

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, January 10, 2012**

Prior to the start of the meeting, the new Library Assistant, Andrea Brunner was introduced to everyone. President Linda Hiland called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Library Director Denise Anton Wright and Village Board Liaison Kevin Budsberg.

APPROVAL OF AGENDA: The agenda was amended with the addition of item 4B – Resignation. The amended agenda was approved on a motion by K. Budsberg, second by J. Hoesly. Motion Carried.

APPROVAL OF MINUTES: The minutes from the December 13, 2011 Library Board meeting were approved on a motion by K. Budsberg, second by J. Hoesly. Motion Carried.

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

RESIGNATION: Director Wright submitted her letter of resignation as Library Director; her last day will be Friday, February 17, 2012. She has accepted a position as the Public Library Administration Consultant with the South Central Library System (SCLS). We appreciate everything Denise has done for the New Glarus Public Library in her seven years here. We wish Denise all the best and will miss her. Moved to accept Director Wright's letter of resignation by J. Hoesly, second by W. Duerst. Motion Carried.

Director Wright recommended that Assistant Director, Janis Merkle be considered as Interim Director. L. Hiland to contact J. Merkle next week to see if being Interim Director is something she would consider. In addition, Director Wright mentioned that we should check with Village Clerk/Treasurer Lynne Erb for information regarding benefits/hours, etc. Moved to schedule a Special Meeting to discuss items related to the search for a Library Director (job advertisement, appointment of interim Library Director, etc.) for Tuesday, January 24, 2012 at 6:30 p.m. by S. Janowiak, second by J. Hoesly. Motion Carried. Prior to the Special Meeting, Director Wright will e-mail examples of recent job advertisements plus the Library Director's Job Description. During the discussion both K. Budsberg and J. Hoesly mentioned they have had recent experiences with job searches. J. Martinson was asked to reach out to past trustees – Barb Anderson and Marilee Steffen – for information on how past searches for a Library Director were conducted.

LIBRARY EXPANSION EFFORTS

- **UPDATE ON CAPITAL CAMPAIGN PLANNING STUDY** – L. Hiland, S. Janowiak, and Director Wright met with Fund Raising Consultant, Jodi Bender Sweeney. J. Sweeney has completed the individual interviews and focus group meetings, in addition the surveys have been returned to her office. J. Sweeney is working on compiling the Capital Campaign Plan Study report. J. Sweeney will be invited to present her report at

the Special Meeting on Tuesday, January 24, 2012. If that will not work with J. Sweeney's schedule then she will be invited to present at the next regular board meeting on Tuesday, February 14, 2012.

- **UPDATE ON LIBRARY BUILDING PROGRAM STATEMENT STATUS** – Director Wright reported that she and Deb Haeffner, South Central Library System (SCLS) Building and Design Consultant have a completed draft of the Building Program Statement (BPS). Director Wright had one copy that was circulated during the meeting. After the meeting, Director Wright will e-mail the BPS; trustees are asked to proof read the document and return any changes to Director Wright. Director Wright also distributed a spreadsheet from Deb Haeffner that was used to determine the square footage calculations for the BPS, this handout will also be e-mailed to LB members after the meeting.
- **NEXT STEPS – ARCHITECTURAL & ENGINEERING FIRMS** – Director Wright distributed the handout "Architects / Engineering Firms – Request for Qualifications (RFQ)". The handout contained the RFQ from Kilbourn Library in Wisconsin Dells as an example. This document will be e-mailed after the meeting along with an updated list of architectural and engineering firms that was created by D. Haeffner and that Director Wright has been updating with firms that have contacted her.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were three sets of bills presented: the December 14, 2011 bills totaled \$3,429.11, the December 27, 2011 bills totaled \$9,797.09 and the January 10, 2012 bills totaled \$2,743.06 for a grand total of \$15,969.26. The bills were initialed by trustees to show approval for payment. The December 2011 Library Financial Report, prepared by Village Treasurer Lynne Erb, was distributed to the Library Board members. In addition, the SCLS Foundation's monthly report was also distributed.

UPDATE – FISCAL YEAR 2011 LIBRARY BUDGET and UPDATE – FISCAL YEAR 2012 LIBRARY BUDGET: Director Wright distributed an updated budget for review.

UPDATES – LIBRARY ASSISTANT POSITION & STAFFING FOR SUMMER: Director Wright reported that Library Assistant, A. Brunner was settling in well and has been a nice addition to staff. Due to the upcoming sports commitments of Library Pages, Sam and Kaitlin, and the graduation this summer of Braxton and Sam, Director Wright suggested that we will want to consider hiring a new page earlier than we have in the past. This way the new page can be hired and trained to allow for scheduling coverage. In addition, she mentioned that Katy Yaun will be available to work as a temporary Library Page this summer.

UPDATE – OPEN HOUSE FOR 2011 LSTA LOCAL HISTORY DIGITIZATION PROJECT: Director Wright reported that she and Assistant Director Merkle are working on promotional pieces for the upcoming open house that will be held Sunday, January 22, 2012 from 1:00 – 3:00 p.m. in the Village Hall Community Room. J. Martinson volunteered to provide some refreshments for the event.

DISCUSSION & CONSIDERATION OF LIBRARY'S INTERNET ACCEPTABLE USE

POLICY: Prior to the meeting Director Wright e-mailed a copy of the Library's Internet Acceptable Use Policy with suggested updates. Moved to accept the amended Internet Acceptable Use Policy by K. Budsberg, second by J. Hoesly. Motion Carried.

DIRECTOR'S REPORT:

- *Circulation (items checked out at our library) for December was 6,085. In addition to these items checked out at our Library, 11,856 items were checked in during the month by our Library staff.*
- *Of the 6,085 items checked out during December, 1,697 were adult print (books & magazines), 2,420 were adult non-print (audio books, CDs, software, DVDs), 1,462 were juvenile (children's & teen) print, 449 were juvenile non-print, and the rest were generic / misc. formats.*
- *Residents of the Village of New Glarus checked out 3,115 items (51% of the total monthly circulation) in December.*
- *Circulation to residents of Green County not served by a municipal library was 2,157 (35% of the library's total circulation for the month) in December.*
- *Of this Green County total, in December residents of the Town of New Glarus checked out 1,235 items (20% of the library's total circulation for the month), Town of York residents checked out 516 items (8.5%), and Town of Exeter residents checked out 318 items (5%).*
- *Residents of Dane County not served by a municipal library checked out 264 items in December (4% of the library's total circulation for the month).*
- *2,919 people visited the Library during December, bringing the year-end total to 44,708.*
- *7 new patrons were registered in December – a total of 190 new patrons have registered this year - a 26% increase over 2010.*
- *During December the Library presented 6 programs that were attended by a total of 76 children, teens, and adults. Adult Scrabble continues to be popular (two Thursdays per month).*
- *Patrons used 276 sessions on the Library's three public Internet terminals for a total of 138 hours and 22 minutes during December.*
- *646 people visited the Library's website a total of 919 times during December.*
- *The Friends of the New Glarus Public Library had a very successful holiday fund raiser with the hand crafter paper German stars.*

ADJOURNMENT: A special meeting will be held at 6:30 p.m. on Tuesday, January 24, 2012 in the New Glarus Village Hall Board Room. The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, February 14, 2012 in the New Glarus Village Hall Board Room. Meeting adjourned on motion by L. Hiland, second by K. Budsberg. Motion Carried.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE FEBRUARY 14, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Special Library Board of Trustees Proceedings
New Glarus Public Library
Tuesday, January 24, 2012**

President Linda Hiland called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, and Becky Weiss. Also in attendance were Village Board Liaison Kevin Budsberg, Library Director Denise Anton Wright, Assistant Library Director Janis Merkle, Fund Raising Consultant Jodi Bender Sweeney and Village resident Ben Kahl. J. Merkle, J. Sweeney and B. Kahl all left at 8:10 p.m.

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

PRESENTATION BY JODI SWEENEY – CAPITAL CAMPAIGN PLANNING STUDY:

J. Sweeney started her presentation by acknowledging and thanking all study participants, members of the Village, Town of New Glarus, and Library Boards, the Campaign Planning Committee, Library Staff and specifically L. Hiland, S. Janowiak and Director Wright for their time and assistance in helping with this study. J. Sweeney distributed a written Campaign Planning Study Report. Her verbal presentation reviewed the following:

- Campaign Planning Study Process – This study was developed from personal interviews, one telephone interview, one focus group meeting and questionnaire results
- Summary and Analysis of Interviews – including Usage of the Current Library and Need for a New Library, Location, Exterior Design and Interior Plans
- Areas of Consideration in Planning for a Campaign – Elements of a Compelling Case Statement, Goal Amount to be Raised, Important Aspects for a Successful Campaign, Publicity and Public Relations, Naming Rights and Volunteer Leadership
- Representative Quotations from Study Participants
- Recommendations
- Multiple Appendices - including an Action Plan and Timeline, Campaign Budget Format, and Information Used to Conduct the Study

Presentation ended with J. Sweeney listening and responding to comments/questions. J. Sweeney will have the report re-printed with typographical corrections and without the names of the study participants to maintain the privacy of the individuals who were interviewed. J. Sweeney also presented an invoice for final payment for the Campaign Planning Study which Treasurer W. Duerst will process. Also, J. Sweeney had prepared a proposed contract if the Library Board would like to enlist her services in the next step of the campaign. L. Hiland to contact J. Sweeney to see if J. Sweeney is available to present the Capital Campaign Study Report to a combined meeting of the Village, Town of New Glarus, and Library Boards. Director Wright offered to help facilitate the scheduling of this meeting.

UPDATE ON INTERIM DIRECTOR: L. Hiland reported she had spoken with Assistant Director Janis Merkle and that J. Merkle is willing to consider the Interim Director position. Moved to approve Janis Merkle as Interim Library Director at a wage of \$20.00 per hour, for 40 hours a week with any overtime being taken as comp time, starting February 18, 2012 and continuing till a new Library Director is in place by K. Budsberg, second by J. Hoesly. Motion Carried.

LIBRARY DIRECTOR SEARCH PROCESS, TIMELINE & JOB ADVERTISEMENT:

Prior to the meeting Director Wright had e-mailed the following:

- Link to DPI's (Department of Public Instruction) Trustee Essentials – Hiring a Director
- NGPL Library Director Position Description
- Suggested Steps for a Director Search
- Sample Job Ads for Library Director Positions

At the meeting Director Wright handed out a suggested Job Ad for the Library Director position. The ad was reviewed, wording changes suggested, salary range of \$43,000 to \$47,000 established, and a response date of February 15, 2012 finalized. S. Janowiak will establish an e-mail account to be used to accept applications. Director Wright to make the suggested changes to the job ad, then contact the *Wisconsin State Journal* to run the ad in the Sunday, January 29, 2012 edition. Also Director Wright will post the job ad on the following: wispublib statewide listserv, SCLS announce listserv, LISjobs.com, UW-Madison's Library School, UW-Milwaukee's Library School and Village of New Glarus website.

DISCUSSION & CONSIDERATION – HIRING A LIBRARY PAGE (early replacement for one of the Pages who will be leaving this summer): Director Wright distributed the Job Ad for the Library Page I Position, with a suggested timeline that the ad will run in the *Post Messenger Recorder* the week of January 30, 2012. Applications will be due by 5:00 p.m. on Wednesday, February 8, 2012, and then interviews will be conducted. It is anticipated the successful candidate will start the week of either February 19th or 26th. Moved to approve running the Job Ad for the Library Page I position by J. Martinson, second by J. Hoesly. Motion Carried.

ADJOURNMENT: The next meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, February 14, 2012 in the New Glarus Village Hall Board Room. Meeting adjourned on motion by S. Janowiak, second by K. Budsberg. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE FEBRUARY 14, 2012 LIBRARY BOARD MEETING

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

Prior to the start of the meeting we gathered to thank Library Director Denise Anton Wright for her seven years of service to the library. Cake and light refreshments were served. In attendance were Director Wright, Assistant Director Janis Merkle, Library Assistant's Marilyn Christensen and Andrea Brunner, Library patrons Wally and Judy Wray and Library Trustees – Kevin Budsberg, Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson and Becky Weiss.

Vice President Suzi Janowiak called the meeting to order at 6:45 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Janowiak) were: Wayne Duerst, Jody Hoesly, Jane Martinson, Becky Weiss and Village Board Liaison Kevin Budsberg. Linda Hiland was absent. Also in attendance were Library Director Denise Anton Wright and Assistant Director Janis Merkle (left at 8:40 p.m.).

APPROVAL OF AGENDA: The agenda was amended by moving item #10 – Library Director Search Committee Update to be after item #14 – Director's Report. The amended agenda was approved on a motion by K. Budsberg, second by J. Hoesly. Motion Carried.

APPROVAL OF MINUTES: The minutes from the January 10, 2012 Library Board meeting was approved on a motion by W. Duerst, second by J. Hoesly. Motion Carried.

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

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

LIBRARY EXPANSION EFFORTS

- **DISCUSSION & CONSIDERATION OF FUND RAISING CONSULTANT'S (JODI SWEENEY) CONTRACT** - S. Janowiak to contact J. Sweeney and let her know that we have questions regarding her contract and ask J. Sweeney to attend a meeting to discuss the contract. Date proposed is Thursday, February 16, 2012 at 8:00 p.m. in the Village Hall Community Room after J. Sweeney presents the Capital Campaign Planning study to a joint meeting of the Library, Town and Village Boards. Director Wright to prepare the agenda for this additional meeting.
- **UPDATE ON LIBRARY BUILDING PROGRAM STATEMENT** – Director Wright reported that she had J. Merkle proof the Building Program Statement and that it is ready to be sent out when the Library Board is ready to proceed.

- **ARCHITECTURAL & ENGINEERING FIRMS – REQUEST FOR QUALIFICATIONS PROCESS:** J. Merkle is working with Deb Haeffner, South Central Library System (SCLS) Building and Design Consultant on the Request for Qualifications (RFQ) and anticipate it will be ready to go out within several weeks. Both D. Haeffner and W. Duerst reviewed the list of over 40 Architectural and Engineering firms using a combination of criteria such as distance, size/scope of the project, and past experiences reduced the list to over 15 Architectural and Engineering firms to be considered for when sending out the RFQ.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were two sets of bills presented: the January 31, 2012 bills totaled \$35,109.75 and the February 14, 2012 bills totaled \$4,357.59 for a grand total of \$39,467.34. The bills were initialed by trustees to show approval for payment. The January 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb, was distributed to the Library Board members. While reviewing the Financial Report it was noted that a CD matures February 17, 2012. Moved that for CD #12371 to authorize Library Board Treasurer Wayne Duerst to transfer or re-invest the CD at his discretion by J. Martinson, second by J. Hoesly. Motion Carried. The SCLS Foundation's monthly report was not available in time for this meeting.

REIMBURSEMENT TO LIBRARY OF DIRECTOR'S WLA & ALA MEMBERSHIP DUES: In January 2012 Director Wright's annual membership dues for WLA of \$141.00 and ALA of \$230.00 were paid for a grand total of \$371.00. With Director Wright's last day being February 17, 2012 that leaves 45 weeks left in the year. Director Wright will deliver to Village Clerk-Treasurer Lynne Erb a personal check for \$321.00 as reimbursement for the 45 unused weeks of her membership dues.

FINAL FY2011 LIBRARY BUDGET AND IMPACT ON FY2012 BUDGET: Director Wright distributed the updated budget for review. Director Wright pointed out that the line "ELECTRONIC ACCESS / DATABASE" was overspent in 2011 as it included costs for University of Wisconsin Digital Collections Center (UWDCC) digitization project and the reimbursement for this project will be received in FY2012. In addition, Director Wright mentioned that lines "GEN OP: SALARIES" and "GEN OP: FRINGE BENEFITS" will be different than projected as the salary for the Director's position will be unpaid for an undetermined number of weeks.

