

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 14, 2015**

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: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Petra Streiff and Becky Weiss. Lexa Speth was absent. Library Director Lauren White and Jim Gersich with Dimension IV Madison Design Group (left at 7:13 p.m.) were also in attendance.

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

COMMENTS & QUESTIONS FROM THE PUBLIC: J. Gersich spoke that he is available to answer any questions we may have for him as the meeting proceeds.

NEW BUSINESS: DISCUSSION AND CONSIDERATION: SELECTION OF AN OWNER REPRESENTATIVE FOR THE LIBRARY BUILDING PROJECT: Started by reviewing some of the duties of an Owner Representative (OR): granted the authority to approve change orders within assigned parameters and would attend meetings with architects, contractors, inspectors, as needed. We could assign the OR duties to Director White, Library Board member, community member or hire a company to be the OR. Regardless of who is selected as OR, the Library Board would have to setup the guidelines and limits of their duties. We had asked Wayne Duerst if he would be the OR; he declined. J. Gersich added that this role usually averages 1-6 hours per week.

J. Hoesly asked L. Hiland if she would consider being the OR; L. Hiland has concerns about scheduling. S. Janowiak asked J. Hoesly if she would consider the OR role; J. Hoesly had to decline given that she works out-of-town and travels frequently. K. Budsberg proposed that he would consider being the OR and asked L. Hiland if she would consider splitting the duties with him. As that would allow for back-up when one of them is traveling or not available for a meeting. B. Weiss asked J. Gersich about his experience with the splitting of the OR duties. J. Gersich talked that in general the OR would attend at least 1 monthly meeting plus weekly meetings, respond to emails and phone calls, process change orders, etc. Suggested that we may want to reach out to Jerry Elmer, who functioned as the OR for the Brodhead Memorial Public Library Project to learn about possible duties and schedules. J. Gersich mentioned that we should not be hesitant to make a financing commitment by hiring a firm or paying an individual to take on the OR role.

J. Hoesly added that she felt there were advantages with the OR being a Library Board member as they would be invested in and be familiar with the history of the project. B. Weiss added that there would also be advantages to having someone with a construction background even though they may not have the project history. K. Budsberg added that he was not looking at hiring this process out. J. Gersich added that even if someone volunteers for the project, that their work still has a value and should be recognized as an in-kind fee.

J. Hoesly asked were there any specific technology or technical skills required; some construction knowledge or experience with being on a job site are desirable traits replied J. Gersich. Added that if we decide to select the CMAR (Construction Management at Risk) process that the CM (Construction Manager) would reduce the workload of the OR. Trustees are to continue researching, thinking about this item and it will be discussed again at a future meeting.

OLD BUSINESS: DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

i. UPDATE FROM BUILDING COMMITTEE: J. Gersich, L. Hiland and Director White gave a summary of a discussion with representatives from Focus on Energy (FOE) held earlier today. Based on selections for heating, lighting, etc. FOE would provide energy modeling and predict annual energy savings. J. Gersich and Mike Hein, with HEIN Engineering Group, recommended what types of models and products to be used and with that information FOE will update their numbers. J. Gersich pointed out that the incentives are for selecting equipment, etc. that are above the "code minimum." In addition, WPPI Energy offers an incentive program and FOE and WPPI will work together during the design and building process.

Analysis of the Library collection has been done and Director White wanted to start by discussing the size of the Multi-Use space as she wanted to make sure it could accommodate programming needs. K. Budsberg asked what types of programs generally result in a full room; some Summer Reading Programs and Author Presentations have in the past. J. Hoesly and B. Weiss both added that some programs have been held off site, whether at the New Glarus Home, New Glarus School Gym, or the Village Park. Also talked about how the current Village Hall Community Room is used and most likely will continue to be the spot for voting in the Village. J. Hoesly asked how many people can a room of 1,000 square feet hold; J. Gersich responded approximately 100 people.

J. Gersich next commented on collection items such as the staffs' preference to use slimline cases over standard cases for storing CDs and BlueRays. Use of bins versus carts to hold Board Books in the Children's section. They had measured multiple spaces within the collection, including storage areas and cabinets in the staff area. Next J. Gersich talked about standard shelving practices of having a shelf 2/3 – 3/4 full to allow room for re-shelving and growth. Not using the lowest or highest shelf and in addition the ADA requirements for aisle widths and turnarounds.

Next J. Gersich pointed out that if we choose to go with the CMAR building process it is one way to control the budget as it involves the GMP (Guaranteed Maximum Pricing). With the traditional building process you have the possibility that bids could come in lower or higher than expected. K. Budsberg clarified that there are not extra costs involved with CMAR versus the Bid process; no, replied J. Gersich. J. Hoesly and K. Budsberg added that they see benefits to the CMAR process.

L. Hiland asked about the number of parking spaces in the site plan; J. Gersich replied that the drawing was done for Stormwater (SWM) Management calculations.

L. Hiland had asked Building Committee member Wayne Duerst about his thoughts about using CMAR; W. Duerst has heard that overall working with a CM is a positive experience, since the CM is involved earlier in the process it affords more control and open communication in the

process, additionally that in-kind information is put in the RFP (Request For Proposal). He also added that there is always the possibility that bids could come in lower than the GMP.

