

DRAFT MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

Tuesday, October 23, 2018 - 6:00 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:04 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg, Shelly Truttmann, Petra Streiff, Suzi Janowiak, Assistant Director Erica Loeffelholtz, and Library Director Lauren White.
2. Announcement: The Library Board will convene into a closed session called under WI State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Interim Director).
3. Approval of Agenda: Kevin Budsberg moved to approve, 2nd by Shelly Truttmann. Motion carried.
4. Comments & Questions from the Public: None.
5. New Business
 - A. Discussion: Library Director Resignation Letter: Motion to approve by Kevin Budsberg, 2nd by Jody Hoesly. The board thanked Director White for her years of service and commitment to excellence. President Hiland remarked that the Executive Committee had met with Director White previous to the board meeting to discuss her views on the library and the board, and peripheral issues. Motion carried.
 - B. Discussion and Consideration: Resolution 18-02: Appointment of Interim Director: To be covered under Closed Session.
 - C. Discussion and Consideration: Resolution 18-03: Working Conditions During Interim Period: President Hiland stated the reason for this resolution is to provide flexibility regarding staff time off given the reduced number of staff at the end of 2018. Consensus to change the deadline to June 2019 from March 2019. Motion to approve with change of date by Jody Hoesly, 2nd by Kevin Budsberg. Motion carried.
 - D. Discussion and Consideration: Library Director Position Description: Discussion of the existing document. Discussion of which library/university listservs to post the opening to: WLA, Milwaukee and Madison local, SCLS, etc. Discussion of updated language regarding programming duties, as this is an area in which we have been expanding. Consensus to add this language to paragraph 3 of the job ad and to Item 10 on the first page of the job description document. Director White suggested that the board might consider editing the job ad to make it more appealing to potential candidates. The ad will be updated as to service population and 2018 dates. Strike “in public libraries” in the first sentence of paragraph 4 of the job ad. Salary range in paragraph 5 to remain the same. Discussion of date of cutoff for applications. Consensus to make this November 30. Suzi Janowiak to monitor Gmail account for applications. Discussion of job description. Director White had sent this to the board with a few suggested edits. Consensus to adopt these edits. Jody Hoesly suggested adding specific language regarding programming duties and development under “Director Duties” on page one. Change “Mental Requirements” to “Cognitive

Requirements.” Discussion of Education and Experience Requirements. Consideration of Grade 2 as the minimum requirement vs. Grade 1 because our village (municipal) service population does not technically require Grade 1 certification. Discussion of editing the salary range accordingly, and establishing a new minimum. Motion to approve with amendments by Linda Hiland, 2nd by Bob Bergum. Motion carried.

- E. Discussion and Consideration: Winter Hours: Due to reduced staff in the next few months, scheduling for adequate levels of staff during our current open hours is nearly impossible. Assistant Director Loeffelholz has researched other libraries and their Winter Hours and is proposing a temporary period of Winter Hours in which the library would close at 5 pm on Fridays. Historically this is the slowest time of the week for our library. Discussion of our pages and if we will need to hire a new adult page immediately or wait until we have a new director. Consensus to wait and see and to authorize Acting Director Loeffelholz to decide when is the best time to hire. Motion by Bob Bergum to approve Winter Hours, 2nd by Shelly Truttmann. Discussion of how this will be perceived by the public, and consensus to rename this Interim Hours as it is temporary and solely due to losing our current director and adult page at the same time. This will start in November 2018. Motion carried.
- F. Discussion and Consideration: Purge of Old Charges that Are Under \$100 and More Than 10 Years Old: SCLS is proposing a purge of these as uncollectable but needs each board to approve. Motion by Kevin Budsberg, 2nd by Jody Hoesly. Motion carried.

G. Discussion and Consideration: 2019 Closures: Bob Bergum moved to approve with addition of Labor Day, 2nd by Kevin Budsberg. Motion carried.