DISCUSSION & CONSIDERATION OF REVISED LIBRARY PERSONNEL HANDBOOK: Prior to the meeting Director Wright had e-mailed the "Library Personnel Handbook for the New Glarus Public Library." B. Weiss to review and forward to J. Merkle any proof reading edits. Moved to adopt the revised "Library Personnel Handbook for the New Glarus Public Library as amended by K. Budsberg, second by J. Hoesly. Motion Carried.

DISCUSSION & CONSIDERATION OF LIBRARY BOARD RESOLUTION FOR

INTERIM DIRECTOR: Moved to make a resolution appointing Janis Merkle as Interim Library Director at \$20.00 per hour, with a start date of February 18, 2012 and effective till such time as a new director starts with Comp Time being given as 1 week of vacation by K. Budsberg, second by J. Hoesly. Motion Carried.

DISCUSSION & CONSIDERATION OF THE LIBRARY'S 2012 ANNUAL REPORT:

Director Wright is in process of completing the Annual Report, final deadline for submission is March 1, 2012.

DIRECTOR'S REPORT:

- Circulation (items checked out at our library) for January was 7,177. In addition to these items checked out at our Library, 14,459 items were checked in during the month by our Library staff.
- Of the 7,177 items checked out during January, 2,046 were adult print (books & magazines), 2,597 were adult non-print (audio books, CDs, software, DVDs), 1,873 were juvenile (children's & teen) print, 605 were juvenile non-print, and the rest were generic / misc. formats.
- Residents of the Village of New Glarus checked out 3,505 items (49% of the total monthly circulation) in January.
- Circulation to residents of Green County not served by a municipal library was 2,624 (36.5% of the library's total circulation for the month) in January.
- Of this Green County total, in December residents of the Town of New Glarus checked out 1,413 items (19.6% of the library's total circulation for the month), Town of York residents checked out 760 items (10.5%), and Town of Exeter residents checked out 316 items (4.4%).
- Residents of Dane County not served by a municipal library checked out 408 items in January (5.6% of the library's total circulation for the month).
- 3,381 people visited the Library during January.
- Library staff registered 11 new patrons in LINKcat during January
- During January the Library presented 7 programs that were attended by a total of 90 children, teens, and adults. Adult Scrabble continues to be popular (two Thursdays per month) and there was very strong attendance at the January 22nd Local History Digitization reception.
- Patrons used 274 sessions on the Library's three public Internet terminals for a total of 142 hours and 55 minutes during January.
- 927 people visited the Library's website a total of 1,248 times during January.

LIBRARY DIRECTOR SEARCH COMMITTEE UPDATE: Director Wright had a handout – checklist of potential questions when conducting reference checks. Deadline for applications for the Library Director position is midnight of February 15, 2012. A special meeting will be scheduled for Monday, February 20, 2012 at 6:00 p.m. to review the applications; Director Wright offered to post the agenda. J. Hoesly has started a list of interview questions she will e-mail them and the questions will be used as a starting point for discussion.

ADJOURNMENT: A special meeting will be held at 6:30 p.m. on Thursday, February 16, 2012 in the New Glarus Village Hall Community Room. The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, March 13, 2012 in the New Glarus Village Hall Board Room. Meeting adjourned on a motion by K. Budsberg, second by B. Weiss. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE MARCH 13, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Special Library Board of Trustees Proceedings
New Glarus Public Library
Thursday, February 16, 2012**

President Linda Hiland called the meeting to order at 8:17 p.m. in the New Glarus Village Hall Community Room. 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 Denise Anton Wright and Fund Raising Consultant Jodi Bender Sweeney (left at 8:52 p.m.).

ANNOUNCEMENT: The Library Board will convene into Closed Session per Wisconsin Statute 19.85 (1)(e) for the purpose of discussing “public business with competitive or bargaining implications” (Jodi Sweeney’s contract).

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

DISCUSSION & CONSIDERATION OF JODI SWEENEY’S CONTRACT: When reviewing the contract Trustees had several questions for J. Sweeney related to scheduling, deliverable items, length of contract and could the contract be separated into segments. It was determined that J. Sweeney would update the contract with the following details: detailed list of deliverable items and provide samples of timelines from past projects and then provide the updated contract to L. Hiland. J. Sweeney asked that the board assign one person to be the point person to facilitate distribution of materials and to be available for questions.

CLOSED SESSION: It was determined that it was unnecessary to convene into closed session at this meeting.

DISCUSSION AND CONSIDERATION OF LIBRARY RESOLUTION R12-1 – INTERIM DIRECTOR COMPENSATION: Director Wright reported that when discussing with Village Clerk-Treasurer Lynne Erb the details regarding compensation for Interim Library Director – Janis Merkle. L. Erb pointed out that if J. Merkle remains an hourly employee during the Interim (rather than a salaried one), then J. Merkle needs to be eligible for overtime compensation (time and a half) if she works more than 40 hours in a regular 40-hour work week. So this means if J. Merkle takes any sick time, vacation, or there's a paid holiday, etc. then that is not a regular 40-hour work week and she is not eligible for time and a half. But if the week is a solid week of work, then she would need to be compensated accordingly. Director Wright had prepared Library Resolution R12-1 Interim Library Director Compensation for the board's review. Discussion continued with questions regarding how library employee hours are tracked/submitted to payroll and the possibility of making J. Merkle a salaried employee for the duration of

the Interim Director period. Moved to accept R12-1 as presented by K. Budsberg, second by S. Janowiak. Motion Carried.

ADJOURNMENT: Meeting adjourned on motion by S. Janowiak, second by K. Budsberg. Motion Carried at 9:50 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE MARCH 13, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Special Library Board of Trustees Proceedings
New Glarus Public Library
Monday, February 20, 2012**

President Linda Hiland called the meeting to order at 6:05 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson (arrived at 6:14 p.m.), Becky Weiss and Village Board Liaison Kevin Budsberg.

ANNOUNCEMENT: The Library Board will convene into Closed Session per Wisconsin Statute 19.85 (1)(e) for the purpose of discussing “public business with competitive or bargaining implications” (Jodi Sweeney’s contract) and also convene into a second Closed Session per Wisconsin Statue 19.85 (1)(c) for the purpose of considering “employment, promotion, compensation, and performance evaluations” (Library Director Applications).

APPROVAL OF AGENDA: The agenda was 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 W. Duerst. By roll call vote: K. Budsberg-yes; W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; and B. Weiss-yes. Motion carried at 6:07 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 7:06 p.m.

RESULTS OF CLOSED SESSION AND DISCUSSION & CONSIDERATION OF JODI SWEENEY’S CONTRACT: Moved to approve Jodi Bender Sweeney’s “Proposal and Agreement for Services Prepared for The New Glarus Public Library - revised February 2012” with the following updates:

- Suzi Janowiak to be the designated contact person
- J. Sweeney will provide, in person, monthly updates to Library Board at the Library Board’s regularly scheduled monthly meetings
- Contract start date is March 1, 2012
- J. Sweeney to deliver to the Library Board at the March 13, 2012 meeting a detailed timeline of events
- J. Sweeney to schedule a meeting with the Campaign Planning Committee as soon as possible after March 1, 2012
- Contract terminates at the completion of the 5th month which is July 31, 2012

Motion by K. Budsberg, second by J. Martinson. Motion Carried. L. Hiland to contact J. Sweeney and notify her of the above updates.

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 7:11 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; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 9:25 p.m.

RESULTS OF CLOSED SESSION: Candidates will be invited to interview for the Library Director position on Saturday, March 10, 2012. S. Janowiak agreed to contact the candidates and setup the interview schedule. A set of interview questions was determined.

DISCUSSION AND CONSIDERATION OF LIBRARY DIRECTOR SEARCH

PROCESS & TIMELINE: S. Janowiak volunteered to contact the Village Hall and reserve the Village Hall Board Room and kitchen for Saturday, March 10, 2012.

ADJOURNMENT: Meeting adjourned on motion by S. Janowiak, second by W. Duerst. Motion Carried.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE MARCH 13, 2012 LIBRARY BOARD MEETING

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

President Linda Hiland called the meeting to order at 5:30 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. Suzi Janowiak was absent. Also in attendance were Interim Director Janis Merkle (left at 9:52 p.m.) and Fund Raising Consultant Jodi Bender Sweeney (left at 6:40 p.m.)

ANNOUNCEMENT: The Library Board will be meeting in a Closed Session called under WI State Statue 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 Interview Process).

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

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

REPORT BY FUND RAISING CONSULTANT JODI BENDER SWEENEY: J. Sweeney spoke to the board about the first meeting of the Campaign Planning Committee (CPC) which took place Monday, March 5, 2012 at 6:30 p.m. J. Sweeney presented to the Library Board copies of the CPC agenda, roles and responsibilities, and an organizational chart. J. Sweeney reported that the CPC meeting started with introductions, contact information was gathered, background information on the library building process was presented, clarification of the roles, responsibility and anticipated time commitments. J. Sweeney further stressed that the CPC reports to the Library Board, that the CPC will make recommendations to the Library Board, and that the Library Board has all final decision authority. One of the recommendations from the CPC meeting was that the Library Board asks to attend and makes a brief (3-5 minute) presentation at the Town of New Glarus Annual Meeting scheduled for Tuesday, April 10, 2012 at 6:00 p.m. J. Sweeney will work on compiling a list of talking points that can be used for the presentation to the Town; these talking points will also then be a starting point for discussions with other boards, townships and community groups. The next meeting of the CPC is scheduled for Monday, March 26, 2012 at 6:30 p.m.

DISCUSSION & CONSIDERATION OF SCHEDULING ADDITIONAL MEETINGS:
With the search process for Library Director, Architectural and Engineering firms, fundraising efforts and the variety of other topics related to library building process K. Budsberg suggested the board meet twice a month. Moved to meet the 2nd and 4th

Tuesday of every month thru August 14, 2012 by J. Martinson, second by K. Budsberg. Motion Carried.

DISCUSSION & CONSIDERATION OF ESTABLISHING & UPDATING COMMUNICATION PROCEDURES:

- **LIAISONS – SCHOOL, TOWN AND VILLAGE BOARDS:** L. Hiland is the liaison to the School District, J. Hoesly to the Town and K. Budsberg to the Village. Each liaison reported on how they currently share information with the respective boards.
- **REPORTS - COMMITTEES (CAMPAIGN PLANNING COMMITTEE) AND DIRECTOR'S REPORT:** K. Budsberg suggested that we consider moving to a consent agenda format in an effort to streamline meetings. Approval of meeting minutes, bills and reports (CPC, Director, etc.) would be items to place on a consent agenda.

DISCUSSION & CONSIDERATION OF LIBRARY EXPANSION EFFORTS:

- **ARCHITECTURAL & ENGINEERING FIRMS – DISCUSSION AND
CONSIDERATION OF REQUEST FOR PROPOSAL (RFP):** W. Duerst had prepared a RFP for review, in addition Director Merkle shared an RFP that she had received from SCLS as an example. The RFPs were discussed and W. Duerst will work on combining the two RFP's. A special meeting will be scheduled for Monday, March 19, 2012 at 6:00 p.m. to discuss the updated RFP.

DISCUSSION & CONSIDERATION OF LIBRARY PERSONNEL HANDBOOK – SICK LEAVE POLICY: When Village staff Lynne Erb and Barb Roesslein were working on setting up the payroll system to process the accruing of sick leave for permanent part-time (PT) employees they discovered they need clarification on the calculation. Prior to the meeting Director Merkle had compiled sections of the relevant parts of the policy manual for trustees review. During discussion L. Hiland clarified that we intended sick leave for PT employees to be a fraction of the benefit received for Full Time employees. The relevant section was modified to the following: Permanent part-time Library employees whose work averages 50% or more of full time are eligible for twelve days of sick leave pro-rated based upon the number of hours worked in the pay period for each calendar year worked. Moved to accept the revised language for Sick Leave related to the calculation for permanent part-time employees by L. Hiland, second by K. Budsberg. With the understanding that if L. Erb had any questions when calculating the funds that L. Erb then return the policy to the Library Board with appropriate wording changes. Motion Carried.

DISCUSSION & CONSIDERATION OF THE LIBRARY'S 2011 ANNUAL REPORT: 2011 Annual Report has been completed, signed and delivered to SCLS. K. Budsberg asked about the drop in circulation, Director Merkle mentioned the migration to the KOHA system was a factor. Moved to accept the 2011 Annual Report by J. Martinson, second by J. Hoesly. Motion Carried.

DISCUSSION & CONSIDERATION OF THE LIBRARY CLOSING ON FRIDAY, APRIL 6TH - EASTER:

The Village Hall and offices will be closed on Friday, April 6th for the Easter holiday. Moved to close the Library on Friday, April 6, 2012 by J. Martinson, second by J. Hoesly. Motion Carried.

UPDATE ON LIBRARY PAGE 1 HIRING: Director Merkle reported that for the Library Page 1 position that Alayna Truttmann was hired with a start date of February 22, 2012 at a rate of \$7.25 per hour and that the Library has reimbursed A. Truttmann \$10 for her work permit.

DISCUSSION OF MERITS OF SCLS FOUNDATION: From the Village Auditors presentation to the Village Board, K. Budsberg shared the following informational message from the auditor. The auditor stated that they were pointing out to the Library Board that the funds currently held in the SCLS Foundation account are in a mutual fund and that based on the nature of how mutual fund works the library has the potential of losing value in that fund. For the trustees that were not on the board when we joined the SCLS Foundation a discussion did take place on how the SCLS Foundation works, features and its status as a 501(c)(3) organization. As we move forward with fund raising efforts a review of the SCLS Foundation and how it will fit into our fund raising goals will be a future agenda item.

UPDATE ON FRIENDS OF NEW GLARUS DONATION: At this time no funds have been received, W. Duerst offered to follow-up with Kaye Gmur regarding the status of this donation.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were two sets of bills presented: the February 28, 2012 bills totaled \$4,315.31 and the March 13, 2012 bills totaled \$1,629.29 for a grand total of \$5,944.60. The bills were initialed by trustees to show approval for payment. The February 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb, was distributed to the Library Board members. The SCLS Foundation's monthly report updated thru January 31, 2012 was also distributed. Director Merkle distributed the 2012 budget and pointed out that the reimbursement from Green Country has been received.

DIRECTOR'S REPORT:

- Family movie matinee – We have scheduled a movie matinee for the afternoon of Friday, March 30th, which is during spring break for New Glarus schools.
- Local history digitization project – I attended the New Glarus Historical Society annual meeting on February 25th and gave a short presentation about our local history digitization project. Handouts about accessing and navigating through the collection were distributed. A date in late March has been tentatively scheduled for us to retrieve the remainder of our original materials from the UW Digital Collections Center.
- Green County Reads – Again this year, all of the libraries in Green County will participate in a “one-county, one-book” program. The selected title is *A Map of the World* by Jane Hamilton. Monroe Public Library is using county resource

funds to purchase copies of the book for all the libraries and to hire a discussion facilitator. Each library will hold one or more book discussion meetings (New Glarus will host two). The program culminates in May with an author appearance at the Monroe Arts Center and a screening of a film based on the book at the Monroe Public Library.

- Patron count (total for month): 3,498
Weekday daily average patron count: 148
Saturday average patron count: 98
- Total Circulation (items checked out): 6,836
2012 year-to-date circulation is about 5% higher than 2011
- Total of our items loaned to other libraries: 4,364
- Total of our items received from other libraries: 3,164
- New items added to the collection: 208
- Items withdrawn from the collection: 68
- New patrons registered: 9
- Interlibrary loans processed: 7
- Programs offered: 7 (4 children, 3 adult)
- Total program attendance: 106 (70 children, 36 adults)
Storytime attendance has been very strong, averaging 23 children and adults per program in February.

APPROVAL OF MINUTES: The minutes from the February 14, 2012 Library Board meeting was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the February 16, 2012 Library Board Special meeting was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the February 20, 2012 Library Board Special meeting was 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 J. Hoesly. 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 9:56 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; J. Martinson-yes; and B. Weiss-yes. Motion carried at 10:31 p.m.

