

# MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

**Tuesday, May 22, 2018 - 6:00 P.M.**

## AGENDA

1. Call to Order: President Hiland called the meeting to order at 6:02 pm. Those present, in addition to Hiland, were Bob Bergum, Jody Hoesly, Kevin Budsberg (joined the meeting at 6:06), Petra Streiff, Shelly Truttmann (joined the meeting at 6:28), Suzi Janowiak, and Library Director Lauren White.
2. Approval of Agenda: Bob Bergum moved to approve with correction of item #8 to approve minutes of April meetings (not March as posted), 2<sup>nd</sup> by Petra Streiff. Motion carried.
3. *Announcement*: The Library Board will convene into Closed Session #1 called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (Sale of the West Side Site)
4. Comments & Questions from the Public: None.
5. New Business
  - A. Discussion and Consideration: Preparations for Joint Village Board and Library Board Meeting: Meeting has been confirmed for Wednesday, May 30, at 6:30 pm. The Library Board will update the Village Board on the project, and we will have general discussion following. President Hiland asked if the board preferred to have a handout for trustees or do a Powerpoint. We are looking forward to meeting the new board and establishing a solid working relationship as we get closer to breaking ground. Consensus to create a handout. Discussion of specific points we want to share with the new board.
  - B. Discussion and Consideration: 2018 Officer Elections: Shelly Truttmann was appointed to serve as School Liaison. Bob Bergum moved to nominate Linda Hiland as President, 2<sup>nd</sup> by Jody Hoesly. Petra Streiff moved to close nominations and cast a unanimous ballot, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Bob Bergum nominated Shelly Truttmann as Vice President, 2<sup>nd</sup> by Jody Hoesly. Petra Streiff moved to close nominations and cast a unanimous ballot, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Petra Streiff nominated Suzi Janowiak as Secretary, 2<sup>nd</sup> by Jody Hoesly. Petra Streiff moved to close nominations and cast a unanimous ballot, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Bob Bergum nominated Kevin Budsberg for Treasurer, second by Jody Hoesly. Petra Streiff moved to close nominations and cast a unanimous ballot for Kevin Budsberg as Treasurer, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
  - C. Discussion and Consideration: December 2018 Meeting Date: We need to move our December meeting. Consensus to meet on Monday, December 17 at 6:00 pm.
6. Old Business
  - A. Discussion and Consideration: Library Building Project: President Hiland is working with a designer on ideas for donor recognition in the new library. The designer recommended a TV monitor that can easily and inexpensively be installed and updated. We will need to decide on a budget for the donor wall (TV and plaques) at a later date.
  - B. Discussion and Consideration: Sale of West Side Site: Covered under Item #9.
  - C. Discussion and Consideration: Mowing of the West Side Site: Bob Bergum moved to approve mowing agreements with Gene Dalhk and Roger Arn, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
7. Reports/Discussion/Consideration:
  - A. Administration Team: Discussion of logistics for meeting with CFSW at the new Town Hall at 6:30 on May 23<sup>rd</sup>.
    - CFSW Financial Report

- B. Building Committee: No report.
- C. Co-chairs Team: Meet weekly. Will accept Bank of New Glarus donation check this week during photo op.
- D. Communication Team: The board commented favorably on the new mailing and campaign materials.
- E. Grants Team: Working hard on identifying new grant opportunities and applying for them. They have recruited some new helpers with experience in grant writing as well.
- F. Partnership Team: We are reaching out to our established partners in order to update and brainstorm.
- G. Village Board Liaison: No report.
- H. Friends of the Library: Trivia Night was a big success. There were no overhead expenses this year.
- I. Town/Village Library Funding Team: Petra Streiff is working with village staff to revive this subcommittee.
- J. Director's Report: The board commented favorably on the library tours and outreach to NG students. Attendance at programming is very robust. The board also commented on staff continuing education.
- K. Bills & Finance Report
  - Bills: Bill were presented and approved, dated 4/24/18 totaling \$1593.54 and 5/22/18 totaling \$2849.08
  - Financial Statement: Attached.

8. Approval of Minutes:

A. April 10, 2018: Petra Streiff moved to approve, 2<sup>nd</sup> by Bob Bergum. Motion carried.

B. April 24, 2018: Bob Bergum moved to approve, 2<sup>nd</sup> by Petra Streiff. Motion carried.

9. The board will convene into closed session: Bob Bergum moved to go into closed session, 2<sup>nd</sup> by Shelly Truttmann . Motion carried by unanimous roll call vote at 7:30 pm.

10. Adjournment: President Hiland adjourned the meeting from closed session at 7:45 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library**  
**Director's Report May 22, 2018**  
**Lauren White, Director**

**Staff Meeting and Circulation Refresher:**

Staff members met in late April to discuss circulation practices and procedures. Staff members were asked to take webinars on patron registration, holds, and other common circulation tasks, and this was to serve as a refresher for everyone. I also asked staff to send me two things they wish they knew how to do, or would like to know how to do, so that everyone is trained and confident while working the desk. Staff were also given some follow-up questions to respond to after watching the webinars.

**Sensory Walk:**

On April 17<sup>th</sup>, Ignacia hosted a new program for young children—a sensory walk. This was targeted towards those that are walking and they were able to explore a variety of textures and feelings using their feet, which was a big hit. As they made their way through the sensory squares, they stepped on sticky surfaces, on soft surfaces, in water, on sand, and even in beans. Ignacia was surprised to see that everyone wanted to keep walking through the various areas over and over again... it was definitely something the children wanted to explore over and over again. We plan to host a sensory program quarterly and we're excited by the response to our first one.