H. Discussion and Consideration: Library Board Meeting Schedule: President Hiland proposed going back to 2 meetings a month as our meetings are too long when we only meet once a month. Discussion of 1st and 3rd Wednesdays at 6:30, starting in December. Special meeting November 5th at 7 pm in the Library, regular meeting November 27, 2018 at 6:30 in Village Hall boardroom. Motion by Suzi Janowiak, 2nd by Petra Streiff. Motion carried.

6. Old Business

A. Discussion and Consideration: Library Building Project: Ad Hoc committee meets for the first time on Thursday morning, October 25, 2018. They will determine their parameters and invite members of the Library Board to meet with them as the next step.

B. Discussion and Consideration: Sale of West Side Site: No report.

7. Reports/Discussion/Consideration:

A. Administration Team: Kevin Budsberg reported various administrative issues. Jody Hoesly also reported some problems with CFSW reporting and communication with the admin team.

- CFSW Financial Report

B. Building Committee: President Hiland asked who was on the latest committee so we can establish the exact makeup of the committee going forward.

C. Co-chairs Team: Suspended until the location is determined.

D. Communication Team: No report.

E. Grants Team: Outstanding grant applications are out there and we are waiting to hear. A new team will need to be established once we have a new director.

- F. Partnership Team: Suzi Janowiak has reached out to NG Home board for an updated letter of endorsement.
- G. Village Board Liaison: Covered under Old Business.
- H. Friends of the Library: Culvers fundraiser 10/24/18.
- I. Town/Village Library Funding Team: Has completed their work and is not needed as an agenda item in the future.
- J. Director's Report: Approved. The board commented on Director White's excellent preparation of the reports during her tenure.
- K. Bills & Finance Report
 - Bills Bills were presented and approved dated 10/23/2018 totaling \$4,828.13.
 - Financial Statement

8. Approval of Minutes:

- A. September 25, 2018: Kevin Budsberg moved to approve, 2nd by Shelly Truttmann. Motion carried.

9. The Board will Convene into Closed Session: Motion to go into closed session by Shelly Truttmann, 2nd by Petra Streiff. Motion carried by unanimous roll call vote.

10. The Board will Convene into Open Session: Motion to go into open session by Jody Hoesly, 2nd by Shelly Truttmann. Motion carried by unanimous roll call vote.

B. Discussion and Consideration: Interim Director: Motion by Bob Bergum to approve, 2nd by Jody Hoesly. Motion carried.

11. Adjournment: President Hiland adjourned the meeting at 8:49 pm.

Respectfully submitted. Suzi Janowiak, Secretary

**New Glarus Public Library
Director's Report October 23, 2018
Lauren White, Director**

Insect Ambassadors Program:

This program, which was put on by UW grad students, was fantastic! We had 112 excited children and caretakers present for our creepy crawly program. Attendees had the chance to learn about a variety of bugs, see many of them up-close and personal, and even hold Madagascar Hissing Cockroaches! While holding live bugs was very appealing for some, assistant director Erica didn't enjoy it as much—she was a good sport, though!

Ice Cream Party:

During the summer reading program, Erica made a challenge to middle school readers and the classes that read the most were treated to an ice cream party on October 17th in the middle school library. She had roughly 50 students attend and everyone enjoyed treated for a job well done!

Halloween Costume Exchange:

On Saturday, October 13th, the library hosted its first costume exchange. In the month leading up to the event, families were able to bring in gently used costumes and they were given priority entry into the exchange. An hour later, the general public was welcome to look through the costumes and take whatever they needed. We hope that this program will continue to grow next year and that even more families are involved!

Library Director Resignation:

Library director White has resigned and her last day will be Friday, October 26th. While her time here has been wonderful, she is excited for the opportunity to serve as director of the Ruth Culver Community Library in Prairie du Sac, WI. She is working closely with the library staff and board to make the interim period as organized and painless as possible.