B. Weiss added that at the Building Committee (BC) meeting, J. Gersich had reported that the SWM plans were proceeding. That due to a previous commitment that Dimension IV will be at part of the BC meeting on August 11th but not available for the Library Board meeting that follows.

K. Budsberg than asked if we should request the remaining sinking funds to go towards the SWM proposals as that same sinking fund had been used to pay for other studies at Glarner Park; P. Streiff will follow-up with Lynne Erb, Village Clerk-Treasurer, in regards to the sinking fund.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the June 22, 2015 bills totaled \$1,070.35 and the July 14, 2015 bills totaled \$2,036.18. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by L. Erb. Mentioned that the renewal came in for the PO Box used for the Capital Campaign. L. Hiland asked about the increase in the item "Electronic Resources"; Director White reported that she has started researching that item but does not have an answer yet. We questioned was it a subscription that another organization such as The Friends of the New Glarus Public Library may have paid in the past; Director White will continue to research.

DIRECTOR'S REPORT:

Super Hero Training Academy: On Saturday, June 27th, we hosted our very open Superhero Training Academy! This event ties into the Summer Reading Program theme this year, which is "Every Hero Has a Story." Participants were able to master their own superhero skills through a variety of activities including a kryptonite obstacle course and were able to personalize their very own capes. After they practiced taking down villains, they were able to enjoy themed snacks and punch. Great fun was had by all!

Summer Reading Program: We have over 250 participants in our Summer Reading Program this year and they've read close to 1,000 hours already! What a community of readers we have! Library employees have enjoyed seeing our familiar faces, and some new ones, coming in to have their reading logs recorded week after week and to claim their prizes. At the end of the summer, we'll have three grand prize drawings for the three levels of participants. For the youngest age group, the "read to me" participants, will have the chance to win a Leap Pad Ultra and the two older age groups will have the chance to win Kindle Fire HD 7s. Of course, a great way to use the Kindles would be to download ebooks and audiobooks!

New Page Hires: On June 23rd, the Library Board passed resolutions to hire Katie Zipsie and Maria Thurow as library pages. Maria will work with us through the summer and Katie will replace our current part-time page that's moving to Colorado. We are very excited to have these two new members join our team and I expect great things from them. Both new hires began working on July 6th and Rachel Holcomb, our Library Assistant, is completing most of the training with the pages under my direction.

Overdrive Support Course: I've enrolled in a 5-week online Overdrive Support course, which is taught by SCLS's Jean Anderson and it will count towards five continuing education (CE) credit hours in the technology subfield. In order to maintain accreditation, I must complete 100 hours of CE credits over five years and this seemed like a great opportunity given that I haven't worked in-depth with Overdrive in some time. During my teen librarian days, I was an ebook specialist, but I'm out of practice and this will greatly benefit our patrons. Once completed, I will be the first employee at NGPL who has completed this course.

Reel Cinema: A Documentary Film Series: Starting in August, New Glarus Public Library will be hosting a four-part documentary series called "Reel Cinema." Films will be screened August through November on the third Wednesday of the month at 6pm in the community room. These films are presented in collaboration with POV and PBS. POV films are known for their intimacy, their unforgettable storytelling and their timeliness, putting a human face on contemporary social issues. Each year 14-16 films are included in the summer series. The film schedule is as follows: August 19 (Art and Craft), September 16 (Neuland), October 21 (Don't Tell Anyone) and November 18 (Tough Love).

New Glarus Public Library Program Attendance

June 2015

Activity Date Number of Attendees

Gardening Workshop Thursday, June 4th 7

Scrabble Tuesday June 9th 4

Adult Book Club Discussion Wednesday, June 10th 9

Marvel Movie Marathon Friday, June 12th 25C/5A

Duke Otherwise Concert Friday June 19th 11C/9A

Superhero Training Academy Saturday, June 27th 16C/15A

Scrabble Tuesday June 23rd 0

Mr. Steve Concert Tuesday, June 30th 34C/16A

L. Hiland commented that she was excited to read about "Reel Cinema" coming and was hoping her schedule would allow her to attend all of them. B. Weiss asked Director White if her Overdrive course had started yet; yes it has.

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

A. Moved to approve the June 9, 2015 Library Board minutes by S. Janowiak, second by K. Budsberg. Motion Carried.

B. Moved to approve the June 23, 2015 Library Board minutes by K. Budsberg, second by J. Hoesly. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 8:00 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE AUGUST 11, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, July 28, 2015**

President Linda Hiland called the meeting to order at 6:42 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly (left at 8:51 p.m.), Lexa Speth (arrived 6:45 p.m.), Petra Streiff (left at 6:58 p.m. to attend a Village Board meeting and returned at 7:20 p.m.), and Becky Weiss. Suzi Janowiak was absent. Also in attendance was Library Director Lauren White.

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

APPROVAL OF AGENDA: Moved to approve the agenda by B. Weiss second by P. Streiff. Motion Carried.