RESULTS OF CLOSED SESSION: We are continuing on with the Library Director Search Process.

ADJOURNMENT: A special meeting will be held at 6:00 p.m. on Monday, March 19, 2012 in the New Glarus Village Hall Board Room. The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, March 27, 2012 in the New Glarus Village Hall Board Room. Meeting adjourned on a motion by K. Budsberg, second by W. Duerst. Motion Carried at 10:35 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE APRIL 10, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Special Library Board of Trustees Proceedings
New Glarus Public Library
Monday, March 19, 2012**

President Linda Hiland called the meeting to order at 6:00 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were Kevin Budsberg, Wayne Duerst, Jody Hoesly, Suzi Janowiak, and Becky Weiss. Jane Martinson was absent. Interim Director Janis Merkle was also in attendance.

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

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

DISCUSSION AND CONSIDERATION OF REQUEST FOR PROPOSAL

(ARCHITECTURAL AND ENGINEERING FIRMS): Edits and wording changes were suggested for the cover letter and the request for proposal (RFP). In addition, dates were finalized and inserted into the timetable. Director Merkle has been working with SCLS to establish a password protected section of the New Glarus Public Library website this section can then be used to store documents related to library expansion. Director Merkle to check with Denise Anton Wright on where in the library the on-line version of the topographical survey was stored. If needed, Director Merkle will follow up with Vierbicher and Associates for an on-line version of the topographical survey. Also, Director Merkle will work with SCLS to obtain letterhead. W. Duerst to contact Edge Consulting Engineers, Inc. for an on-line version of the Geotechnical Report. S. Janowiak volunteered to re-type the cover letter and RFP. Moved to accept the Request for Proposal as amended by S. Janowiak, second by K. Budsberg. Motion Carried.

DISCUSSION AND CONSIDERATION OF APPOINTING A DELEGATION TO COMMUNICATE WITH THE SWISS CENTER OF NORTH AMERICA (SCNA), SWISS HISTORICAL VILLAGE AND OTHER COMMUNITY GROUPS: Moved to table this agenda item by S. Janowiak, second by J. Hoesly. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by K. Budsberg, second by W. Duerst. Motion Carried at 7:05 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE APRIL 10, 2012 LIBRARY BOARD MEETING

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

President Linda Hiland called the meeting to order at 6:30 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Becky Weiss and Village Board Liaison Kevin Budsberg. Jane Martinson was absent. Interim Director Janis Merkle was also in attendance, she left at 9:06 p.m.

ANNOUNCEMENT: The Library Board will convene into Closed Session per WI 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 (Fundraising for Library). Second closed session 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 Interview Process).

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.

OLD BUSINESS:

1. **UPDATE ON FRIENDS OF SWISS DONATION:** At this time no funds have been received, W. Duerst has contacted Kaye Gmur and she is checking on the status.
2. **UPDATE ON REQUEST FOR PROPOSAL (RFP):** The RFP have been sent, Director Merkle reported that she had two returned to the library, she has corrected the addresses and they have been mailed. W. Duerst had received one e-mail stating that they had received the RFP and would be responding.

DISCUSSION & CONSIDERATION OF LIBRARY PERSONNEL HANDBOOK – SICK LEAVE POLICY: In reviewing the Library Personnel Handbook Village Clerk-Treasurer Lynne Erb had concerns regarding the amount of staff time would be needed to do the calculations if based on the hours an employee worked each pay period. L. Erb and Director Merkle had prepared “03-27-12 Draft wording for revised vacation and sick leave policy” that was distributed to trustees for review prior to the meeting.

- **VACATION POLICY** – Moved to approve the 03-27-12 Draft wording for Vacation Policy by K. Budsberg, second by J. Hoesly. Motion Carried.
- **SICK LEAVE POLICY** – Under the section 35. Sick Leave, second paragraph, last sentence starting “Permanent part-time employees working less...” to have

that changed to be its own paragraph. Moved to approve the 03-27-12 Draft wording with the suggested change for Sick Leave Policy by L. Hiland, second by S. Janowiak. Motion Carried.

- **PERSONAL DAYS POLICY** - Moved to approve the 03-27-12 Draft wording for Personal Days Policy by S. Janowiak, second by J. Hoesly. Motion Carried.
- **ADDING BUDGET LINE ITEM FOR ACCRUED SICK LEAVE PAYOUT** – It was discussed that while the Library currently does not have any employees that qualify for sick leave payout. However in planning for the future this is a potential liability that should be accounted for in the budget. Moved that when planning the 2013 budget to consider adding budget line item for Accrued Sick Leave Payout by L. Hiland, second by K. Budsberg. Motion Carried.

DISCUSSION AND CONSIDERATION OF THE LIBRARY CLOSING FRIDAY, MAY 4, 2012 FOR A STAFF WORK DAY: Clarified that the spaces that would be re-organized are the Front Office, Director's Office and the back Supply Room. Moved to close the Library on Friday, May 4, 2012 to reorganize staff workspaces by S. Janowiak, second by B. Weiss. Motion Carried.

DISCUSSION – MOWING OF THE LIBRARY PROPERTY: J. Martinson will be asked to contact Roger Arn and B. Weiss is to contact Gene Dahlk to see if they are interested in mowing the new library property again in 2012.

DISCUSSION AND CONSIDERATION OF ATTENDING AND PRESENTING AT THE TOWN OF NEW GLARUS ANNUAL MEETING ON APRIL 10, 2012: J. Hoesly has spoken with Keith Seward, Chairman of the Town Board, the Library Board will be on the agenda to make a 3 – 5 minute presentation. J. Hoesly is working with Fund Raising Consultant Jodi Bender Sweeney to develop talking points for this presentation.

DISCUSSION AND CONSIDERATION OF APPOINTING A DELEGATION TO COMMUNICATE WITH THE SWISS CENTER OF NORTH AMERICAN (SCNA), SWISS HISTORICAL VILLAGE AND OTHER COMMUNITY GROUPS: W. Duerst, S. Janowiak, L. Hiland, and K. Budsberg all volunteered to serve on this delegation. It was determined that K. Budsberg would be an alternate if W. Duerst, S. Janowiak or L. Hiland had a scheduling conflict.

DISCUSSION AND CONSIDERATION OF ESTABLISHING PROCEDURES FOR TRANSFERRING FUNDS BETWEEN SCLS FOUNDATION ACCOUNT AND LIBRARY ACCOUNT FOR EXPANSION RELATED EXPENSES: J. Sweeney had mentioned that the Community Foundation of Southern Wisconsin (CFSW) may be a resource for investing of the fund raising funds. S. Janowiak to clarify with J. Sweeney what she meant and then S. Janowiak to contact Linda Gebhardt at CFSW with additional questions. Moved to table discussion about SCLS Foundation by L. Hiland, second by K. Budsberg. Motion Carried.

DISCUSSION – EXPANSION EFFORTS SUMMARY AND BUILDING PROPOSAL:

Four documents were handed out:

1. Expansion Efforts Summary and Building Proposal
2. Budget Estimates for Operating an Expanded Library
3. Total Capital
4. Request for Information from the Library Board

K. Budsberg presented the documents and responded to questions and comments. Both J. Merkle and K. Budsberg have additional items they are researching for the documents. All present were asked to review the documents and contact K. Budsberg with any suggestions or changes. The following is an anticipated presentation schedule:

- 04/10 – Library Board preview of expansion efforts presentation
- 04/17 – Expansion efforts presented to the Village Board
- 04/24 – Library Board preview of budget presentation
- 05/01 – Budget presentation to the Village Board

AGENDA ITEMS #13 AND #14: It was determined that a closed session was not needed for discussion related to Fundraising for the Library.

CONVENE INTO CLOSED SESSION: Moved to go into Closed 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; and B. Weiss–yes. Motion carried at 9:08 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; and B. Weiss–yes. Motion carried at 9:53 p.m.

RESULTS OF CLOSED SESSION: We are continuing on with the next steps in the Library Director Search Process.

ADJOURNMENT: The Library Board will be attending the Town of New Glarus Annual Meeting on Tuesday, April 10, 2012 at 6:00 p.m. in the Swiss Miss Center. Then the next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, April 10, 2012 in the New Glarus Village Hall Board Room. Meeting adjourned on a motion by K. Budsberg, second by S. Janowiak. Motion Carried at 9:53 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE APRIL 10, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, April 10, 2012**

President Linda Hiland called the meeting to order at 6:50 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 (left at 9:20 p.m.) and Interim Director Janis Merkle (left at 11:17 p.m.).

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 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).
- The Library Board will convene into 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 Interview Process).

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

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

OLD BUSINESS:

- A. **UPDATE: REQUEST FOR PROPOSAL (RFP)** - Eight (8) RFPs were received back prior to the deadline. The RFPs will be reviewed by the trustees electronically; paper copies will be held at the library and are available for trustees to check out for review if they choose. Trustees are to review the RFPs for discussion at the April 24, 2012 meeting.
- B. **UPDATE: LIBRARY PERSONNEL HANDBOOK** - After the March 27, 2012 meeting Director Merkle shared the changes to Vacation, Sick Leave and Personal Days policies with Village Clerk-Treasurer Lynne Erb. B. Weiss has forwarded to Director Merkle some typographical corrections. Once all changes

are incorporated into the Library Personnel Handbook it will be e-mailed to trustees and a copy will be given to L. Erb for the Village files.

C. REVIEW: PRESENTATION AT TOWN BOARD ANNUAL MEETING - Prior to the start of our regular meeting, the Library Board attended the Town of New Glarus Annual Meeting that started at 6:00 p.m. in the Swiss Miss Center. Jody Hoesly spoke for approximately five minutes. Her presentation included a handout and focused on the theme "New, New, and New:"

- J. Hoesly as a "New" trustee on the Library Board
- Search for a "New" Library Director
- Overview of what has been completed and what is upcoming in the steps towards a "New" library

In addition to J. Hoesly, also present at the Town Annual Meeting were Fund Raising Consultant Jodi Bender Sweeney and Library Board trustees: Kevin Budsberg, Linda Hiland, Suzi Janowiak, Jane Martinson and Becky Weiss. Wayne Duerst was absent. We left the meeting at 6:35 p.m. and traveled back to the Village Hall for the Library Board regular meeting.

DISCUSSION & CONSIDERATION: DRAFT PRESENTATION FOR VILLAGE BOARD - We discussed the PowerPoint presentation K. Budsberg is compiling for presentation to the Village Board on Tuesday, April 17, 2012. This presentation focuses on the following objectives:

- Site identification & characterization
- Campaign study, overview of results, fundraising goals
- Current uses of the library
- Size, key features, and cost of a new library building
- Architect solicitation and proposal outline

After the meeting K. Budsberg will forward the updated presentation to trustees for review.

DISCUSSION & CONSIDERATION: REPORT BY FUND RAISING CONSULTANT JODI SWEENEY - J. Sweeney reported that the CPC (Campaign Planning Committee) continues to work on clarifying the Case Statement, in addition she distributed updated copies of the organization chart and action plan. J. Hoesly to check out a software program that can be used to make READ posters that can be utilized during the fundraising campaign.

DISCUSSION & CONSIDERATION: RESOLUTION – CAMPAIGN PLANNING COMMITTEE - B. Weiss had distributed a draft of Library Resolution 12-02LB "Capital Planning Committee (CPC) – Formation"; typographical and formatting questions were answered. B. Weiss to make corrections and follow-up with L. Erb for information regarding quorum requirements. Moved to table CPC resolution pending clarification of quorum rules with L. Erb by K. Budsberg, second by J. Martinson. Motion Carried.

DISCUSSION & CONSIDERATION: ADDRESSING SAFETY CONCERNS AT NEW SITE - Pedestrian/Bike/Vehicular access, sidewalks, and storm water retention were all mentioned as reminders of items that we will need to address at upcoming meetings. Also as we are reviewing the RFPs and interviewing architects to keep these important topics in mind.

DISCUSSION & CONSIDERATION: APPROACHING ORGANIZATIONS WE WOULD LIKE TO PARTNER WITH -

- A. **SWISS CENTER OF NORTH AMERICA (SCNA)** - S. Janowiak had spoken with Beth Zurbuchen, President and CEO of SCNA, and we are looking at a meeting on April 18th or 19th. Professor Donald G. Tritt will be at the SCNA during those days and donating his personal library collection to the SCNA. B. Zurbuchen is currently planning a reception for D. Tritt and anticipates inviting the Library Board to attend.
- B. **NEW GLARUS HOME, SWISS HISTORICAL VILLAGE AND CHALET OF THE GOLDEN FLEECE** - S. Janowiak will work on drafting a letter to be sent to these three (3) organizations explaining our desire to discuss "partnering" and request setting up meetings.

DISCUSSION & CONSIDERATION: SCLS FOUNDATION AND COMMUNITY FOUNDATION OF SOUTHERN WISCONSIN (CFSW) FOR PASS THROUGH ACCOUNT FOR CAPITAL CAMPAIGN FUNDS RAISED - S. Janowiak and B. Weiss distributed an Excel spreadsheet with information from both SCLS and CFSW for comparison. B. Weiss to follow-up with SCLS to request a copy of the most recent prospectus. S. Janowiak to contact CFSW and invite the CFSW to present at our May 8, 2012 meeting. Moved to table further discussion about SCLS and CFSW by K. Budsberg, second by J. Martinson. Motion Carried.

DISCUSSION & CONSIDERATION: ARCHITECT SEARCH PROCESS - A total of eight (8) proposals were received via both e-mail and mail. In alphabetical order the firms that responded to the RFPs were:

AVENUE Architects, Inc
Bray Architects
Dimension IV Madison Design Group
Engberg Anderson
McGowan Architecture, Inc
OPN Architects
Plunkett Raysich Architects, LLP
River Architects, Inc

Trustees are to review the RFPs for discussion at the April 24, 2012 meeting. At the April 24th meeting the list will be narrowed down to the list of firms to be interviewed on May 12, 2012.

AGENDA ITEMS #13 AND #14 - It was determined that a closed session was not needed for discussion related to potential donors to the library expansion and related confidential information.

DISCUSSION & CONSIDERATION: BUDGET PROPOSAL TO VILLAGE BOARD - K.
Budsberg stated that currently he is working with Village staff – Administrator Nic Owen and Clerk-Treasurer Lynne Erb to determine budget information for the building, operating costs and how this information fits into the Village's five year plan. The budget information will also be shared with Ehlers the Village's financial planners for review. Anticipated timeline is that budget information will be presented to the Village Board on May 1, 2012 for discussion with consideration of the budget information coming on May 15, 2012.

DISCUSSION & CONSIDERATION: MOWING OF THE LIBRARY PROPERTY - B.
Weiss reported that Gene Dahlk is willing to mow the easement area again this year. G. Dahlk will do five cuts valued at \$100.00 as an in-kind donation to our fundraising efforts and all remaining cuts will be at \$20.00. Moved to approve terms of mowing contract with G. Dahlk by J. Hoesly, second by S. Janowiak. Motion Carried. J. Martinson reported that Roger Arn will mow and harvest the hay on the rest of the land as needed in 2012.

DISCUSSION & CONSIDERATION: PHONE SYSTEM UPGRADE - Director Merkle reported that she had a meeting with N. Owen and L. Erb to discuss a possible upgrade to the Village phone system. TDS representatives toured the library space and presented two quotes to the Village, one with the library included and one without the library. Estimated cost of wiring to the library for this change is \$1,200 - \$1,500. Director Merkle is waiting for a response on how this change will impact our current phone bill charges. J. Hoesly asked how it would impact any of our recorded messages, Director Merkle will ask for clarification on that as well. Moved to table discussion of phone system upgrade to the April 24, 2012 meeting by J. Martinson, second by K. Budsberg. Motion Carried.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were two sets of bills presented: the March 27, 2012 bills totaled \$2,087.80 and the April 9, 2012 bills totaled \$1,846.82 for a grand total of \$3,934.62. The bills were initialed by trustees to show approval for payment. The March 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb, was distributed to the Library Board members. Also distributed was the SCLS Foundation's monthly report updated thru February 29, 2012, the 2012 budget, and a brochure titled "Wisconsin's public libraries: Economic benefits in tough economic times." In regards to the budget, Director Merkle reported that she had to replace two staff printers. Director Merkle will also check with L. Erb to request clarification of the change in Audit expense from \$748 in 2011 to \$1,195 in 2012.

