

VILLAGE OF NEW GLARUS
MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall
Wednesday, July 3, 2019

Present: Bob Bergum, Linda Hiland, Kevin Budsberg, and Petra Streiff; absent, Suzi Janowiak, Shelly Truttman, and Jody Hoesly. Also Present, Director Holly Lague

CALL TO ORDER

President Hiland called the meeting to order at 6:33PM

APPROVAL OF AGENDA

Bob Bergum moved to approve the agenda, second by Petra Streiff. Motion carried unanimously.

COMMENTS & QUESTIONS FROM THE PUBLIC

There were no members of the public present.

OLD BUSINESS

**A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT
ITEMS STORED AT SWISS CENTER OF NORTH AMERICA (SCNA)**

Linda Hiland reported that Beth Zurbuchen, SCNA President/CEO, requested that we remove the items stored in the SCNA basement due to an imminent remodeling project, beginning in one month. The library board will evaluate storage options, and estimate the value of items stored at the SCNA site to determine which are a priority to keep, how items should be stored (i.e., wood vs. steel) and whether the value of the items is greater than the cost of moving and storage. The library board estimated that 15-18 months of storage, if the project proceeds on schedule. Scrapping the steel items could be an option.

DIMENSION IV FEE PROPOSAL FOR DESIGN OF UPDATED WEST SIDE SITE

Bob Bergum questioned whether the items identified in Site Planning & Civil Engineering might have already been paid, or whether they are included elsewhere in the proposal, and Linda Hiland reviewed fees paid in 2012. The Building Committee will submit Bob Bergum's question to the architect for response, and Kevin Budsberg will provide additional detail on the 2012 fees to Linda Hiland.

Preference of the library board was to have the building committee discuss in more detail with the architect and identify any cost savings, and report back to the library board with a recommendation.

DISCUSSIONS WITH VILLAGE ADMINISTRATION

Linda Hiland outlined a discussion with Village Administrator Daily, and that the building project will likely be placed on the village board's August 20, 2019 agenda for commitment of funds. Linda Hiland noted that the library board should be prepared with the total

project cost and an updated Concept & Budget Report (CBR) for the west side site. Since the library board will receive the CBR in early August, a couple weeks before, a complete operational budget will probably not ready by 8/20/2019.

Administrator Daily will investigate the process for Plan Commission approval, since he is not familiar with how a municipality-library would seek approval of a plan from its own Plan Commission.

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: TRANSFER OF FUNDS.

Treasurer Kevin Budsberg noted that this is a request to replenish funds in the account (the "Small Savings Account") used to pay expenses and invoices like mowing and campaign promotional items. Currently, the small savings has a balance of \$378, and that there were a couple invoices expected. His recommendation was to move funds from another account (the "Big Savings Account"), which currently has a balance of \$38,744. Linda Hiland noted that she had underscored the need for the campaign to be mindful of funds they are using, and that the library board had approved \$2,000 for the campaign when working on the Glarner Park site. Bob Bergum made a motion to direct Kevin Budsberg to move \$2,000 from the "Big Savings Account" to the "Little Savings Account", second by Petra Streiff. Motion carried unanimously.

B. DISCUSSION AND CONSIDERATION: 2020 FEES FOR SCLS TECHNOLOGY, DELIVERY, AND OVERDRIVE

Director Holly Lague has not received the fees from SCLS. No action taken.

C. DISCUSSION AND CONSIDERATION: REAFFIRM ROLE DESCRIPTIONS FOR BUILDING COMMITTEE AND OWNER'S REPS

Motion by Petra Streiff to reaffirm Resolution 14-08LB (Building Committee) and amend membership to include Jody Hoesly, Kevin Budsberg, Tim Usher, Library Director, and Dimension IV Madison Design Group. Further, Petra Streiff moved to amend the Owner's Representatives to include Linda Hiland and Tim Usher. The motion was seconded by Bob Bergum and passed unanimously.

D. DISCUSSION AND CONSIDERATION: REVIEW LIBRARY HOTSPOT LENDING POLICY

Holly Lague reviewed the policy, and recommended approval, but to omit the fifth bullet under Loan Rules and Duration dealing with availability and pickup. Bob Bergum thusly moved approval, second by Petra Streiff. Motion carried unanimously.

REPORTS/DISCUSSION/CONSIDERATION:

A. ADMINISTRATION TEAM

CFSW FINANCIAL REPORT

Kevin Budsberg noted Jody's continued work balancing deposits and statements, and that CFSW has not improved this process, but that he believes there is still effort continuing.

Kevin Budsberg reported that he has the 2019 accounts summary updated and will update with July's figures and send out to the board. At that time, he and Holly Lague will decide who should assume responsibility for maintenance.

B. BUILDING COMMITTEE

Meeting scheduled 7/9/2019.

C. OWNER REPRESENTATIVES

No update.

D. CO-CHAIRS TEAM

Linda Hiland reported the campaign has drafted a letter to donors on the status of the project, and will mail shortly.

E. COMMUNICATION TEAM

The building project portion of the library's web page has been re-organized and is published.

F. GRANTS TEAM

No update

G. PARTNERSHIP TEAM

Holly Lague reported that 14 businesses are excited to participate in the library's display for Independent Retailer Month, and that patrons can bring in a receipt from local business for \$1 off overdue or fines or 5 free prints.

H. VILLAGE BOARD LIAISON

No update

I. FRIENDS OF THE LIBRARY

Holly Lague reported that the Friends are exploring ways to connect with campaign on coordinating gift requests to prevent multiple confusion from multiple requests for support.

J. PRESIDENT'S REPORT

Linda Hiland has sent out the 6-month Director review, please complete and return to her by 7/26.

ADJOURNMENT: Linda Hiland adjourned the meeting at 7:49PM

*Respectfully submitted,
Kevin Budsberg, Secretary Pro tempore*