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

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: We combined this agenda item with 6B Building Committee (BC) Report. Started by reporting that Dimension IV Madison Design Group (D4M) had a preliminary building sketch prepared and commenting on some of the sketch items to take note of:

- No windows are displayed yet
- Number and placements of exits are not yet finalized as calculations need to be run to meet code requirements
- Shelving plan is for 20 years out
- Sprinkler is only needed in the Book Drop room
- Suggested that the large study room would be able to accommodate Library Board meetings
- That the Multi-Purpose space is designed with sliding panels that allows for one larger space or two smaller spaces

K. Budsberg wondered if the Multi-Purpose space should be called the Enrichment room; L. Speth added that the School District uses Multi-Purpose and thought most individuals were familiar with that term.

K. Budsberg asked about shelving in the local history area; mentioned that the plan does not yet differentiate between different types of shelving. For example, it does not show cabinets that may lock and that the Storytime room currently has no shelving, cabinets, etc drawn in.

Director White added that she will have to think about whether she would want the Director's Office moved closer to the Circulation Desk. Or leave the Director's Office farther from the Circulation Desk to allow for different sightline coverage of the Library.

We then went on to discuss the staff workroom and how sightlines may be impacted by blinds, ½ walls, full height walls, and different styles of windows.

*Note: At this time Village Board Liaison Petra Streiff had to step out to attend a Village Board meeting. Since we did not anticipate that P. Streiff would be gone long, B. Weiss proposed that we switch to some of the agenda items that were just updates and return to the Building Project discussion when P. Streiff rejoins us; group was ok with this proposal. So we switched to agenda item 6A.

REPORTS/DISCUSSION/CONSIDERATION:

- A. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced again this month and that the charts had been emailed. K. Budsberg added that the Co-Chairs will have some tasks for the Administration Team in the near future.
- D. COMMUNICATION TEAM:** K. Budsberg reported that they had met once.
- E. GRANTS TEAM:** Focus on Energy has updated the numbers based on the heating, cooling, lighting bundles selected. If we meet all the guidelines and put in all the options in the specified bundles; that the incentive amount would be approximately \$10,300 and average \$8,000 in annual energy savings. It was also brought up as an example of an in-kind donation, that the Belleville Senior Center had appliances donated for their kitchen area from Sub-Zero and Wolf. In response to a question from B. Weiss; K. Budsberg spoke about the timing and process related to CDBG (Community Development Block Grants) since the CDBG is now administered by a different department.
- F. PARTNERSHIP TEAM:** J. Hoesly has forwarded to L. Hiland past Endorsement Letters to use as examples.
Next Director White shared exciting news as she had been contacted by Milo Parker, Secretary for the New Glarus Lions Club. M. Parker wanted to discuss ways the Lions and the Library can work together; especially with equipment if we can work out the space concerns. Director White gave an example of a piece of equipment called SARA (Scanning and Reading Appliance) that can convert text to voice. They also talked about devices that magnify text and space for holding vision screenings. K. Budsberg had also been able to attend the meeting with M. Parker and Director White and they have plans to meet again in November.

B. Weiss asked for clarification if the Lions were mainly focused on Vision related items; Director White replied yes although they had spoken about Hearing Aids as well. Director White also mentioned that she was planning on coordinating with the New Glarus Home to try and avoid overlap of the same devices.

H. FRIENDS OF THE LIBRARY: Are busy prepping for the Annual Book Sale scheduled for Sunday, September 6th.

*Note: P. Streiff rejoins the meeting.

REPORTS/DISCUSSION/CONSIDERATION:

G. VILLAGE BOARD LIAISON: P. Streiff reported that at the most recent Parks & Recreation (P&R) meeting that an updated drawing was presented of a softball diamond where the tennis courts sit currently at Veteran's Park. P. Streiff then went on to report that there was discussion about: why various sites were chosen, referendum, purchase of land north of Veteran's Park, trash, restroom design, and children playing in the area. It was also mentioned about selling the site next to SCNA and P. Streiff reported that she was following up on that with Lynne Erb, Village Clerk-Treasurer. We went on to discuss schedules as it is anticipated that the next P&R meeting will be in late August.

*Note: We returned to conclude the following agenda item since P. Streiff had rejoined the meeting.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: (cont).

B. Weiss, J. Hoesly and L. Hiland started by summarizing the discussion earlier tonight at the Building Committee meeting about stormwater items:

- Storage Ponds – generally dry | variety of prairie grasses
- Bio-Pond – generally wetter than Storage Ponds but usually have no standing water | variety of marsh grasses and plants such as cattails
- Cultec Storage Chambers – installed under the parking lot to hold stormwater

J. Gersich had just received notice earlier today that Cultec Chambers may be needed and has an email for more information out to Edge Consulting to learn more about pricing and can any of the Cultec Chambers be eliminated if changes are made to the site plan. We also talked about other stormwater related items: Flow Rate, TSS (Total Suspended Solids), NR 151 (rules covering stormwater), and DNR requirements. K. Budsberg suggested that we should go before the Village Plan Commission to discuss stormwater and parking information. B. Weiss asked for clarification as she did not think projects went to the Plan Commission till later; K. Budsberg replied that we can go now and whenever we need to in the future. In response to a question from L. Hiland about fees for appearing before the Plan Commission; K. Budsberg responded that yes, there can be a fee. Fee is minimal

and generally is intended to cover the costs of making multiple copies of construction plans and related documents.