DIRECTOR'S REPORT:

Local history digitization project – With Kim Tschudy's help, we retrieved the last of our materials from the UW Digital Collections Center on March 28th. Our collection was favorably reviewed and recommended by the Internet Scout Project, which publishes a weekly report of valuable resources on the Internet.

National Library Week – April 8-14 is National Library Week. We are holding a coloring activity for children ages 11 and under, sponsored by Culver's and the Wisconsin

Library Association. Children are encouraged to draw and color a picture based on a favorite book or character. Each participant receives a coupon for a free scoop of frozen custard and is entered in a drawing for a free Culver's kids' meal. The coloring sheets will be displayed in the library during April.

Sustainability Expo – The New Glarus PTO and Green County Leaders are sponsoring a Sustainability Expo on Saturday, April 14th, at the Elementary School. The Library will have a table displaying examples of relevant materials that we have to offer. We are not staffing the table; the organizers will set up and watch the table for us.

Green County Reads – Our first Green County Reads book discussion of *A Map of the World* by Jane Hamilton is scheduled for Tuesday, April 24th, at 1:00 p.m. in the Community Room. The discussion will be facilitated by Janel Keizer, who was hired by the Monroe Public Library to lead all of the Green County Reads discussions.

Future Delivery Costs – Bruce Smith, SCLS Delivery Coordinator, addressed the Green County Library Directors April meeting. Delivery volume has fallen over the last several years but delivery costs keep rising, so Delivery is looking at ways to cut their costs in order to avoid increasing charges to member libraries for next year. They are proposing to cut some of the Saturday deliveries. In Green County, only Monroe and New Glarus would continue to get Saturday delivery under this proposal. This would allow them to shorten routes and reduce their Saturday staffing. They will be conducting a trial of this change on two Saturdays this month to see how it works.

Bruce also mentioned that while Delivery determines charges on a county-level basis, the libraries within a county decide how to share that cost. Green County is currently using a cost-sharing formula that most other counties in SCLS no longer use. We share the delivery cost evenly except that Monroe, as the county resource library, pays a double share. Most counties calculate each library's share of delivery cost based on a formula that takes into account their share of the total volume and their share of the number of deliveries. If Green County libraries started to use such a formula, the delivery cost would be drastically reduced for Albany and Monticello and would increase for all others. Based on 2011 volume figures, New Glarus's delivery cost could increase 40% or more using this formula. This is a discussion the Green County Directors will need to have in the future.

Statistical Summary for March 2012

Patron count (total for month): 3,804

Weekday daily average patron count: 153

Saturday average patron count: 87

Total circulation (items checked out): 7,315

2012 year-to-date circulation is about

3% higher than 2011.

Total of our items loaned to other libraries:	4,579
Total of items received from other libraries:	3,255
New items added to the collection:	228
Items withdrawn from the collection:	76
New patrons registered:	15
Interlibrary loan requests processed:	6
Programs offered:	9 (6 children, 3 adult)
Total program attendance:	141 (90 children, 51 adults)
Sessions on public access computers:	263
<i>Total time used:</i>	<i>136 hr. 7 min.</i>
<i>Average session length:</i>	<i>31 min.</i>
Sessions using Library wireless network:	249
Visits to our website:	988
<i>Unique visitors:</i>	<i>671</i>
<i>Pageviews:</i>	<i>1,868</i>

APPROVAL OF MINUTES: The minutes from the March 13, 2012 Library Board meeting, noting typographical corrections, was approved on a motion by L. Hiland, second by J. Martinson. Motion Carried.

APPROVAL OF MINUTES: The minutes from the March 19, 2012 Library Board Special meeting was approved on a motion by J. Martinson, second by S. Janowiak. Motion Carried.

APPROVAL OF MINUTES: The minutes from the March 27, 2012 Library Board meeting was approved on a motion by S. Janowiak, second by J. Martinson. Motion Carried.

DISCUSSION & CONSIDERATION: CONSENT AGENDA FORMAT - Moved to pass on and not implement a Consent Agenda format at this time by K. Budsberg, second by S. Janowiak. Motion Carried.

CONVENE INTO CLOSED SESSION: Moved to go into Closed Session by K. Budsberg, second by B. Weiss. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 11:19 p.m.

CONVENE INTO OPEN SESSION: Moved to go into Open Session by S. Janowiak, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 12:07 a.m. Wednesday, April 11, 2012.

RESULTS OF CLOSED SESSION: Resolution 12-03LB has been approved by the Library Board appointing Margaret (Maggie) Waggoner as Director of the New Glarus Public Library.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, April 24, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by J. Hoesly, second by J. Martinson. Motion Carried at 12:08 a.m. Wednesday, April 11, 2012.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE MAY 8, 2012 LIBRARY BOARD MEETING

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

President Linda Hiland called the meeting to order at 6:30 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 Interim Library Director Janis Merkle and Village Administrator Nic Owen (left at 6:52 p.m.).

ANNOUNCEMENT: The Library Board will convene into a closed session called under WI 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 (Development and Discussion of Interview Questions for Architect Interviews).

APPROVAL OF AGENDA: The agenda was amended by moving Item #8 – Discussion & Consideration: Preview of Draft Budget Presentation to Village Board in front of Item #5 – Old Business. Amended agenda approved on a motion by K. Budsberg, second by J. Hoesly. Motion Carried.

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

DISCUSSION & CONSIDERATION: PREVIEW OF DRAFT BUDGET

PRESNTATION TO VILLAGE BOARD - Village Administrator Nic Owen started by distributing a handout "What the Village Can Do" and stated that this information has been forwarded to Ehlers (Village financial consultants) for review. The handout currently has projected an initial fundraising contribution of \$50,000 plus the ability to borrow up to \$1,000,000. For continued operating support the current levy limit is at zero, it can be reviewed as levy limits change in future years. It was noted that these projections were based on worst case scenarios and could change going forward. Administrator Owen responded to a variety of questions about the projected changes in the levy limit, referendum process, TIFs, and the 5-year plan for the Village. He also confirmed that the borrowing is not limited to just bonds, that they look at bonds, and also loans from local banks, USDA, State Trust, etc. to determine the best rate.

OLD BUSINESS:

- A. **UPDATE: FRIENDS OF NEW GLARUS DONATION** - At this time no funds have been received, W. Duerst has contacted Kaye Gmur and she is checking on the status.
- B. **UPDATE: DENISE ANTON WRIGHT EXIT INTERVIEW** - L. Hiland provided a summary of the exit interview that L. Hiland, S. Janowiak, and B. Weiss attended with Denise Anton Wright. D. Wright was very appreciative of the fact that

members of the Library Board are active and supportive users of the library, encourage Continuing Education opportunities and have supported recent changes in staffing levels. D. Wright praised the library staff for their excellent working relationship and flexibility in a cramped working environment and also stated that making sure the library staff is kept informed as we move forward with the library building project is important. Some of the other points D. Wright also communicated: the Assistant Director needs an office, in the new space she feels that having a full-time children's librarian is key and also that the new Library Director must be active in the local community.

C. UPDATE: MEETING WITH SWISS CENTER OF NORTH AMERICA (SCNA) -

On Wednesday, April 18, 2012 L. Hiland and S. Janowiak met with members of the SCNA. Part of the discussion focused on the SCNA library and how it may be utilized, as earlier in the week Donald G. Tritt had donated his personal library to the SCNA. With this generous donation the SCNA collection now contains over 8,000 items consisting of books, postcards, letters, and art work. Some other items discussed between the groups were sharing: meeting space, resources, advertising, promotion, and presenting classes – language, technology, cooking, and genealogy.

DISCUSSION & CONSIDERATION: LETTER TO SWISS HISTORICAL VILLAGE, NEW GLARUS HOME AND CHALET OF THE GOLDEN FLEECE - S. Janowiak

distributed a "Draft letter to possible library partners," after the meeting S. Janowiak will forward an on-line version for review and editing suggestions. Moved to table discussion of the letter to the May 8, 2012 meeting by S. Janowiak, second by K. Budsberg. Motion Carried.

DISCUSSION & CONSIDERATION: FOLLOW-UP ON 04/17/12 PRESENTATION TO VILLAGE BOARD - The Library Board thanked K. Budsberg for his time and efforts in preparing the slide presentation and presenting it to the Village Board. K. Budsberg shared a summary of the comments and questions from the Village Trustees. In addition, K. Budsberg mentioned that Administrator Owen asked to add the slide presentation to the village website, this request was approved unanimously by the Library Board.

DISCUSSION & CONSIDERATION: BUDGET PROPOSAL TO VILLAGE BOARD - It was determined that this agenda item was not needed.

DISCUSSION & CONSIDERATION: COMMUNICATION WITH POST MESSENGER RECORDER - The Library Board will check with Jodi Bender Sweeney on where in the current fundraising action plan communication with members of local media and the local community fits in. Sue Moen with the Post Messenger Recorder was in attendance at the presentation to the Village Board, K. Budsberg will check with S. Moen to confirm she has a copy of the slide presentation and respond to any questions.

DISCUSSION & CONSIDERATION: RESOLUTION 12-02LB – CAMPAIGN

PLANNING COMMITTEE FORMATION - Copy of this resolution may be viewed at the end of this set of minutes. Moved to approve Resolution 12-02LB by J. Martinson, second by S. Janowiak. Motion Carried.

DISCUSSION & CONSIDERATION: RESOLUTION 12-05LB – WAGE ADJUSTMENT FOR ASSISTANT LIBRARY DIRECTOR - Copy of this resolution may be viewed at the end of this set of minutes. Moved to approve Resolution 12-05LB by J. Hoesly, second by K. Budsberg. Motion Carried.

DISCUSSION & CONSIDERATION: PHONE SYSTEM UPGRADE - Prior to the meeting Director Merkle had e-mailed a breakdown of costs associated with the upgrade for wiring, cost of the phones, and monthly billing cost. Director Merkle also pointed out that the proposed phone system does not offer the option of cordless phones but does offer wireless headsets. Cordless phones are desired as staff frequently has to move between different areas of the library while taking a call to answer questions. Moved to not participate in the phone system upgrade in the Village Hall by J. Martinson, second by S. Janowiak. Motion Carried.

DISCUSSION & CONSIDERATION: SCLS CALCULATION OF DELIVERY COSTS IN GREEN COUNTY - Director Merkle reported that in April on two different Saturdays, SCLS did a test by not making Saturday delivery to area libraries except for Monroe and New Glarus. The Green County Library Directors will be discussing the calculation of delivery costs at their upcoming meeting in late May.**DISCUSSION & CONSIDERATION OF THE LIBRARY CLOSING MONDAY, MAY 28, 2012 FOR MEMORIAL DAY** - Moved to close the Library on Monday, May 28, 2012 for Memorial Day by J. Hoesly, second by K. Budsberg. Motion Carried.

DISCUSSION & CONSIDERATION: LIBRARY DIRECTOR HIRING UPDATE - Margaret (Maggie) Waggoner has been hired as the Library Director and she will officially start on June 1, 2012. M. Waggoner will be in town to participate in the architect interviews on Saturday, May 12, 2012. L. Hiland volunteered to write an announcement for the Post Messenger Recorder regarding M. Waggoner's hiring and to thank Janis Merkle for everything she has done as Interim Director to assist us with this transition.

DISCUSSION & CONSIDERATION: SELECTION OF ARCHTECTS FOR INTERVIEWS - It was decided that out of the eight architect firms that four firms would be invited to interview on Saturday, May 12, 2012. Discussion started by simply naming one of the firms and then everyone responding with yes/maybe/no. During this discussion, comments regarding the proposals, features that stood out, likes and dislikes, use of green technology, experience level, past library building experience, cost estimating, consultants, and proposed design process were all discussed.

The four firms that were selected are listed below in alphabetical order:

Dimension IV Madison Design Group
Engberg Anderson
Plunkett Raysich Architects, LLP
River Architects

W. Duerst offered to contact all four firms to inform the firms that they are invited to the interview on Saturday, May 12, 2012. In addition, trustees are to review the proposals, architect websites and visit area libraries. Also, Directors of local libraries will be contacted for feedback on their experience working with the various architect firms.

J. Merkle to contact Brodhead Memorial Public Library
L. Hiland to contact Verona Public Library
W. Duerst to contact Fitchburg Public Library
J. Martinson to contact Rosemary Garfoot Public Library in Cross Plains

CONVENE INTO CLOSED SESSION: Moved to go into Closed Session by B. Weiss, 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 9:35 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; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 10:42 p.m.

RESULTS OF CLOSED SESSION: Thank you to J. Hoesly and W. Duerst for the preliminary set of questions they had prepared for discussion. B. Weiss to re-type the questions into two sets of interview questions. W. Duerst will share with all four architect firms the list of questions the firms are to incorporate into their 30-45 minute presentation. The second set of questions will be asked the day of the interview.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, May 8, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion Carried at 10:43 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE MAY 8, 2012 LIBRARY BOARD MEETING

New Glarus Public Library

Library Resolution 12-02LB

CAPITAL PLANNING COMMITTEE (CPC) - Formation

The New Glarus Public Library Board does hereby form the Capital Planning Committee (CPC) to assist the Library Board and Fund Raising Consultant Jodi Bender Sweeney with planning and executing all aspects of a capital campaign to facilitate the building of a new library. The CPC is a sub-committee of the Library Board and is therefore bound by and will comply with the same procedural and open meeting rules as the Library Board. A meeting quorum shall consist of those members who attend the meeting; while any action taken will require a vote of the majority in attendance at that meeting.

Jodi Bender Sweeney is responsible for facilitating all meetings, including if needed posting agendas. In addition, she will also report monthly, in person, to the Library Board. The CPC will make recommendations to the Library Board, but the Library Board is responsible for all final decisions.

The CPC was formed with an effective date of March 1, 2012 and will exist until such time as its duties are complete, at which time the CPC will be dissolved by action of the Library Board.

During the course of the committee life committee members may be added or replaced as needed. List of original committee members in alphabetical order follows:

Barb Anderson	Jody Hoesly
Kevin Budsberg	Suzi Janowiak
Wayne Duerst	Pattie Salter
Rachel Frye	Judy Korshak-Samuels
Dan Gartzke	Tracey Schwalbe
Jim Grant	Jodi Bender Sweeney
Mary Hillstrom	Becky Weiss

PRESENTED BY: Linda Hiland

DATE: 03-01-2012
ADOPTED: 04-24-2012

Linda Hiland, Library Board President
New Glarus Public Library

Suzi Janowiak, Library Board Vice-President
New Glarus Public Library

New Glarus Public Library
Library Resolution 12-05LB

**RESOLUTION FOR WAGE ADJUSTMENT
ASSISTANT LIBRARY DIRECTOR**

THE NEW GLARUS PUBLIC LIBRARY BOARD of the VILLAGE OF NEW GLARUS, GREEN COUNTY, WISCONSIN does hereby adjust the wage for Assistant Library Director Janis Merkle. Compensation for this full-time, hourly employee shall be \$16.00 per hour. All other benefits shall remain as per the Library Personnel Handbook.

Employee shall be paid in accordance with the Village of New Glarus payroll schedule.

The effective date for this wage adjustment is June 1, 2012.

