTATION OF BILLS / FINANCIAL REPORT: There was one set of bills presented: the December 11, 2012 bills totaled \$3,379.56. The bills were initialed by trustees to show approval for payment. The SCLS Foundation report has not yet been received this month. Director Waggoner will prepare a letter, for L. Hiland's signature, to initiate closing out the SCLS Foundation account.

DIRECTOR'S REPORT:

Director Waggoner, Jane Martinson and Children's Librarian, Ignacia Boersma have started interviewing candidates for the Assistant Director position.

FRIENDS OF THE LIBRARY UPDATE

The Friends are selling handmade "Carolina Snowflakes" as a holiday fundraiser for \$10.00 each. The Friends are holding Trivia Night at Flannery's on Jan. 17, 2013. The next meeting of the Friends of the Library is tentatively scheduled for January 3 in the Library.

SCLS UPDATE

There is a vote being taken on continuing to use and develop KOHA or to explore other ILS options for SCLS member libraries. All current KOHA library directors are required to vote by December 15, 2012.

Director Waggoner has spent hours this month utilizing Koha to compile statistical information.

During November, our Library loaned 4,655 items from our collection to other libraries. During November, our patrons requested 3,856 items from other libraries – these came in as holds.

So far this year (January to November), we've registered 136 new patrons in LINKcat. Added 253 items to our collection during the month of November & withdrew 72 items.

INTERLIBRARY LOAN

During November we submitted 7 requests on behalf of our patrons and received 3 items requested by our patrons (two from WI libraries outside of LINK and one from libraries outside of Wisconsin). We were not able to fill all patron requests during the month.

PATRON COUNT (weekly breakdown of people who came into the Library)

Week of November 1st -3rd 367 people

Week of November 5th 824 people

Week of November 12th 788 people

Week of November 19th 614 people

Week of November 26-30 727 people

Total Who Visited the Library during November – 3,320 People

LIBRARY PROGRAM ATTENDANCE – November, 2012

Scrabble Afternoon – November 15 (0 adults)

Preschool Story Time – November 2 (9 children & 3 adults)

Adult Book Discussion November 14 (2 adults)

Preschool Story Time – November 9 (23 children & 10 adults)

Scrabble Afternoon – November 29 (4 adults)

Adult program – Author Linda Bruzogany Presentation – November 20 (26 adults & 2 children)

Preschool Story Time – November 16 (19 children & 6 adults)

Preschool Story Time – November 30 (15 children & 5 adults)

Teen Program – November 12 (1 teen)

APPROVAL OF MINUTES: The minutes from the November 13, 2012 Library Board regular meeting were approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the November 27, 2012 Library Board regular meeting were approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by K. Budsberg, second by L. Hiland. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 10:21 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 10:38 p.m.

RESULTS OF CLOSED SESSION: Moved to set salary of the Assistant Library Director at \$15.10 per hour by K. Budsberg, second by J. Hoesly. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by J. Martinson, second by B. Weiss. Motion carried at 10:41 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JANUARY 8, 2013 LIBRARY BOARD MEETING