Next L. Hiland had spoken with the Library Director who had experienced the CMAR process during the Poynette Area Public Library build. Overall the Poynette Director found it to be a positive experience. She stressed the importance of making sure to read the initial RFP (Request for Proposal) and any related contracts carefully and make sure to call out any items that need clarification.

B. Weiss moved to proceed with the CMAR (Construction Manager at Risk) building process to advance the New Glarus Public Library Building Project utilizing the services of Dimension IV Madison Design Group, second by L. Speth. Motion Carried.

B. DISCUSSION AND CONSIDERATION: SELECTION OF AN OWNER

REPRESENTATIVE FOR THE BUILDING PROJECT: L. Hiland had not had an opportunity to speak with Jerry Elmer about his experiences working as the OR when the Brodhead Memorial Public Library was built. L. Hiland did add that when speaking with the Poynette Library Director she emphasized that she did not have to do the Owner Representative (OR) duties all alone, that she still had Library Board trustees, local government officials and staff she could go to for assistance. J. Hoesly stated that she does not think technical expertise is as critical while working as an OR, but feels that relationship to the Library Board is important. Further she is not interested in paying for the OR services; B. Weiss added that she is willing to consider paying a nominal fee (possibly for mileage reimbursement). K. Budsberg added that he is not looking to pay a fee for the OR position either and sees communication as being key in the role. J. Hoesly asked L. Hiland if she would consider being the OR. L. Hiland replied that she has several weeks where she will be out-of-town. It was pointed out that K. Budsberg has volunteered to share the duties so he could cover during that time frame. J. Hoesly then offered to be the alternate when anyone is out-of-town if needed. L. Hiland and K. Budsberg agreed to be the Co-Owner Representatives with J. Hoesly serving as the alternate. Moved that Linda Hiland and Kevin Budsberg be Co-Owner Representatives for the New Glarus Public Library Building Project, by L. Speth, second by J. Hoesly. Motion Carried.

At a future meeting we will work on developing a document that clarifies the limits and duties of the Co-Owner Representatives.

REPORTS/DISCUSSION/CONSIDERATION:

C. CO-CHAIRS TEAM: K. Budsberg started by pointing out that his report does not discuss any individual donors so it will be in open session; however, if a specific donor related question or discussion is needed we are to let President Hiland know so we can move into closed session. K. Budsberg distributed two handouts "Summary of Campaign Progress and Goals Established by the NG Library Capital Campaign" and "Campaign Challenges." K. Budsberg next discussed the two handouts: Co-Chairs, volunteers, activities of The Friends of The New Glarus Public Library, importance of focusing on communication strategies, and the need for forming an endowment fundraising group. Next he provided an overview of funds already raised plus ideas for additional funding, for example grants from local utility

or electrical providers. We concluded with a discussion of the duties the Co-Chairs undertake and what the upcoming fundraising schedule may be.

AGENDA ITEMS #7, 8 AND 8a (RELATED TO THE CLOSED SESSION): Determined these items were not needed for this meeting as we did not convene into a closed session.

ADJOURNMENT: Meeting adjourned on a motion by K. Budsberg, second by B. Weiss. Motion carried at 9:00 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE AUGUST 11, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 11, 2015**

President Linda Hiland called the meeting to order at 6:41 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Lexa Speth, Petra Streiff and Becky Weiss. Suzi Janowiak was absent. Library Director Lauren White was also in attendance.

APPROVAL OF AGENDA: The agenda was approved on a motion by K. Budsberg second by L. Speth. Motion Carried.

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: SALE OF WEST SIDE SITE: L. Hiland reported that she had spoken with Village President Roger Truttman and Village Clerk-Treasurer Lynne Erb about the requirements laid out in the Village Board Resolution that specifies a plan be in place for the sale of the West Side Site. L. Hiland had asked L. Erb if the Library Board decides to hire a Realtor do we need to go through the RFP (Request For Proposal) process; we do not, as an RFP is needed for items costing \$15,000 or more. Next our discussion touched on the topics of: FSBO (For Sale By Owner), utilizing a Realtor, Attorney Fees, and easements. For our next meeting we will plan on having a Closed Session (under the appropriate WI Statute as it relates to "competitive or bargaining") to discuss pricing of the West Side Site.

B. DISCUSSION AND CONSIDERATION: LIBRARY CLOSURE (November 6, 2015): Director White reported that the 2015 Wisconsin Library Association (WLA) conference is being held in Middleton this year. She is asking that the Library be closed on November 6th for the following staff members to attend: Erica Loeffelholz, Ignacia Boersma, Rachel Holcomb and Director White. J. Hoesly asked what day of the week the 6th was on; Friday, replied Director White. J. Hoesly then asked about the Storytime schedule; it will need to be adjusted and we have time to provide notification of this change. B. Weiss asked if the WLA conference had any activities for the Pages; Director White did not recall seeing any, most of the topics are specialized and not intended for Pages. L. Hiland asked that staff members provide a brief report on the sessions they attend that day; Director White replied that she will have staff submit a report.