PRESENTED: 04/24/2012
ADOPTED: 04/24/2012

Linda Hiland, Library Board President
New Glarus Public Library

Rebecca L. Weiss, Library Board Secretary
New Glarus Public Library

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, May 8, 2012**

President Linda Hiland called the meeting to order at 6:34 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson (arrived 6:36 p.m.), Becky Weiss and Village Board Liaison Kevin Budsberg. From the CFSW (Community Foundation of Southern Wisconsin) were Sue Conley – Executive Director, Linda Gebhardt – Donor Services Representative, Green and Lafayette counties and Ron Spielman – Secretary of Green County Board of Directors (left at 7:28 p.m.). Also in attendance Fund Raising Consultant Jodi Bender Sweeney (left at 8:38 p.m.) and Interim Director Janis Merkle.

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 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).
- 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 (Development and Discussion of Interview Questions for Architect Interviews).

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

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

PRESENTATION: COMMUNITY FOUNDATION OF SOUTHERN WISCONSIN (CFSW): The presentation started with introductions and distribution of the “Community Foundation of Southern Wisconsin Annual Report 2010-2011.” S. Conley then provided information about the CFSW:

- Celebrating 20th Anniversary
- CFSW is active in the following counties – Crawford, Grant, Iowa, Lafayette, Green, Rock and Walworth
- 15 Community Funds and over 500 funds total – including Excellence in Education Funds, Endowment Funds, Christmas Stocking Funds, etc. to name a few.

Some of the services/details that CFSW can assist with during the capital campaign would be:

- Accept pledges
- Record the pledge
- Mail a thank you letter and tax-receipt
- Provide monthly donor reports
- Mail pledge reminders
- Pay bills
- Offer endowment fund services
- Provide forms and checklist to be used during fund raising events for example: form to be used at a silent auction that would meet IRS requirements
- Funds would be held in a money market account
- Fee is five percent of total gifts received
- Ability to accept pledges whether cash, check, credit card, real estate, stocks, vehicles, etc

Throughout the presentation L. Gebhardt and R. Spielman offered comments on their areas of expertise and experience and all three CFSW representatives responded to questions.

- No extra fee for travel
- CFSW does have a bulk mail permit, the NG campaign would be responsible for paying for postage
- The full pledge amount is recorded on the date the pledge is made
- Confidentiality of donor information is very important and something that CFSW takes very seriously and was stressed several times during the presentation

Presentation ended with making sure that everyone had a copy of the Annual Report and L. Gebhardt's business card.

DISCUSSION & CONSIDERATION: SCLS FOUNDATION AND COMMUNITY FOUNDATION OF SOUTHERN WISCONSIN (CFSW) FOR PASS THROUGH ACCOUNT FOR CAPITAL CAMPAIGN FUNDS RAISED: Trustees discussed the differences between the SCLS Foundation and CFSW. CFSW focus on confidentiality was remarked on several times. Moved to remove funds from SCLS Foundation and use CFSW as the exclusive organization for the capital campaign and endowment funds by K. Budsberg, second by J. Hoesly. Motion Carried. L. Hiland volunteered to contact L. Gebhardt to request contracts for the following funds: capital campaign, endowment and operating reserve.

UPDATE: VILLAGE OFFER FOR BUILDING & OPERATING COSTS: K. Budsberg reported that Ehlers (financial consultants to the Village) will be presenting at the Village Board meeting on May 15, 2012.

DISCUSSION & CONSIDERATION: REPORT BY FUND RAISING CONSULTANT JODI SWEENEY: J. Sweeney praised the members of the CPC (Campaign Planning Committee) for all their hard work and reported that the CPC will finish their duties ahead of schedule. An overview detailing what the CPC has accomplished since early March was distributed. While discussing the DVD that is being developed by students

at the New Glarus High School, J. Hoesly pointed out that we need to be aware of music copyright laws. As such sites as You Tube will only allow original works of music; You Tube will remove any music it recognizes as a "popular" song. Discussion of naming rights, project cost, square footage, letterhead and opening a post office box were all discussed.

AGENDA ITEMS #9 AND #10: It was determined that a closed session was not needed for discussion related to potential donors to the library expansion and related confidential information.

DISCUSSION & CONSIDERATION: LETTER TO SWISS HISTORICAL VILLAGE, NEW GLARUS HOME AND CHALET OF THE GOLDEN FLEECE: Prior to the meeting S. Janowiak had shared a draft of the letter, discussion clarified to whom the letters were being sent and other edits. S. Janowiak volunteered to revise the letter and resend for review and discussion at the May 22, 2012 meeting.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were two sets of bills presented: the April 24, 2012 bills totaled \$1,248.89 and the May 8, 2012 bills totaled \$1,497.47 for a grand total of \$2,746.36. The bills were initialed by trustees to show approval for payment. The April 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb, was distributed to the Library Board members. While reviewing invoices L. Erb identified an overpayment of \$304.20 to Scholastic Books. Also distributed was the SCLS Foundation's monthly report updated thru March 31, 2012 and the 2012 budget. Director Merkle reported that the change in audit expense from \$748 in 2011 to \$1,195 in 2012 is due to the fact that the audit is calculated as percent of expenditures. In response to questions from B. Weiss, Director Merkle confirmed that the invoice for replacement of two staff printers came in after this budget was updated. That the line Sales – Fees for Photocopies/Fax Services had been split out into a new line item per a suggestion from the last audit.

DISCUSSION & CONSIDERATION: SCLS CALCULATION OF DELIVERY COSTS IN GREEN COUNTY: Director Merkle will be attending the Green County Directors meeting on May 29, 2012. The Library Board stated that our preference is for a zero percent change in the calculation of delivery costs. That if there is a change then we prefer if it can be phased in at a rate of 5-10% change per year.

DIRECTOR'S REPORT:

Workshop on Creating Early Learning Environments – Ignacia attended a half-day workshop at the Fitchburg Public Library, sponsored by SCLS, on creating early learning environments. This should be useful both in deciding how to spend the LSTA grant money we are receiving this year and in planning the children's area in a new library.

Week of the Young Child (Apr. 22 – 28) – During the Week of the Young Child, Ignacia presented two special storytime programs at Small World Child Care Center for

preschool and 4K classes. Total attendance for these two programs was 36 children and 11 adults. We also had a display in the Library of large colorful posters created by various Small World classes.

Staff work day - We completely reorganized our back storage room. Some items we no longer need went into the trash or recycling and some items we will try to find other homes for. Unfortunately, the storage room is still very crowded, but now we know where things are. We made a start on reorganizing the storage shelves in the back office but did not have time to complete that job.

Local history digitization project – UWDCC has two update cycles per year for existing digital collections. I have entered the corrections and additions for some of our photo descriptions into the database, and those updates will go live in early June.

Summer Reading Program – Ignacia and Andrea have many of their fliers, reading logs, etc., already completed and have ordered most of the reading incentive prizes. They have prepared something to air on the local cable access channel, and Ignacia will be making school visits toward the end of the month to publicize the program.

Congratulations to our Library Pages – Braxton Schafer and Sam Stecha were part of a four-person team from New Glarus High School that participated in Moody's Mega Math Challenge competition. Out of more than 1,000 entries, our team placed in the top 50 in the nation and were awarded \$1,000 in scholarship money. Kaitlin Jennrich has won two national medals in the 2012 Scholastic Art & Writing Awards competition. She received a National Gold Medal in Poetry and an American Voices Medal in the personal essay/memoir category. The national award winners will be honored in a ceremony at Carnegie Hall in New York. This just proves what we already knew – our pages are amazing!

Statistical Summary for April 2012

Patron count (total for month):	3,323
<i>Weekday daily average patron count:</i>	151
<i>Saturday average patron count:</i>	74
Total circulation (items checked out):	6,465
<i>2012 year-to-date circulation is about 3.4% higher than 2011.</i>	
Total of our items loaned to other libraries:	4,021
Total of items received from other libraries:	2,769
New items added to the collection:	221

Items withdrawn from the collection:	29	
New patrons registered:	12	
Interlibrary loan requests processed:	5	
Programs offered:	9	(5 children, 4 adult)
Total program attendance:	127	(83 children, 44 adults)
Sessions on public access computers:	241	
<i>Total time used:</i>	<i>100 hr. 53 min.</i>	
<i>Average session length:</i>	<i>25 min.</i>	
Sessions using Library wireless network:	266	
Visits to our website:	1,032	
<i>Unique visitors:</i>	<i>675</i>	
<i>Pageviews:</i>	<i>1,795</i>	

APPROVAL OF MINUTES: The minutes from the April 10, 2012 Library Board meeting, noting typographical corrections, was approved on a motion by S. Janowiak, second by J. Martinson. Motion Carried.

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

LIBRARY BOARD APPOINTMENTS & ELECTION OF OFFICERS: L. Hiland has not yet been contacted by Village President Jim Salter to renew her appointment as a Library Board Trustee. Moved to table Library Board Appointments & Election of Officers by L. Hiland, second by B. Weiss. Motion Carried.

OLD BUSINESS:

- A. UPDATE: FRIENDS OF NEW GLARUS:** While at the Bank of New Glarus, Kaye Gmur and Director Merkle spoke about the donation; K. Gmur stated that the contract has been resent.

UPDATE: ARCHITECT SEARCH PROCESS:

- A. DISCUSSION WITH LIBRARY DIRECTORS:** Below is a chart listing who spoke to which library director and SCLS staff regarding the four architect firms we will be interviewing:

Who	Director/SCLS Staff	Architect Firm
L. Hiland	Brian Simons, Verona Public Library (current)	Dimension IV
L. Hiland	Susan Hendrick, Verona Public Library (past)	Dimension IV
J. Merkle	Gloria Rosa, Brodhead Memorial Public Library (past)	Dimension IV
J. Merkle	Deb Haeffner, SCLS Building & Design Consultant	Engberg Anderson
"	"	Dimension IV
"	"	River Architects
"	"	Plunkett Raysich
J. Martinson	Pam Bosben, Rosemary Garfoot (current)	River Architects
W. Duerst	Wendy Rawson, Fitchburg Public Library (current)	Engberg Anderson

From those conversations here is a brief summary of the comments:

- Dimension IV: Willing to meet face-to-face. Cut costs not quality. Looked out for the library's interest during construction process.
- Engberg Anderson: Operating costs are coming in under budget. As we move around furniture wish we had planned for more outlets.
- Plunkett Raysich: Good Listeners. Focus on energy savings and reducing operating costs.
- River Architects: Plan for future expansion. Ask not tell. Operating costs are as predicted.

B. TOURS OF LIBRARIES AND C. REVIEW OF ARCHITECT WEBSITES: These two items were not discussed.

D. INTERVIEW DAY: W. Duerst has walked the site with representatives from Engberg Anderson and Plunkett Raysich. Interview schedule for Saturday, May 12, 2012 has been set:

8:30 a.m.	Dimension IV Madison Design Group
10:00 a.m.	Engberg Anderson
	Lunch Break
12:30 p.m.	River Architects
2:00 p.m.	Plunkett Raysich
	Discussion & Consideration

AGENDA ITEMS #20 AND #21: It was determined that a closed session was not needed for development and discussion of interview questions for architect interviews.

ADJOURNMENT: A special meeting of the New Glarus Public Library Board of Trustees will be at 8:30 a.m. on Saturday, May 12, 2012. The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, May 22, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by J. Martinson, second by W. Duerst. Motion Carried at 10:07 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JUNE 12, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Saturday, May 12, 2012**

President Linda Hiland called the meeting to order at 8:31 a.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 was Incoming Library Director Maggie Waggoner.

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 (Presentations by Architect Firms and Selection of an Architect Firm).

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

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, 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 8:34 a.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; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 4:25 p.m.

RESULTS OF CLOSED SESSION: SELECTION OF ARCHITECT FIRM: We have completed interviews with four architect firms. Moved to hire Dimension IV Madison Design Group as the Architect Firm for the Library Expansion Project by S. Janowiak, second by J. Martinson. 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, May 22, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by B. Weiss, second by J. Martinson. Motion Carried at 4:28 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JUNE 12, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, May 22, 2012**

President Linda Hiland called the meeting to order at 6:30 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, Village Board Liaison Kevin Budsberg and Interim Library Director Janis Merkle.

ANNOUNCEMENT: The Library Board will convene into a closed session called under WI 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 (Consideration of contract with CFSW (Community Foundation of Southern Wisconsin) to utilize CFSW to process and hold capital campaign funds. Consideration of contract with Dimension IV Madison Design Group as the architect firm for the new library building.)

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

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

OLD BUSINESS:

- A. **UPDATE: FRIENDS OF NEW GLARUS DONATION:** At this time no funds have been received, W. Duerst has contacted Kaye Gmur and she is checking on the status.

DISCUSSION: EHLERS PRESENTATION OF 5-YEAR PLAN TO VILLAGE BOARD:

Responding to a question from J. Hoesly, K. Budsberg reviewed what a TID (Tax Incremental District) is and what/where the current TIDs are in the Village. Copies of Ehlers report were provided to L. Hiland and W. Duerst who hadn't seen the report. General discussion of the Ehlers presentation took place. K. Budsberg reported that Village Administrator Nic Owen and Village Clerk Lynne Erb are putting together an endorsement for \$1,000,000 in Village borrowing and \$50,000 as an initial contribution plus an information summary about referendum procedures. K. Budsberg asked if the Library Board wanted to request that Village staff prepare a resolution for the Village Board meeting on June 5th. The Library Board decided not to ask Village staff to prepare the resolution, we would prefer that the June 5th meeting be discussion and consideration and that a resolution be prepared for the June 19, 2012 Village Board meeting.

UPDATE: CPC HONORARY COMMITTEE EVENT: The event will be held Thursday, July 14, 2012 starting at 6:00 p.m. at the SCNA (Swiss Center of North America). L.

Hiland will present a welcome message and introduce Maggie Waggoner as the new Library Director. Each of the four Capital Campaign Co-Chairs: Barb Anderson, Dan Gartzke, Jim Grant and Suzi Janowiak will also speak. Copies of the case statement will be distributed to the Honorary Board and then questions will be answered.

DISCUSSION & CONSIDERATION: COMMUNICATION OF LIBRARY BUILDING

PROJECT TO THE PUBLIC: We will be checking with Fund Raising Consultant Jodi Sweeney to see where in the timeline and how communication with the public is scheduled. Also discussed was posting in the library and writing a section for the Post Messenger Recorder, a bullet point list of events related to the library building expansion project. For example, purchase of the land, geo-technical survey, topographical survey, hiring of J. Sweeney, formation of CPC (Campaign Planning Committee), etc.

DISCUSSION & CONSIDERATION: LETTER TO SWISS HISTORICAL VILLAGE,

NEW GLARUS HOME AND CHALET OF THE GOLDEN FLEECE: Prior to the meeting S. Janowiak e-mailed a draft of the letter. During discussion edits were suggested, S. Janowiak agreed to make the edits and mail the letter. Moved to approve the letter as amended by K. Budsberg, second by W. Duerst. Motion Carried.

DISCUSSION & CONSIDERATION: OBTAINING A PO BOX FOR CAMPAIGN

FUNDRAISING: W. Duerst had spoken with Ann Marty, Branch Manager at the New Glarus Post Office, for the size of PO Box they discussed the cost is \$28 per quarter. Other items discussed were: If the use of the word "fund" in the address had any security implications. If in the future we needed to switch to a different size PO Box or close out the campaign PO Box and forward it to the NGPL main PO Box, A. Marty did not expect any problems with moving PO Boxes in the future as that is a standard practice. Moved to approve Wayne Duerst to obtain a PO Box for campaign fundraising by L. Hiland, second by K. Budsberg. Motion Carried. During discussion W. Duerst was asked to not open the PO Box till as such time it was needed in the campaign pledge process.

UPDATE: SATURDAY DELIVERY (SCLS CALCULATION OF DELIVERY COSTS IN

GREEN COUNTY): Director Merkle reported that in April on two different Saturdays, SCLS did a test by not making Saturday delivery to area libraries except for Monroe and New Glarus. SCLS felt that this delivery schedule was manageable for staff, however at this time SCLS has decided to recommend not making any changes to the delivery process in 2013.