September 2018 Program Attendance

Event	Date	Attendance
Scrabble	Tuesday, September 4 th	0
Story time	Friday, September 7 th	13C/5A
Music and Movement	Monday, September 10 th	13C/6A
Scrabble	Tuesday, September 11 th	2
Book Club	Wednesday, September 12 th	11
Story Time	Friday, September 14 th	21C/9A
Music and Movement	Monday, September 17 th	21C/8A
Scrabble	Tuesday, September 18 th	2
Story Time	Friday, September 21 st	10C/3A
Music and Movement	Monday, September 24 th	26C/11A
Scrabble	Tuesday, September 25 th	0
Story Time	Friday, September 28 th	14C/6A

September 2018 Monthly Statistics

New Glarus Public Library 2018	Items Added	Items Deleted	Circulation	Circ. by PSTAT Other	Village of New Glarus	Town of New Glarus	Town of York	Town of Exeter	Dane Co. No Library
January	230	904	6179	1267	2596	1219	469	251	377
February	172	151	5064	1295	1970	1019	404	220	156
March	221	19	5644	1451	2198	1244	301	256	194
April	248	336	5571	1116	2322	1315	451	145	222
May	200	811	5279	783	2345	1137	636	203	175
June	166	372	6655	1242	2597	1601	637	344	234
July	178	45	6612	1108	2636	1568	720	354	226
August	176	458	6318	1221	2528	1505	574	289	201
September	131	1	5170	964	2047	1058	560	343	198
October									
November									
December									
Total:	1722	3097	52492	10447	21239	11666	4752	2405	1983
2018	Patron ILL Requests	ILL Requests Rec'd	ILL Requests Unable to Fill	# Unique Website Visitors	# Website Visits	WiFi Sessions	Public Computer Sessions	Public Computer Hours	New Patrons Register
January	4	4	0	964	1059	1741	231	???	5
February	10	4	1	1034	1552	2004	207	???	6
March	7	11	0	1008	1418	2074	224	???	10
April	8	7	1	961	1390	2382	254	???	12
May	8	6	1	1194	1597	2217	227	???	10
June	11	9	2	964	1079	2533	206	???	16
July	5	3	1	918	1056	621 (ERROR)	134	???	12
August	19	7	0	1800	1358	23 (ERROR)	251	???	30
September	14	10	0	894	1208	2239	252	???	8
October									
November									
December									
Total:	86	61	6	9737	11717	15190	1986	???	109
2018	Patron Visits	Hours Open	Patrons/Hour	# Adult Programs	# Adults Count	# Children Programs	# Children Count	Total Programs	Total # Attend
January	2632	200	13	7	33	4	49C/19A	10	101
February	2557	209	12	5	11	10	69C/45A	15	125
March	2853	214	13	6	22	15	196C/103A	21	321
April	2795	205	14	5	14	13	99C/50A	18	63
May	3813	218	17	8	53	19	819C/110A	27	892
June	3,815	214	18	5	14	16	309C/142A	21	465
July	3539	209	17	6	14	18	1746C/103A	24	325
August	3637	227	16	4	11	3	22C/8A	7	30
September	2515	196	13	5	15	7	118C/48A	12	181
October									
November									
December									
Total:	28156	1892	133	51	187	105	1686C/628A	155	2503

TOTAL LIBRARY INVESTMENTS	93,265.84
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FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund	
CASH Deposits thru 8/31/18	820,366.77
Interest Income from Aug	2,095.15
Less fees from Aug.	-3,381.77
Gifts/Pledges received	67,785.25
CASH Available 8/31/18	886,865.40
Library Operations Fund [CFSW sending statements quarterly]	
Balance 6/30/18	26,412.29
Gifts/Pledges received	
Interest Income	61.86
Disbursements (Fees)	-0.02
Balance 8/31/18	26,474.13
Spendable Balance 8/31/18	25,424.13
Library Endowment Fund [CFSW sending statements quarterly]	
Beginning Balance 6/30/18	24,081.97
Contributions	
Investment Activity	336.37
Disbursement Activity fees	0.00
BALANCE 8/31/18 [NON-CASH]	24,418.34
Spendable Balance 8/31/18	261.88