Moved to approve Library closure on November 6, 2015 by K. Budsberg, second by J. Hoesly. Motion Carried.

B. Weiss reminded Trustees to register for webinars available for Wisconsin Library Trustee Training Week that starts on Monday the 17th.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: Started by providing a summary of the information Jim Gersich, Dimension IV Madison Design Group had presented at the Building Committee meeting held earlier tonight. Topo-Boundary Survey has been completed and work continues on the Storm Water Management Plan.

K. Budsberg asked J. Hoesly for an update on shelving available from the University of Wisconsin (UW); J. Hoesly replied that the shelving would generally go through the SWAP (Surplus With A Purpose) program. However that given the volume of shelving that is coming available due to re-modeling at the UW, that her Supervisor is willing to discuss an alternate way to recycle the shelving. J. Hoesly has shared pictures of the shelving with Director White and Dimension IV.

L. Hiland next provided an overview of some of the recent updates to the proposed floor plan for the new Library: only space that requires sprinklers is the Book Drop Room, location of the Director's office was moved, Quiet Reading Room was moved from the northeast corner to the northwest corner of the building. L. Speth voiced that she is not in favor of the Director's Office not being visible to the public and that the office is accessed via the Staff Workroom. K. Budsberg shared his thoughts on the layout of the Multi-Purpose Room, Kitchen, and Staff Breakroom. Discussion continued with a focus on sight lines and what areas or spaces we would like to see adjusted.

As part of the meeting between L. Erb, R. Truttmann and L. Hiland they had also talked about where the Village and the New Glarus School District were in the process of discussions about Glarner Park (GP) and Veteran's Park. It is anticipated that both the Village Board and School Board would have discussions at their September meetings. J. Hoesly asked if there was any discussion about the costs for the Village or School District; L. Hiland replied they did not discuss costs. P. Streiff added that she has heard that cost discussions at this point include a variety of ways (donations, fundraising, and budgets). L. Hiland also passed on J. Gersich comments to L. Erb and R. Truttmann about remembering that the GP improvements (lights, infield sand/gravel mix, etc.) have value and to plan for their removal and re-use at a new diamond. They also talked about holding a joint announcement about GP. K. Budsberg mentioned holding a GP Neighborhood Public Hearing; in response to a question about timing from B. Weiss. K. Budsberg clarified that yes a public hearing is part of the process for going before the Plan Commission but that comes much later in the process.

i. RFP SCHEDULE AND PROCESS: L. Hiland read the RFP for Construction Manager At Risk (CMAR) with suggested edits and clarification of the dates listed. K. Budsberg asked about having the RFP posted on the Village website and linking it to the Library website as another resource for notification; Director White and L. Hiland will work on coordinating the posting information. We also talked about additional spots the RFP ad would appear and how to conduct the RFP review process.

Moved to approve the RFP (Request For Proposal) with edits and timeframe recommended by K. Budsberg, second by P. Streiff. Motion Carried.

Moved that advertising of the RFP is authorized for running in the Post Messenger Recorder, direct ad by Architect (Dimension IV Madison Design Group) to Contractors, WI Bid Network website (www.wisconsinbids.com), and links on the New Glarus Public Library website and on the Village of New Glarus website by K. Budsberg, second by P. Streiff. Motion Carried.

Moved that CMAR interviews will be held by L. Hiland and K. Budsberg as Owner Representatives, the Library Building Committee members (Wayne Duerst, J. Hoesly, L. White and B. Weiss) and Dimension IV Madison Design Group Representatives by K. Budsberg, second by J. Hoesly. Motion Carried.

ii. OWNER REPRESENTATIVE AGREEMENT: K. Budsberg circulated a draft of the Owner Representative (OR) Agreement. Trustees are to review the draft and it will be a future agenda item. K. Budsberg pointed out to review the document with ideas on how to incorporate the Library Director, Building Committee and the Library Board. L. Speth asked why the OR does not due “inspections”; K. Budsberg clarified that the word “inspect” does not provide the connotation the public would normally assume. Example, that an OR is not a trained Building Inspector so an OR cannot “inspect” a building.

iii. PARKING VARIANCE: Parking Variance and Re-Zoning of Glarner Park have been discussed as part of the New Library Building Design process. K. Budsberg talked through the different levels of review a project can go through before the Plan Commission. We will take this discussion up again after the new Village Administrator starts.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the July 28, 2015 bills totaled \$1,108.04 and the August 11, 2015 bills totaled \$880.79. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by L. Erb. L. Erb had shared with Director White an updated “Schedule of Fees” from the Bank of New Glarus. L. Erb recommends that we check and confirm that none of our Savings Accounts are considered to “dormant”. Director White handed the new fee list to Treasurer K. Budsberg who will check on the savings accounts.