LIBRARY BOARD APPOINTMENTS & ELECTION OF OFFICERS: Thank you to L. Hiland, S. Janowiak and K. Budsberg who all agreed to serve another term on the Library Board. Election of officers took place:

- J. Martinson nominated L. Hiland for President, second by J. Hoesly. Motion Carried. J. Martinson moved to close nominations and cast a unanimous ballot, second by W. Duerst. Motion Carried.

- L. Hiland nominated S. Janowiak for Vice President, second by J. Hoesly. Motion Carried. B. Weiss moved to close nominations and cast a unanimous ballot, second by J. Martinson. Motion Carried.
- S. Janowiak nominated B. Weiss for Secretary, second by K. Budsberg. Motion Carried. J. Martinson moved to close nominations and cast a unanimous ballot, second by S. Janowiak. Motion Carried.
- J. Martinson nominated W. Duerst for Treasurer, second by S. Janowiak. Motion Carried. J. Martinson moved to close nominations and cast a unanimous ballot, second by B. Weiss. Motion Carried.

DISCUSSION & CONSIDERATION: ARCHITECT SEARCH PROCESS:

- A. NOTIFICATION OF FIRMS:** W. Duerst confirmed that he has spoken with Dimension IV and notified them that we did select them as the architect firm for the Library expansion project. B. Weiss had mailed letters to the three firms we did not select. W. Duerst stated he had received e-mails and replied to all three firms that we did not select.
- B. and C. TIMELINE AND KICKOFF EVENT:** Prior to the meeting W. Duerst has forwarded an e-mail from Dimension IV with a list of possible dates for the initial meeting. W. Duerst will contact Dimension IV and schedule the Kickoff Event for May 29th or May 31st at 6:30 p.m.

AGENDA ITEMS #14 and #15: It was determined that a closed session was not needed for discussion related to consideration of contracts for CFSW or Dimension IV as we have not yet received the contracts.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, June 12, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by J. Martinson, second by W. Duerst. Motion Carried at 8:32 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JUNE 12, 2012 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, June 12, 2012**

Vice President Suzi Janowiak called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Boardroom. Trustees present (in addition to Janowiak) were: Wayne Duerst, Jane Martinson, Becky Weiss and Village Board Liaison Kevin Budsberg. Absent were Linda Hiland and Jody Hoesly. Also in attendance Fund Raising Consultant Jodi Bender Sweeney (left at 7:38 p.m.), Assistant Director Janis Merkle and Library Director Maggie Waggoner.

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 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).
- 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 (Consideration of contract with CFSW (Community Foundation of Southern Wisconsin) to utilized CFSW to process and hold capital campaign funds).

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

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

DISCUSSION & CONSIDERATION: VILLAGE'S FINANCIAL COMMITMENT TO LIBRARY EXPANSION PROJECT: We are excited and pleased to have received a financial commitment from the Village for the library expansion project. We reviewed a draft of the Village of New Glarus Resolution R12-12 that lays out the details of the financial commitment and will be presented and voted on at the upcoming Village Board meeting on June 19th. K. Budsberg had prepared a draft letter that will be sent to the Village Board acknowledging that we understand, approve and appreciate the details of the Village financial commitment. Moved to approve the letter to the Village Board accepting the Village financial commitment by W. Duerst, second by K. Budsberg. Motion Carried.

DISCUSSION & CONSIDERATION: REPORT BY FUND RAISING CONSULTANT

JODI SWEENEY: Plans for the upcoming Honorary Committee event to be held at the Swiss Center of North American (SCNA) were finalized. Colony Brands has provided the initial printing for the Honorary Committee information. J. Sweeney distributed an overview detailing what the CPC (Capital Planning Committee) has accomplished since early March. Updates on the communication committee, funding, and graphics were presented.

AGENDA ITEMS #7 AND #8: It was determined that a closed session was not needed for discussion related to potential donors to the library expansion and related confidential information.

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; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:40 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; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 7:57 p.m.

RESULTS OF CLOSED SESSION: CONTRACT WITH CFSW (COMMUNITY

FOUNDATION OF SOUTHERN WISCONSIN): S. Janowiak offered to contact CFSW, Donor Representative Linda Gebhardt to see if CFSW can attend a special meeting on Monday, June 18, 2012 to answer questions we have about the contracts.

DISCUSSION & CONSIDERATION: DIMENSION IV (ARCHITECT FIRM) UPDATE:

- A. **REVIEW OF INITIAL KICK-OFF MEETING:** Jim Gersich with Dimension IV had e-mailed meeting minutes for review.
- B. **LISTENING SESSIONS:** To coincide with community events Dimension IV had proposed July 13th and August 3rd for potential listening session dates, it was determined that those dates will not work. Director Waggoner will work with J. Gersich to schedule alternative dates. We are looking at having two listening sessions, one open house and one design workshop. the order and dates of these meetings are still to be determined.
- C. **BUILDING COMMITTEE SELECTION:** We moved the special meeting to select building committee members from June 14th to June 19th. Director Waggoner will share the date change with J. Gersich. In addition, W. Duerst agreed to attend any additional meetings with Dimension IV and Director Waggoner.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were three sets of bills presented: the May 22, 2012 bills totaled \$520.68, the May 29, 2012 bills totaled \$888.24 and the June 12, 2012 bills totaled \$787.91 for a grand total of \$2,196.83. The bills were initialed by trustees to show approval for payment. The May 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb, was distributed to the Library Board members. Also distributed were the SCLS Foundation's monthly report updated thru April 30, 2012 and the 2012 budget.

DISCUSSION & CONSIDERATION: LIBRARY CLOSING JULY 4, 2012 FOR THE JULY 4TH HOLIDAY: Moved to approve closing the Library on July 4, 2012 for the July 4th holiday by K. Budberg, second by J. Martinson. Motion Carried.

DIRECTOR'S REPORT: Director Waggoner praised library staff for their assistance and answering all her questions. She was pleased that on day three working here that we received a financial commitment from the Village for funding. We also discussed that later this summer we will need to hire a page to replace Sam Stecha who will be heading off to college.

- Story Time & Afternoon Scrabble are on summer hiatus. They will resume again in September.
- Summer Library Program registration for children and teens started on June 8, 2012.
- Janis attended the Green County Library Director's meeting on May 29.
- Ignacia attended the Green County Youth Services meeting on May 15
- Braxton's last day working as a library page was May 31.
- Selection of the architects for the New Building took place on May 12, 2012 from 8:30am to 4:30pm. The entire Board and (pending) Director Waggoner were involved with this interview process which included four firms. Engberg Anderson, River Architects, Plunkett Raysich, and Dimension IV were asked to give presentations. After much discussion, Dimension IV of Madison was selected. The first meeting with the architect was on May 29. Maggie will meet with Jim Gersich on Tuesday 6/12 at 1 pm.
- Maggie Waggoner started as the new Library Director on June 1.
- On June 5, the Village Board voted (5 – 2) to borrow 1 million dollars and contribute \$50,000 in cash for the New Building. Before borrowing, the Capital Campaign must have \$500,000 in pledged donations.
- The Book Group will meet at 7:00pm on June 13 to discuss *The Land Remembers* by Wisconsin author Ben Logan.

Statistical Summary for May 2012

Patron count (total for month): **3352**

Weekday daily average patron count: 143

Saturday average patron count: 86

Total circulation (items checked out): **6397**

*2012 year-to-date circulation is about
4.6% higher than 2011.*

Total of our items loaned to other libraries: **3942**

Total of items received from other libraries: **2821**

New items added to the collection: **254**

Items withdrawn from the collection: **238**

New patrons registered: **7**

Interlibrary loan requests processed: **14**

Programs offered: **7 (3 children, 4 adult)**

Total program attendance: **75 (43 children, 32 adults)**

Sessions on public access computers: **227**

Total time used: 93 hr. 37 min.

Average session length: 25 min.

Sessions using Library wireless network: **309**

Visits to our website: **955**

Unique visitors: 642

Pageviews: 1650

APPROVAL OF MINUTES: The minutes from the May 8, 2012 Library Board regular meeting, noting typographical corrections, was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the May 12, 2012 Library Board special meeting was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the May 22, 2012 Library Board regular meeting, noting typographical corrections, was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the May 29, 2012 Library Board special meeting was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

OLD BUSINESS:

A. UPDATE: FRIENDS OF NEW GLARUS: We have not received an update from Kaye Gmur and the funds have not been received.

B. UPDATE: LETTER TO SWISS HISTORICAL VILLAGE, NEW GLARUS HOME AND CHALET OF THE GOLDEN FLEECE: S. Janowiak confirmed that the letters have been mailed, and at this time S. Janowiak has not received any e-mail replies and L. Hiland has not received any phone calls.

C. UPDATE: SCLS CALCULATION OF DELIVERY COSTS IN GREEN COUNTY: J. Merkle reported that there is no update as the SCLs calculation was not on the agenda at the last Green County Library Director meeting.

ADJOURNMENT: The following is a list of upcoming Library Board (LB) meetings:
Village Hall Community Room = VHCR
Village Hall Boardroom = VHB

Date	Time	Location	Meeting
June 14, 2012	6 p.m.	SCNA	Honorary Committee Event
June 18, 2012	5:30 p.m.	VHCR	LB Meeting
June 19, 2012	6 p.m.	VHCR	LB Meeting
June 19, 2012	7 p.m.	VHB	Village Board Meeting
June 26, 2012	5 p.m.	VHB	LB Meeting
June 26, 2012	6:30 p.m.	VHB	LB Meeting

Meeting adjourned on a motion by K. Budsberg, second by W. Duerst. Motion Carried at 8:55 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JULY 10, 2012 LIBRARY BOARD MEETING.

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Monday, June 18, 2012**

President Linda Hiland called the meeting to order at 5:33 p.m. in the New Glarus Village Hall Community Room. Trustees present (in addition to Hiland) were: Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson, Becky Weiss and Village Board Liaison Kevin Budsberg (left at 6:40 p.m.). Joining us from CFSW (Community Foundation of Southern Wisconsin) were Sue Conley – Executive Director, Linda Gebhardt – Donor Services Representative, Green and Lafayette counties and Ron Spielman – Secretary of Green County Board of Directors (all left at 6:42 p.m.). Also in attendance was Library Director Maggie Waggoner.

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 (Consideration of contract with CFSW (Community Foundation of Southern Wisconsin) to use CFSW to process and hold capital campaign funds.

APPROVAL OF AGENDA: The 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.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by S. Janowiak, 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 5:34 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by J. Hoesly, second by S. Janowiak. By roll call vote: W. Duerst-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; J. Martinson-yes; and B. Weiss-yes. Motion carried at 8:52 p.m.

RESULTS OF CLOSED SESSION: CONSIDERATION OF CONTRACT WITH CFSW:
We have made adjustments to the CFSW contracts, which L. Hiland will forward to Sue Conley at CFSW.

ADJOURNMENT: Meeting adjourned on a motion by J. Martinson, second by W. Duerst. Motion Carried at 8:53 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JULY 10, 2012 LIBRARY BOARD MEETING.

**Village of New Glarus
Special Library Board of Trustees Proceedings
New Glarus Public Library
Tuesday, June 19, 2012**

President Linda Hiland called the meeting to order at 6:02 p.m. in the New Glarus Village Hall Community Room. Trustees present (in addition to Hiland) were Kevin Budsberg (left at 6:55 p.m.), Wayne Duerst, Jody Hoesly, Suzi Janowiak, Jane Martinson and Becky Weiss. Library Director Maggie Waggoner was also in attendance.

APPROVAL OF AGENDA: The agenda was amended with the addition of three items:

4A: Discussion & Consideration: Obtaining a Safe Deposit Box

4B: Discussion & Consideration: Dimension IV Contract for Phase I

4C: Discussion & Consideration: Contract with CFSW (Community Foundation of Southern Wisconsin) the amended agenda was approved on a motion by S. Janowiak, second by K. Budsberg. Motion Carried.

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

DISCUSSION & CONSIDERATION: SELECTION OF MEMBERS TO SERVE ON THE BUILDING COMMITTEE: J. Martinson asked for clarification of the duties of the building committee members - a small group made up of the Library Board, Library staff and Dimension IV which will review the Building Program Statement, participate in stacking diagrams, discuss site features, etc. Jim Gersich, Dimension IV had asked if Wayne Duerst as the RFP owner would continue to be the contact person between the Library Board and Dimension IV, W. Duerst agreed. Moved to appoint Wayne Duerst, Jody Hoesly and Jane Martinson to serve on the Building Committee by L. Hiland, second by S. Janowiak. Motion Carried.

L. Hiland reported that she had attended a meeting with Director Waggoner, J. Gersich, Nicole Hill – Dimension IV, and Deb Haeffner – SCLS Building and Design Consultant on June 19, 2012 at noon. During the meeting they discussed the Building Program Statement and focused on clarification of terminology, number of bathrooms, need for storage and how space for the NGPL Friends Group could be organized. We discussed the upcoming schedule for listening sessions, open house and design workshop. L. Hiland volunteered to e-mail Dimension IV to clarify our schedule preference for the two listening sessions and the design workshop, Wednesday and Thursday evenings from 5 - 7 p.m. In addition, L. Hiland will confirm that this schedule works with concept drawings being due in the middle of August.

DISCUSSION & CONSIDERATION: OBTAINING A SAFE DEPOSIT BOX: W. Duerst reported that the cost of the safe deposit box would be \$20 per year. Moved to authorize Wayne Duerst to obtain a safe deposit box by K. Budsberg, second by J. Hoesly. Motion Carried.

DISCUSSION & CONSIDERATION: CONTRACT WITH DIMENSION IV MADISON

DESIGN GROUP FOR PHASE I: W. Duerst confirmed that the Phase 1 contract with Dimension IV is the same as what was in their RFP (request for proposal). In addition, W. Duerst confirmed that as included in the RFP the invoice from Dimension IV for the \$2,000 retainer had been received and submitted to Village staff for payment. Moved to approve the contract with Dimension IV Madison Design Group for Phase I by K. Budsberg, second by J. Hoesly. Motion Carried.

DISCUSSION & CONSIDERATION: CONTRACT WITH CFSW (COMMUNITY FOUNDATION OF SOUTHERN WISCONSIN):

L. Hiland reported that she had e-mailed Sue Conley at CFSW our list of adjustments to the CFSW contract. S. Conley has received the e-mails and shared that the CFSW board meets on Friday, July 6th. S. Conley will provide an update after the CFSW board meeting.

DISCUSSION: JUNE 14, 2012 HONORARY COMMITTEE EVENT: Moved to table this agenda item by S. Janowiak, second by B. Weiss. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by B. Weiss. Motion Carried at 7:02 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JULY 10, 2012 LIBRARY BOARD MEETING.

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, June 26, 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. Library Director Maggie Waggoner was also in attendance.

ANNOUNCEMENT: The Library Board will convene into a closed session called under WI 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 (Consideration of contract with CFSW (Community Foundation of Southern Wisconsin) to utilize CFSW to process and hold capital campaign funds. Consideration of extending the contract with Jodi Bender Sweeney as Fund Raising Consultant for the Library capital campaign).

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.

DISCUSSION & CONSIDERATION: DIMENSION IV UPDATE: Tuesday, June 26th at 5:00 p.m. Director Waggoner, W. Duerst, J. Hoesly, J. Martinson and from Dimension IV, Jim Gersich and Nicole Hill met for a building committee meeting.

A. BUILDING COMMITTEE UPDATE: Reported that discussion continued regarding the Building Program Statement, terminology to make sure everyone is comfortable with the difference between "area" and "room" plus the difference between "net" and "gross" square footage. Dimension IV also distributed a handout "Stacking and Blocking" diagrams, this handout contained five options displaying different ways a building could be incorporated on the site. Discussion took place on all five options – including parking, storm water retention, site lines, access off Hwy 39, orientation of the building, landscaping, etc. Stacking and Blocking diagrams will be an ongoing discussion item and Dimension IV is working on an option #6 as well.