**Green County Library Board:**

The Green County Library Board met on April 14<sup>th</sup> and this was the first meeting with a new, full board. A lot of our discussion revolved around how the board can support libraries and what we would like them to do. Librarians said that they'd appreciate support at occasional local board meetings, grant endorsements, general advocacy, and advocacy as it relates to county board business. Everyone is very happy to have a full board and are excited to have such strong community advocates supporting us.

**Green County Library Directors:**

Green County library directors met on April 16<sup>th</sup> for our monthly meeting and a large topic of discussion was a county-wide staff in-service in the fall and how we want to structure that. At this time, the thought is to have an active shooter training during the morning portion of the in-service and then in the afternoon, have a social services training session. Many of us see patrons in vulnerable positions and it's not always clear what the best way to handle a situation is and who to refer them to. So, our hope is that having someone in Green County discuss services and resources available will be very valuable. While we know nobody wants to have to take an active shooter training, it is an important class to take because of our position in the community as free, public spaces. We hope to have two librarians from Janesville host the active shooter training, which they've presented at WLA before.

**Library Tours and Visits:**

Erica has been working hard to set up school visits for the summer reading program, but we also wanted to make sure we gave students the opportunity to visit the library itself and learn about its resources. During the month of May, we hosted three different classes that were able to obtain limited use cards, do a scavenger hunt on services and areas of the library, and then sit down with library staff to talk about things they'd like from the library. We also involved Knight School in this effort and they also came for

a visit, which was wonderful because some of the students are not active library users. While giving tours of our facility can be challenging because of the space limitations, we think it's important that students become familiar with their lifelong library and learn how we can support them at every stage of life.

### April 2018 Program Attendance

<b>Event</b>	<b>Date</b>	<b>Number of Attendees</b>
Author Visit	Wednesday, April 4 <sup>th</sup>	7
Free Play	Thursday, April 5 <sup>th</sup>	4C/3A
Preschool Story Time	Friday, April 6 <sup>th</sup>	10C/3A
Music and Movement	Monday, April 9 <sup>th</sup>	3C/4A
Scrabble	Tuesday, April 10 <sup>th</sup>	2
Book Club Discussion	Wednesday, April 11 <sup>th</sup>	CANCELLED
Free Play	Thursday, April 12 <sup>th</sup>	1C/1A
Preschool Story Time	Friday, April 13 <sup>th</sup>	22C/8A
Music and Movement	Monday, April 16 <sup>th</sup>	7C/5A
Sensory Walk	Tuesday, April 17 <sup>th</sup>	13C/6A
Scrabble	Tuesday, April 17 <sup>th</sup>	3
Free Play	Thursday, April 19 <sup>th</sup>	4C/2A
Preschool Story Time	Friday, April 20 <sup>th</sup>	12C/7A
Music and Movement	Monday, April 23 <sup>rd</sup>	4C/4A
Scrabble	Tuesday, April 24 <sup>th</sup>	2
Free Play	Thursday, April 26 <sup>th</sup>	0
Preschool Story Time	Friday, April 27 <sup>th</sup>	13C/4A
Music and Movement	Monday, April 30 <sup>th</sup>	6C/3A

### April 2018 Monthly Statistics

<b>New Glarus Public Library 2018</b>	<b>Items Added</b>	<b>Items Deleted</b>	<b>Circulation</b>	<b>Circ. by PSTAT Other</b>	<b>Village of New Glarus</b>	<b>Town of New Glarus</b>	<b>Town of York</b>	<b>Town of Exeter</b>	<b>Dane Co. No Library</b>
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									
June									
July									
August									
September									
October									
November									
December									
Total:	871	1410	22458	5129	9086	4797	1625	872	949
<b>2018</b>	<b>Patron ILL Requests</b>	<b>ILL Requests Rec'd</b>	<b>ILL Requests Unable to Fill</b>	<b># Unique Website Visitors</b>	<b># Website Visits</b>	<b>WiFi Sessions</b>	<b>Public Computer Sessions</b>	<b>Public Computer Hours</b>	<b>New Patrons Register</b>
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									
June									
July									
August									
September									
October									
November									
December									
Total:	29	26	2	3967	5419	8201	916		33
<b>2018</b>	<b>Patron Visits</b>	<b>Hours Open</b>	<b>Patrons/Hour</b>	<b># Adult Programs</b>	<b># Adults Count</b>	<b># Children Programs</b>	<b># Children Count</b>	<b>Total Programs</b>	<b>Total # Attend</b>
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									
June									
July									
August									
September									
October									
November									
December									
Total:	10837	828	52	23	80	42	410C/217A	64	610

**TOTAL LIBRARY INVESTMENTS****60,009.94**

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

## Library Capital Campaign Fund

CASH Deposits thru 2/28/18	778,774.73
Interest Income from March	151.87
Less fees from March	-272.82
Gifts received	18,155.00
Pledges paid	1,100.00
CASH Available 3/31/18	797,908.78

Library Operations Fund **[CFSW sending statements quarterly]**

CASH Available 10/31/17	26,488.30
Gifts received	
Pledges paid	
Interest Income	13.69
Disbursements 4th Quarter Fees	-65.90
CASH Available 3/31/18	26,436.09

Library Endowment Fund **[CFSW sending statements quarterly]**

Beginning Balance 10/31/17	23,431.85
Contributions	30.00
Investment Activity	-201.77
Disbursement Activity fees	21.29
To balance with CFSW	-42.58
BALANCE 3/31/18 [NON-CASH]	23,238.79