DIRECTOR’S REPORT:

July All Directors Meeting: On July 23rd, South Central Library System directors met in Plain to discuss the Technology and ILS budget for 2016 and the delivery budget. Everyone was able to review the cost- share formula and we were able to see how costs were calculated based on our size, service population, and equipment. For NGPL, the total technology service fees for 2016 are \$16,889, which is down \$192 from last year. Delivery fees for 2016 remained flat for 2016 and will remain at \$2,091. Directors also had the opportunity to once again discuss e-rate opportunities for libraries that are interested in moving forward with filtering. If New Glarus were to move forward with filtering, all library PCs and the wifi network would need to be filtered. The incentive for this would be roughly \$491 annually for five years. There is still a lot of uncertainty around whether or not SCLS libraries will choose to filter or not given the principle of allowing access to all information.

Green County Directors Meeting: Brodhead, New Glarus, and Belleville directors were present at this meeting, which was to discuss the marketing plan with M45. Mark Ibach from South Central Library system was also present. Mary Schneider from M45 met with the library directors to discuss the plan of action moving forward and then the directors met privately to

discuss the amount of Green County funds we'd like to use towards this project. No decisions we made since it was unclear how much money was left in this year's allotment and because not all directors were present, we wanted to wait to make any big decisions. Mary did pass out a pricing guide that will help in future discussions and the Green County directors met once again on Monday, August 10th to finalize plans. Any excess funds will be divided amongst the libraries and we plan to use the money for WLA conference attendance.

MyWILS Webinar: This webinar was held on July 28th and the purpose was to train directors to manage their own database subscriptions in 2016. Previously, while WILS managed all of the subscriptions, there was never a way for the director to go in and modify their subscriptions for the next year. Now, we have the ability to see the past two year's invoices and can cancel or renew databases. We will also have the capability to add databases, if that's something we're interested in doing. The webinar was really informative and I feel comfortable using this system to renew the New Glarus databases for 2016. One nice feature of this is that we also have the ability to say when we'd like to be invoiced (at the end of the fiscal year, or the beginning), which is helpful when managing the budget.

Family Craft Day: On Friday, July 24th, NGPL hosted a craft day for all ages and it was once again a massive hit with our community. We had nearly 60 children show up to decorate superhero bracelets, make stained glass mandalas, play with scented Play-Doh made by our very own Erica, and paint ice cream cones. Everyone seemed to have a great time and after two successful years of craft day programs, we definitely plan to bring this back next year!

New Glarus Public Library Program Attendance July 2015

Activity	Date	Number of Attendees
Manga Workshop	Tuesday, July 7th	3C/4A
Scrabble	Tuesday, July 7th	3
Adult Book Club Discussion	Wednesday, July 8th	9
Scrabble	Tuesday, July 14th	4
Travelling Lantern	Thursday, July 16th	30C/25A
Scrabble	Tuesday, July 21st	4
Arts and Crafts Day	Friday, July 24th	54C/17A
Scrabble	Tuesday, July 28th	3

L. Speth and J. Hoesly complimented Director White as they enjoy reading her reports.

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

- A. Moved to approve the July 14, 2015 Library Board minutes by K. Budsberg, second by P. Streiff. Motion Carried.
- B. Moved to approve the July 28, 2015 Library Board minutes, noting typographical corrections, by K. Budsberg, second by P. Streiff. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Speth, second by K. Budsberg. Motion carried at 8:17 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE SEPTEMBER 8, 2015 LIBRARY BOARD MEETING

Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, August 25, 2015

President Linda Hiland called the meeting to order at 6:36 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff, and Becky Weiss. Also in attendance was Library Director Lauren White.

ANNOUNCEMENT: The Library Board will convene into closed session called under WI State Statute 19.85(1)(e) for the purpose of deliberating or negotiating the purchasing of public properties, the investing or public funds or conducting other specified public business, whenever competitive or bargaining require a closed session (Sale of West Side Site).

APPROVAL OF AGENDA: Moved to approve the agenda by J. Hoesly second by B. Weiss. Motion Carried.

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

NEW BUSINESS:

A. DISCUSSION AND CONSIDERATION: 2016 BUDGET REVIEW: Director White had been notified by Village Clerk-Treasurer Lynne Erb that the new Village Administrator is asking for the 2016 Budget information to be submitted by September 4th. Director White ran through the various line items, pointed out what items are likely to change (Fringe Benefits have not been confirmed) and which ones are not likely to change (SCLS Delivery Fee) and then responded to questions. L. Hiland asked about the amount for the Audit; yes, L. Erb suggested that a 10% increase was a good estimate. B. Weiss asked that given hours for Library Page Sue Moss are currently part of the program WISE (Wisconsin Senior Employment) what changes, if any, does Director White anticipate for the Pages; Director White did not see any major changes as the number and hours for the Pages regularly changes usually based on school schedules. Director White also mentioned that she followed past practices where the Library tries to follow what the Village does, and that she prepared the salary figures including a 2% increase for all staff. This lead into a discussion about salary, fringe

benefits, and single – versus – family coverage. K. Budsberg asked if the Library can pursue other insurance options other than what the Village offers. He added that he would suggest that we prepare a memo asking for a budget increase due to cost of fringe benefits; group was in agreement with this suggestion. L. Speth talked about the changes the New Glarus School District had made in switching to using Health Savings Accounts and how that saved money.