B. PROJECT SCHEDULE – LISTENING SESSIONS AND DESIGN

WORKSHOP: All events will be held in the Village Hall Community Room – Director Waggoner volunteered to make the reservations for the Community room. The public will be invited to all events by posting notices in the Post Messenger Recorder, flyers in the library and other public places around town, library & village website and library Facebook page. Current plan is to hold two listening sessions, where Dimension IV listens to the public's ideas and thoughts of what the new library should include. Then at the Open House the

Library Board shares the information that was gathered during the listening sessions and provides an update on the fund raising campaign. Director Waggoner is checking with J. Gersich to determine how much time is required for the Design Workshop before a final date can be determined. The Design Workshop is an interactive design process where Dimension IV will bring in a variety of photos, sketches, diagrams, etc. to determine design preferences.

Date	Time	Event
07/11	5:30-7:30 p.m.	Listening Session
07/19	5:30-7:30 p.m.	Listening Session
07/30	6:30 p.m.	Open House
TBD	TBD	Design Workshop

- C. Moved to approve the meeting minutes from May 29, 2012 Kickoff Event by K. Budsberg, second by W. Duerst. Motion Carried.
- D. Moved to approve the meeting minutes from June 19, 2012 meeting by W. Duerst, second by S. Janowiak. Motion Carried. It was noted that these meeting minutes were approved at the Building Committee meeting as well.

DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS COMMITMENT TO LIBRARY EXPANSION PROJECT: On Monday, June 26, 2012 L. Hiland, J. Hoesly and S. Janowiak met with Keith Seward, Chairman of the Town of New Glarus. Since we are building a new facility K. Seward asked if we would consider sitting down and discussing the option of the Town of New Glarus leasing office/storage space plus have access to the multi-purpose room for meetings in the new facility. L.Hiland will contact K. Seward to share that yes the Library Board is willing to discuss this option. In addition, L. Hiland will share this option with Village Administrator Nic Owen. Both N. Owen and K. Seward will be invited to the July 10, 2012 Library Board to discuss in more detail. M. Waggoner volunteered to contact J. Gersich and let him know of this possibility for design consideration.

DISCUSSION & CONSIDERATION: IMPLEMENTATION OF MONTHLY COMMITTEE/SUBCOMMITTEE REPORTING: As the library expansion project moves forward L. Hiland has asked that all committees for example: co-chairs, communications, building, grants, administration, etc. forward via e-mail a summary of their meetings including any items the Library Board will need to consider voting on at upcoming meetings. Based on how often the groups are meeting, the reports should be submitted at least monthly.

DISCUSSION & CONSIDERATION: SIGN INSTALL AT NEW LIBRARY SITE: S. Janowiak had asked Richard Irland if he would design/install a sign at the new library site, R. Irland had to decline due to a busy schedule. It was suggested that we ask Dimension IV if they had a recommendation for a sign company. Moved to have Library Pages submit design ideas and then S. Janowiak will pursue other options after that by J. Martinson, second by K. Budsberg. Motion Carried.

DISCUSSION: POLICY DEVELOPMENT FOR BORROWING OF LIBRARY EQUIPMENT:

EQUIPMENT: We discussed the difference between equipment that is circulated versus borrowed. Director Waggoner and Assistant Director Janis Merkle have started compiling a list of library equipment. Borrowing of library equipment will be a future agenda item.

OLD BUSINESS:

- A. UPDATE: FRIENDS OF NEW GLARUS DONATION:** At this time no funds have been received, W. Duerst has contacted Kaye Gmur and she is checking on the status.
- B. UPDATE: CPC HONORARY COMMITTEE EVENT THAT WAS HELD ON JUNE 14, 2012:** General consensus was that the event went very well. Campaign Co-Chairs will personally be contacting the Honorary Committee going forward to invite them to attend the listening sessions, open house and design workshop.
- C. UPDATE: LETTER TO SWISS HISTORICAL VILLAGE, NEW GLARUS HOME AND CHALET OF THE GOLDEN FLEECE:** The members of the partnering committee – L. Hiland, W. Duerst and S. Janowiak are scheduled to meet with the Swiss Historical Village on July 10th and the Swiss Center of North America (SCNA) on July 13th. In addition, N. Owen has received the letter sent to the Chalet of the Golden Fleece and it has been referred to the Village Parks and Recreation committee.

DISCUSSION & CONSIDERATION: COMMUNICATION OF LIBRARY BUILDING PROJECT TO THE PUBLIC:

- A. UPDATE: COMMUNICATION COMMITTEE:** K. Budsberg reported that one article has already run in the Post Messenger Recorder. The communications committee has additional articles already in process, they will continue to send the articles to the appropriate groups: Library Board, Director Waggoner, Dimension IV, and Jodi Bender Sweeney (Fund Raising Consultant) for review. Some of the upcoming articles will focus on dates for public input into the design process, our vision of the new library, fundraising plan, etc. J. Hoesly mentioned the use of the website www.tinyurl.com may be a useful tool to help shorten up web addresses if referenced in an article.
- B. ESTABLISHING COMMUNICATION PROTOCOLS:** Started with a general reminder that as we move forward with the capital campaign, design process, listening sessions, construction, etc. that there is still a multitude of decisions that will need to be made. Therefore it is expected and normal that there will be times when we will be asked a question and we will not be able to provide an immediate answer. Instead the information will need to be researched and provided at a later date. Also reviewed some of the various ways we already communicate: each regular Library Board meeting has a spot for public comments, J. Sweeney monthly report, Dimension IV meeting minutes, plus earlier tonight we discussed committee/sub-committee reporting and the articles submitted by the communication committee.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by S. Janowiak, 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 8:37 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 9:09 p.m.

RESULTS OF CLOSED SESSION:

- A. CONSIDERATION: CONTRACT WITH CFSW:** We discussed the CFSW contracts; we will not hear anything back from CFSW until after the CFSW board meeting on July 6, 2012.
- B. CONSIDERATION: CONTRACT WITH FUND RAISING CONSULTANT, JODI BENDER SWEENEY:** L. Hiland will contact J. Sweeney and ask J. Sweeney to draw up a contract for the next phase of the fund raising campaign.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, July 10, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by J. Martinson, second by W. Duerst. Motion Carried at 9:10 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE JULY 10, 2012 LIBRARY BOARD MEETING.

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 10, 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. Also in attendance were Fund Raising Consultant Jodi Bender Sweeney (7:43 p.m.), Assistant Director Janis Merkle (6:54 p.m.) and Library Director Maggie Waggoner (9:50 p.m.). Village Administrator Nic Owen plus Town of New Glarus Board representatives Keith Seward and Jim Hoesly arrived at 8:10 p.m. and left at 8:54 p.m.

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 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).
- 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 (Consideration of contract with CFSW (Community Foundation of Southern Wisconsin) to utilize CFSW to process and hold capital campaign funds. Also consideration of extending contract with Jodi Bender Sweeney as Fund Raising Consultant for the Library Capital Campaign).

APPROVAL OF AGENDA: The agenda was amended with the following items:

- Announcement that discussion of item 10i would not take place till Nic Owen, Keith Seward and Jim Hoesly arrived.
- Addition under item 12 of A. Discussion & Consideration: Acceptance of Marilyn Christensen's Letter of Resignation and B. Discussion & Consideration: Hiring process for replacement of M. Christensen's position.
- Under 10g – Report by J. Martinson re: conversations with Erwin Zweifel and Laura Eicher.

The amended agenda was approved on a motion by S. Janowiak, second by K. Budsberg. Motion Carried.

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

REPORT: JANIS MERKLE, INTERIM DIRECTOR: L. Hiland started by thanking J. Merkle for her time and efforts during the interim period. J. Merkle was presented with a gift certificate, a letter of recognition will be drafted and placed in her personnel file, and we also enjoyed punch and cupcakes. J. Merkle then provided a report of the positives, challenges and with the benefit of hindsight items that she wishes had been done differently during the interim period.

Positives:

- Staff's willingness to help and their support by covering the circulation desk and taking on other duties to allow J. Merkle time to work on the director duties.
- B. Weiss for taking care of agendas and minutes.
- That past director Denise Anton Wright was available for questions.

Challenges:

- Scheduling as the library was short one full-time adult staff person.
- Cross-training in both the aspect that J. Merkle had not been cross-trained on all the duties of the Director. In addition, staff had not been cross-trained on all of the Assistant Director duties.
- J. Merkle was pleased that we already had Library Page Alayna Truttmann hired, but feels that A. Truttmann's training was not as complete as other Pages due to staffing shortages.

Looking back on what to do differently:

- Wished she had asked at the beginning to temporarily increase hours of other staff members. Also pointed out that it was unfortunate timing as the interim period didn't fall during the summer months, so asking past Pages for coverage was not an option.
- That it was a bad idea to proceed with Director search and the building project at the same time. As the duties related to the building project required multiple extra meetings, research, and a variety extra duties for J. Merkle. At the same time since the Library Board had so much going on that it extended the Director search process out to long.

DISCUSSION & CONSIDERATION: REPORT BY FUND RAISING CONSULTANT

JODI SWEENEY: J. Sweeney had a positive and productive meeting with Jim Gersich, Dimension IV Madison. It was an opportunity for them to meet, discuss roles and expectations. In addition, they are currently working together to identify additional naming opportunities for the capital campaign. J. Sweeney distributed an overview detailing what the CPC (Capital Planning Committee) has accomplished since early March. Updates on the communication team, grants, and graphics were presented. J. Sweeney suggested we consider the use of a List Serv as a way to share information between the various teams as we move into the next phase of the capital campaign. J. Sweeney offered to manage the List Serv.

CONVENE INTO CLOSED SESSION #1: Moved to go into closed session by K. Budsberg, second by B. Weiss. 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 7:24 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 7:39 p.m.

RESULTS OF CLOSED SESSION: J. Sweeney provided a report on donors to the fundraising campaign.

DISCUSSION & CONSIDERATION: CLOSING THE LIBRARY ON SEPTEMBER 3, 2012 FOR LABOR DAY: Moved to approve closing the Library on September 3, 2012 for the Labor Day holiday by B. Weiss, second by J. Martinson. Motion Carried.

OLD BUSINESS:

- A. UPDATE: BUILDING COMMITTEE:** Director Waggoner reported that Library staff had completed the FFE (Fixtures, Furniture and Equipment) inventory and the information had been shared with Dimension IV Madison. The FFE inventory included a complete list of all FFE items in the library, measurements and the items were marked with an orange dot to indicate it has been included in the inventory.
- B. DISCUSSION & CONSIDERATION: SIGN INSTALLATION FOR NEW BUILDING SITE:** S. Janowiak agreed to contact Bell Signs for a quote and details about a sign.
- C. DISCUSSION & CONSIDERATION: POLICY FOR BORROWING LIBRARY EQUIPMENT:** Director Waggoner had prepared a written policy defining what is library equipment and that Library equipment may not be borrowed. Moved to approve the Policy on Library Equipment Borrowing as stated by J. Martinson, second by J. Hoesly. Motion Carried.
- D. UPDATE: FRIENDS OF NEW GLARUS:** The funds have not been received.
- E. UPDATE: PARTNERSHIP TEAM:** Just prior to this meeting, L. Hiland, S. Janowiak and Director Waggoner meet with representatives from the Swiss Historical Village – John Marty, Denise Anton Wright, Mary Funseth, Gail Beal, Peter Etter, Doris Arn and Larry Klassy to discuss partnership opportunities. Some of the ideas discussed were: presenting classes on how to use genealogy databases, use of the community room for programming during the off-season and as a back-up site for programs in case of bad weather, sharing display spaces, pursuing joint advertising and grant opportunities, and continuing to collaborate on digitization projects. It was a positive meeting and L. Hiland will complete and distribute a report after this meeting.
- F. UPDATE: COMMUNICATION TEAM:** K. Budsberg reported that Rachel Frye has joined the communications team. Library Pages were involved in developing

the ½ page insert providing details of the upcoming Listening Sessions and Design Workshop. J. Martinson reported that she had a chance to talk with Erwin Zweifel in response to his recent Letter to the Editor. The conversation focused on three main points: \$1,000,000 in Village borrowing, site, and safety. J. Martinson also had a conversation with Laura Eicher, Principal of the New Glarus Elementary School regarding the possibility of the new library site being a pick-up/drop-off site. Yes, it is a possibility as the school is required by law to provide a pick-up/drop-off point on the north side of Hwy 39.

I. DISCUSSION & CONSIDERATION: TOWN OF NEW GLARUS COMMITMENT

TO NEW BUILDING: Keith Seward started by providing an overview of the Town's commitment to the library as the Town has been working with the Village to form the Cooperative Boundary Agreement. As part of this agreement it is projected that the Town will provide approximately \$20,000.00 per year to the library to be used for operating costs. Also as allowed per state statutes the Town has been collecting impact fees from new homeowners which is projected to be approximately \$10,000.00, this amount has to be used for capital costs. This is in addition to the tax contribution the library receives from the Town, plus the Town's generous contributions over the years towards equipment that they have purchased for example magazine display racks and microfilm printer/scanner to name a few.

The reason for tonight's meeting is to see if the Library Board is even interested in pursuing the option of the Town entering into a long-term lease to rent space in the new library. This would accommodate both Town office space plus space for meetings and voting. K. Seward reported that the town has been putting funds into an escrow account with the idea of one day building a facility that would be a combination Town Hall/Park space. K. Seward stated that if the Library Board is interested in pursuing the option of the Town renting space then there is the potential that the escrow fund which is approximately \$42,000.00 could be contributed to the library capital fund. K. Seward was also very clear that this is an idea and that any final decision would require a vote of the Town electorate agreeing to change the use of how the escrow funds are spent.

Discussion included the following topics:

- Looking at needing 700 – 1,500 sq feet of space
- That library meeting space whether study rooms or community room would also be used by the Town for their meetings and voting space for Town residents
- Currently lease 1,100 sq ft, rent includes utilities/heat/restroom's
- Could the Town do plowing/mowing at the new site
- Is it legal for the Library to charge/collect rent which could then be used to offset operation costs
- Town would want a separate entrance for access
- Sign indicating Town offices
- Looking at a long-term lease, most likely 20 years to match Cooperative Boundary Agreement
- Currently have no site selected for future Town Hall/Park space

- Currently working with the Village regarding possibility of a joint garage space
- Good timing for this discussion as architectural drawings have not been completed
- Anticipate the need for communicating with the public the difference between the Village and Town functions. For example, Administrator Owen reports that it is not uncommon for the Village to be contacted on a topic that is actually related to the Town
- Look at rents currently charged in the area as a starting point for discussions
- Need to focus on the benefits to all parties

Next steps are for Administrator Owen to present the proposal to the Village Board at their July 17, 2012 meeting. Director Waggoner will notify Dimension IV Madison of the possibility and it will be an agenda item at the Building Committee meeting on July 24, 2012. It is also anticipated that this topic will be discussed at the next meetings of both the Town Board and Library Board.

H. UPDATE: COMMITTEE'S E-MAIL REPORTING: J. Hoesly and B. Weiss have started a spreadsheet for tracking pledges and that will be set-up to summarize data in table/graph format.

PRESENTATION OF BILLS / FINANCIAL REPORT: There were two sets of bills presented: the June 20, 2012 bills totaled \$490.12, the July 9, 2012 bills totaled \$1,030.29 for a grand total of \$1,520.41. The bills were initialed by trustees to show approval for payment. The June 2012 Library Financial Report, prepared by Village Clerk-Treasurer Lynne Erb, was distributed to the Library Board members. Also distributed were the SCLS Foundation's monthly report updated thru May 31, 2012 and the 2012 budget.

DIRECTOR'S REPORT: Summer Library Program registration for children and teens started on June 8, 2012. We are about half way through the program and our registration numbers so far are:

Pre-school age = 71

School age = 113

Teens = 23

The "Sweet Dreams" and "Glow-in-the-dark Paint Party" programs for our Teen Group have been very successful and the kids are returning with their friends. Other Summer Reading highlights have been "Incredible Bats", "Fast Draw Artist", and "Arts & Crafts Day". These popular events have drawn big crowds to the library.

Janis, Andrea, Ignacia, Marilyn and I had our first library staff meeting on June 29. This was an opportunity for the staff to get to know me better and to discuss issues like job responsibilities, work efficiencies and how the summer is going so far. Janis pointed out that currently, she is the only staff member able to add magazines to LinkCat. Andrea is going to start learning this process so that when Janis is away, we will still get the magazines cataloged and available to our patrons in a timely manner.

Denise Anton Wright met with me on June 20 in her new capacity as Public Library Administration Consultant. I learned about payment from adjacent counties for New Glarus Public Library services and sent the bills to Iowa and Lafayette counties.

I was surprised and sad to receive a resignation letter from Marilyn Christensen. Marilyn has been a valued member of the library staff for 15 years and will be missed. Marilyn shared her letter with the staff, Lynne and Linda. Her last day working at the library will be August 3.

The Book Group cancelled their July discussion. They will meet in August and discuss the July and August books.

On a personal note, I want to thank the Board, the library staff, and the Village administration for all of the support and help you have given me these first weeks that I have been on the job. It is hard to believe that five weeks have sped by since my first day as Director. It is great that my husband's neck surgery is behind us and that we will be moving into our first home in New Glarus. This weekend I will bring our dog home to New Glarus and we will be settled in. Thank you all.

Statistical Summary for June, 2012

Patron count (total for month): **4766**

Weekday daily average patron count: 207

Saturday average patron count: 84

Total circulation (items checked out): **7734**

2012 year-to-date circulation is about

4.8% higher than 2011.

Total of our items loaned to other libraries: **3779**

Total of items received from other libraries: **2551**

New items added to the collection: **155**

Items withdrawn from the collection: **219**

New patrons registered: **25**

Interlibrary loan requests processed: **10**

Programs offered: **5 (4 children, 1 adult)**

Total program attendance: **221 (213 children, 8 adults)**

Sessions on public access computers: **315**

Total time used: 146 hours

Average session length: 27.79 minutes

Sessions using Library wireless network: **453**

Visits to our website: **1068**

Unique visitors: **745**

Pageviews: **1649**

DISCUSSION AND CONSIDERATION: ACCEPTANCE OF MARILYN

CHRISTENSEN'S LETTER OF RESIGNATION: M. Christensen is retiring her last day at the library will be Friday, August 3rd. Marilyn has been a valued library employee over 15 years. We appreciate her years of service and wish Marilyn all the best in her retirement. Moved to accept Marilyn Christensen's letter of resignation by J. Martinson, second by S. Janowiak. Motion Carried.

DISCUSSION AND CONSIDERATION: HIRING PROCESS FOR REPLACEMENT OF

MARILYN CHRISTENSEN: Also pointed out that Director Waggoner would also be working on filling position of Library Page as Sam Stecha will be heading off to college in a few weeks. Moved to authorize Director Waggoner to begin the job search process for a replacement to take Marilyn Christensen's position by S. Janowiak, second by K. Budsberg. Motion Carried.

DISCUSSION AND CONSIDERATION: EVALUATION FOR DIRECTOR

WAGGONER: Prior to the meeting, L. Hiland had e-mailed a draft of a proposed Library Director 6-month evaluation. During the discussion two sections: Public Interaction and Staff Management were suggested additions. L. Hiland will make the updates and then schedule a meeting with Director Waggoner to review the evaluation format.

APPROVAL OF MINUTES: The minutes from the June 12, 2012 Library Board regular meeting, noting typographical corrections, was approved on a motion by S. Janowiak, second by K. Budsberg. Motion Carried.

APPROVAL OF MINUTES: The minutes from the June 18, 2012 Library Board special meeting was approved on a motion by K. Budsberg, second by W. Duerst. Motion Carried.

APPROVAL OF MINUTES: The minutes from the June 19, 2012 Library Board special meeting was approved on a motion by K. Budsberg, second by S. Janowiak. Motion Carried.

APPROVAL OF MINUTES: The minutes from the June 26, 2012 Library Board regular meeting, noting typographical corrections, was approved on a motion by L. Hiland, second by K. Budsberg. Motion Carried.

CONVENE INTO CLOSED SESSION #2: 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 9:57 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 10:12 p.m.

RESULTS OF CLOSED SESSION:

- A. CONSIDERATION: CONTRACT WITH CFSW:** We are waiting for a response from CFSW; the CFSW board is scheduled to meet on July 11, 2012. CFSW contract will be an agenda item again on July 24, 2012.
- B. CONSIDERATION: CONTRACT WITH FUND RAISING CONSULTANT, JODI BENDER SWEENEY:** L. Hiland will contact J. Sweeney and ask J. Sweeney to answer additional questions and have a response returned to the Library Board by July 17, 2012. J. Sweeney's contract will be an agenda item again on July 24, 2012.

ADJOURNMENT: The following is a list of upcoming meetings that the Library Board may be attending:

Village Hall Community Room = VHCR

Village Hall Boardroom = VHB

Date	Time	Location	Meeting
July 11, 2012	5:30 p.m.	VHCR	Listening Session
July 17, 2012	7 p.m.	VHB	Village Board Meeting
July 19, 2012	5:30 p.m.	VHCR	Listening Session
July 24, 2012	5 p.m.	VHB	Library Building Sub-committee
July 24, 2012	6:30 p.m.	VHB	LB Meeting
July 30, 2012	6:30 p.m.	VHCR	Open House
August 9, 2012	6:30 p.m.	VHCR	Design Workshop
August 14, 2012	6:30 p.m.	VHB	LB Meeting

Meeting adjourned on a motion by J. Martinson, second by S. Janowiak. Motion Carried at 10:13 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 14, 2012 LIBRARY BOARD MEETING

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

President Linda Hiland called the meeting to order at 6:30 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 arrived 6:37 p.m. and left at 8:22 p.m.

ANNOUNCEMENT: The Library Board will convene into a closed session called under WI 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 (Consideration of contract with CFSW (Community Foundation of Southern Wisconsin) to utilize CFSW to process and hold capital campaign funds. Consideration of extending the contract with Jodi Bender Sweeney as Fund Raising Consultant for the Library capital campaign).

APPROVAL OF AGENDA: The agenda was amended with the addition of Discussion & Consideration: How to move forward with the fund raising campaign, this agenda item will be taken up only after J. Sweeney arrives. The amended agenda was approved on a motion by K. Budsberg, second by S. Janowiak. Motion Carried.

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

DISCUSSION & CONSIDERATION: PUBLIC COMMENT TIME ALLOWANCE: Director Waggoner noted that in working with previous Library Boards that they had an established time limit for each speaker during the public comment time allowance. Director Waggoner questioned do we currently have a set policy, and if not do we wish to establish a set time limit? It was decided that we do not wish to implement a time limit.

DISCUSSION & CONSIDERATION: HOW TO MOVE FORWARD WITH THE FUND RAISING CAMPAIGN: On July 17, 2012 Village resident Brad Beal presented a petition to the Village Board which demanded that the Village Board reconsider the decision to borrow funds to support the construction of a new library. L. Hiland, and K. Budsberg attended a meeting with B. Beal and Village resident Ben Kahl; they reported that during the meeting items discussed were: site location, Town contribution to the library, petitions, joint library district similar to a fire district, public input and communication, taxes and fees. K. Budsberg also reported on a discussion with Village Administrator Nic Owen regarding non-binding referendum, village budget and taxes. We are focusing on positively moving forward with the fund raising campaign and continuing activities we are have planned; partnership meetings, press releases and the

upcoming public events – Open House and Design Workshop. As part of the Open House event we are holding on July 30, 2012 the amount of funds raised to date will be announced. Trustees will contact Village Board members and notify them of the dollar amount raised and invite them to attend the Open House. S. Janowiak will e-mail invites to the Friends of the Library and the CPC (Campaign Planning Committee). J. Martinson will mail invites to the Honorary Committee members. Director Waggoner is working on flyers advertising the events. J. Sweeney will work on updating the detailed plan for upcoming fundraising activities: letters to the editors and adjusting time of when different groups will meet during the campaign were items all mentioned. K. Budsberg will speak with N. Owen regarding public funding. K. Budsberg will also invite Sue Moen with the Post Messenger Recorder to attend the events.

DISCUSSION & CONSIDERATION: COMMUNICATING NEW LIBRARY BUILDING PROJECT NEWS TO THE COMMUNITY: Director Waggoner distributed a two page handout that displayed changes to the New Glarus Public Library website www.newglaruspubliclibrary.org. More changes are planned to the site to include addition of Library Board agenda's and minutes, listening session results, etc. Director Waggoner reported that she had completed the article for the next quarterly Village newsletter that is scheduled to be published the week of July 30th. A copy of the new logo was viewed; the Communications Team is currently working on incorporating the logo into templates to be used for letterhead, envelopes and other pieces as needed. Library page Alayna Truttmann has volunteered to work with the Communications Team to fulfill her school Service Learning Hours requirement.

DISCUSSION & CONSIDERATION: CONTINUATION OF NEGOTIATIONS WITH THE TOWN OF NEW GLARUS: At the July 17, 2012 Village Board meeting motion carried (5-1) to continue discussions to determine if it is feasible to include rental space for the Town of New Glarus in the new library facility. On Wednesday, July 18th L. Hiland received a call from Keith Seward Town Board Chairman who proposed that each board select two members to sit on a committee and discuss the options. K. Budsberg and J. Hoesly both are willing to serve on this committee. Moved to approve Kevin Budsberg and Jody Hoesly to sit on the committee with Town Board and Village Board members to discuss incorporating space for the Town in the new library facility by J. Martinson, second by S. Janowiak. Motion Carried.

DISCUSSION & CONSIDERATION: RETIREMENT OF LIBRARY STAFF MEMBER MARILYN CHRISTENSEN: Director Waggoner reported that in both the upcoming Village newsletter and in the Post Messenger Recorder an announcement recognizing M. Christensen for her 15 years of service will run. In addition, on M. Christensen's last day which is Friday, August 3rd the library staff is having a going away party including cards, gifts and treats. Trustees also have a card and gift for M. Christensen and are invited to the party.

DISCUSSION & CONSIDERATION: LETTER OF RECOGNITION FOR JANIS MERKLE'S TIME AS INTERIM DIRECTOR:

Moved to approve the Letter of Recognition for Janis Merkle's time as Interim Director, copies of the letter will be provided to J. Merkle and placed in her both her Library and Village personnel files by K. Budsberg, second by J. Hoesly. Motion Carried.

DISCUSSION & CONSIDERATION: LISTENING SESSION RESULTS:

On July 20th Dimension IV Madison provided a list of the listening session comments sorted by affinity groups. Trustees and library staff were asked to review the comments and indicate: yes - this is an idea I would like to incorporate, no – this is an idea I would not want to incorporate, or indicate if they are neutral to the idea. Comments were returned to Director Waggoner by July 24th for discussion at the Building sub-committee meeting. Dimension IV Madison led discussion of the results and helped further combine items and narrow down design preferences. Overall we were impressed and pleased with the comments and attendance at the listening sessions. However, we do wish that more families with their children would have been able to attend.

DISCUSSION & CONSIDERATION: PROGRAM FOR NEW LIBRARY BUILDING

PROJECT OPEN HOUSE: Sign-up was completed for items: name tags, clip boards, drinks, supplies, treats, etc. Then we discussed the order of the program for the Open House – thank you to L. Hiland, M. Waggoner, K. Budsberg, W. Duerst, and S. Janowiak who will all speak during the Open House.

DISCUSSION & CONSIDERATION: DESIGN WORKSHOP TIME: We appreciate the time change suggestion from Dimension IV Madison based on the participation pattern they had observed during the listening sessions. But based on the fact that there are other scheduling conflicts and that we have already advertised multiple times the 6:30 p.m. start time, we will not be changing the start time for the Design Workshop.

DISCUSSION & CONSIDERATION: DISSOLVE CAMPAIGN PLANNING

COMMITTEE: Moved to dissolve the Campaign Planning Committee with our thanks for their time, efforts, enthusiasm and hard work by S. Janowiak, second by K. Budsberg. Motion Carried.

DISCUSSION & CONSIDERATION: COMMUNICATION MODE FOR THE CAPITAL CAMPAIGN COMMITTEES: As the fund raising campaign continues, J. Sweeney will be responsible for using a List Serv to help facilitate communication between the various teams.

OLD BUSINESS:

- A. **DISCUSSION & CONSIDERATION: COMMITTEE REPORTS (BUILDING, PARTNERSHIP, COMMUNICATION, ETC.):** L. Hiland had e-mailed the partnership team report for review prior to the meeting. K. Budsberg earlier in the meeting had reported on the work of the communications team in relation to upcoming articles in the Post Messenger Recorder and updated graphics. J. Hoesly reported that as part of the Grants team she had a meeting with Tracey

Schwalbe to review the grant material that had already been compiled. One thing the Grants team will need is a short biography from each trustee; the bio's are to be sent to J. Hoesly.

B. DISCUSSION & CONSIDERATION: SIGN INSTALLATION FOR NEW

BUILDING SITE: Prior to the start of the meeting S. Janowiak had e-mailed the link to the Facebook page for Bell Signs so trustees could view sample signs. The sign is made of 1/2 inch think alumanite, this material will not fade, and it fits into a metal frame. For a 4' x 8' sign, depending on the graphics selected the cost would be \$400.00 to \$650.00. Director Waggoner asked if Bell Signs does installation and delivery and if those costs would be included in the quote. Installation and delivery had not been part of the conversation between S. Janowiak and Bell Signs. Director Waggoner had done an internet search and she will call a different company for a quote and report back at the next meeting. Moved to table discussion of sign installation by L. Hiland, second by K. Budsberg. Motion Carried.

C. UPDATE: FRIENDS OF NEW GLARUS DONATION: At this time no funds have been received.

CONVENE INTO CLOSED SESSION: Moved to go into closed 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 9:52 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by S. Janowiak, 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 10:26 p.m.

RESULTS OF CLOSED SESSION:

A. CONSIDERATION: CONTRACT WITH CFSW: Moved to approve CFSW contracts establishing: Charitable Capital Campaign Fund, Charitable Organizational Endowment Fund and Charitable Organizational Non-Endowment Fund. In addition, the Charitable Capital Campaign Fund is amended as per details in e-mail to L. Hiland including wording change to Schedule B to read "At the end of the capital campaign, the Community Foundation Board of Directors will evaluate the Community Foundation's costs in relation to the fees charged and any excess in fee revenue will be given, as a grant, to the New Glarus Library Endowment Fund held at the Community Foundation, at the discretion of the Community Foundation Board of Directors." Also a cover letter is to be added specifying that the Charitable Capital Campaign Fund and the Charitable Organization Non-Endowment fund will be held in a money market account and that the Charitable Organization Endowment fund will be held in a mutual fund by K. Budsberg, second by W. Duerst. Motion carried. L. Hiland will contact Sue Conley, Executive Director of CFSW to discuss the contracts, cover letter and make arrangements to sign the contracts.

B. CONSIDERATION: CONTRACT WITH FUND RAISING CONSULTANT, JODI BENDER SWEENEY: Moved to engage Jodi Bender Sweeney of The Sweeney Group for six months starting August 1, 2012 for the next phase of the Capital Campaign per the details of The Proposal and Agreement for Services dated August 1, 2012 by S. Janowiak, second by J. Hoesly. Motion Carried. L. Hiland will notify J. Sweeney of the extension and work with J. Sweeney to sign the contract.

ADJOURNMENT: The next regular meeting of the New Glarus Public Library Board of Trustees will be at 6:30 p.m. on Tuesday, August 14, 2012 in the New Glarus Village Hall Boardroom. Meeting adjourned on a motion by J. Martinson, second by S. Janowiak. Motion Carried at 10:34 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 14, 2012 LIBRARY BOARD MEETING