L. Hiland asked if we will have any carryover funds this year; Director White feels that yes we will have a small carryover. Next we continued to discuss revenue and expense lines. L. Speth asked what the impact would be on Salary and Fringe benefits if hours were reduced; an example was mentioned of how some Libraries have different winter hours to accommodate for travel conditions. K. Budsberg added that increasing fees would adjust the revenue lines as well.

Discussion continued and touched on how the County Aid reimbursement is calculated, fact that the Pages do not impact the Fringe Benefit line, programming, scheduling, donations for various events, and items that the Friends sponsor. Director White will incorporate the items discussed tonight and consensus is that the 2016 budget will be submitted with a memo talking about the impact of fringe benefits and requesting an increase in funding.

- B. DISCUSSION AND CONSIDERATION: NEW BUILDING SITE ANNOUNCEMENT AND CELEBRATION:** We are to start thinking of ideas and dates for a site announcement. S. Janowiak volunteered to check into pricing for a sign. P. Streiff will follow up with Village President Roger Truttman about scheduling and steps to finalize Glarner Park as the site.

OLD BUSINESS

- B. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:** Building Committee (BC) members provided an overview of items from their meeting earlier tonight. Reported that Dimension IV Madison Design Group continues to work on refining both the floor plan design and budget information. Some of the items pointed out were that sight lines and Circulation Desk layout continues to change, we can use items Dimension IV creates in promotions, on websites, etc. that future editions of the floor plans will show shelving for magazine racks. Other item from the BC meeting was discussion on items and costs that would be associated if we decided to have sprinklers in the entire building. For example, large piping, more piping, sprinkler heads, installing additional fire hydrants and connections, etc. these items are estimated to be \$80,000-\$100,000.

- i. **Owner Representative Agreement:** Items were clarified and edits suggested. J. Hoesly questioned the dollar range suggested for BC to approve change orders from \$2,001 to \$2,500 as being too narrow. Consensus was to change the upper limit to \$5,000. During the meeting K. Budsberg used his laptop to incorporate suggested changes into the document. Moved to approve OR (Owner Representative) Agreement with tonight's edits by J. Hoesly, second by S. Janowiak. Motion Carried.
- ii. **CMAR Update:** Ad was in the Post Messenger Recorder, websites, plus Jim Gersich, Dimension IV Madison Design Group, had emailed the information to Contractors as well. CMAR meeting is scheduled for 2 p.m. on August 26th to

allow interested parties to ask questions, tour the library and the Glarner Park Site.

- iii. **Concept Design Budget Review:** Consensus is that we are pleased with the Concept Design and Budget Review. All are to review the documents and submit comments to Director White who will consolidate the comments into one document and forward to Dimension IV for continued refinement on the design. Comments about: sight lines, layout between the Circulation Desk and Study Rooms, and the need to have drive-up book drop displayed in any images of that side of the building were items all mentioned.

C. DISCUSSION AND CONSIDERATION: SALE OF WEST SIDE SITE: No one had any items to discuss in open session.

REPORTS/DISCUSSION/CONSIDERATION:

- B. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW (Community Foundation of Southern Wisconsin) report balanced again this month and that the charts had been emailed.
- C. BUILDING COMMITTEE:** They will work on scheduling additional meetings to discuss the operating budget for the new Library Building.
- D. CO-CHAIRS TEAM:** Current Co-Chairs had a chance to sit down with the previous Co-Chairs to review previous activities, items they had learned about fundraising, donor events, etc. J. Hoesly mentioned the updated endorsement letters and how they may be incorporated into fundraising activities.
- G. COMMUNICATION TEAM:** K. Budsberg reported that they are working on updating promotional materials.
- H. GRANTS TEAM:** L. Hiland has contacted all partners asking for an updated endorsement letter; J. Hoesly had already received one updated letter back. Director White, J. Hoesly and Amy Thurow, Middle and High School Librarian with the New Glarus School District, are working on a grant through ALA (American Library Association) that is due September 9th. We also discussed making sure that for all letters, quotes and pictures in promotional materials that we have confirmed permission to use those items.
- I. PARTNERSHIP TEAM:** Director White shared that they are collaborating with the Aging and Disability Resource Center in Green County as they offer a "Falls Prevention Workshop".
- J. VILLAGE BOARD LIAISON:** P. Streiff commented that the Library Board needs to continue working towards completing the items laid out in the Resolution and that the Village Board needs to continue working on their list of items as well.
- I. FRIENDS OF THE LIBRARY:** Friends will be having a meeting at 7 p.m. tomorrow night the 26th. They continue to work on their membership drive, support Library activities, and updates to their Facebook page. All are welcome to assist with set-up (Friday, 09/04) and clean-up after the Book Sale on Sunday, September 6th scheduled for 8 a.m. – 5 p.m. B. Weiss added that as part of Library Trustee Training Week she had listened to the webinar "Starting or Revitalizing a Friends Group". One main point was the importance of keeping individuals engaged in the group was to minimize the number of meetings. Two, splitting duties up into short

time commitments (example, you commit to a part of project that lasts for 2 months) versus being involved in the entire project that may last a year).

CONVENE INTO CLOSED SESSION: Moved to go into closed session by P. Streiff, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:43 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by K. Budsberg, second by L. Speth. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; L. Speth-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried at 8:54 p.m.

RESULTS OF CLOSED SESSION: We discussed steps and pricing for the sale process. As one of the first steps, L. Hiland will be contacting Village Administration to clarify legal information about the sale process.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 8:55 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE SEPTEMBER 8, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 8, 2015**

President Linda Hiland called the meeting to order at 6:36 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Library Director Lauren White was also in attendance.

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

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

NEW BUSINESS

A. UPDATE: TRUSTEE TRAINING WEEK WEBINARS: Prior to the meeting B. Weiss had emailed a report containing links and summaries of the webinars she had viewed. K. Budsberg added that he had shared with members of the NGPL Friends group the link information for the webinar focusing on "Starting or Revitalizing a Friends Group."

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: NEW SITE CELEBRATION: P. Streiff had spoken with Village President Roger Truttman about planning a celebration about Glarner Park being the site for the new Library; she reported that he wanted to wait till Bryan Gadow, the new Village Administrator, was on board. S. Janowiak had contacted Bell Signs and will report at a future meeting on pricing for a sign. Jim Gersich, Dimension IV Madison Design Group, had shared that prices range from \$114 to \$150 to print/mount/laminate drawings. We also talked about flyers and other forms of advertising, ways to announce the celebration, and our preference to hold the celebration on site, if weather permits.

B. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

i. CONCEPT AND BUDGET REPORT (CBR): Director White had compiled all the comments (20+) and feedback on the CBR and emailed it to Dimension IV. She heard back from J. Gersich that he had received the comments and was working on addressing the items. J. Gersich mentioned the outdoor reading space is part of the square footage; he also asked about potential theft of library materials from that area. J. Hoesly suggested the idea that if we choose not to build the outdoor reading area initially, that during the construction process have it pre-planned and built to allow for future door access. She also commented on the possibility of having a fence around the outdoor space.

S. Janowiak mentioned that just prior to the meeting she had received, and will forward, an email she had received from Denise Anton Wright about a circulation desk that was for sale. This may be a potential way to save on the fixture/furniture budget.

ii. CONSTRUCTION MANAGER (CM) PROCESS UPDATE: We have received proposals from five (5) firms. We will need to coordinate the date with J. Gersich, but are looking at

holding a meeting (under the appropriate closed session statute) on September 15th to review the proposals. Village Board Trustee Peggy Kruse, had attended the Building Committee meeting earlier tonight, and shared that she is interested in touring the Cambridge Library and extended an invitation for others to join her. Dates, times and attendees will be settled over the next several days.

C. DISCUSSION AND CONSIDERATION: SALE OF WEST SIDE SITE: This will be an item at our next meeting (under the appropriate closed session statute) as S. Janowiak has something to report related to pricing.

D. DISCUSSION AND CONSIDERATION: 2016 BUDGET: Director White ran through some budget updates; for example, we are currently not going to meet our projected revenue from fines/fees. Director White is running different scenarios based on different amounts. She also reported that she and Village Clerk/Treasurer Lynne Erb had spoken on the number of hours (37.5 or 40) that an employee must work to be considered full-time. L. Speth asked a question about timing; so we talked about the projected schedule of Village Board budget meetings.

Director White also covered that an employee is considering taking full family benefits and discussed how that could impact the budget. The Library Board is aware of this possibility, but since open enrollment has not started yet we know that decision will not be finalized till later this year.

Discussion continued touching on the following items: fines, hours, scheduling, materials budget, and programming. As part of planning for future budgets, K. Budsberg mentioned endowments; this lead into a discussion of the endowment process and how CFSW (Community Foundation of Southern Wisconsin) can assist us in planning for endowment funding.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the August 25, 2015 bills totaled \$1,143.04 and the September 8, 2015 bills totaled \$5,262.71. The bills were initialed by trustees to show approval for payment. Director White reported that she had confirmed the process to code the invoices from Edge Consulting. Prior to the meeting Director White had emailed the monthly financial report prepared by L. Erb.

DIRECTOR'S REPORT:

End of Summer Reading Program: This year, we had 277 participants in our Summer Reading program and I'd say that all in all, everyone had a great time! We offered new prizes this year, which included a LeapPad Ultra, and Kindles, which the winners were very excited about. There was a lot of enthusiasm around the new "listener" category for our youngest SRP participants and library staff see the value in introducing literacy into children's lives long before they can read themselves. This actually ties in with a minor change we're doing with our story times this year, which is to incorporate the early literacy skills as outlined by Every Child Ready to Read (2). These skills include: talking, writing, reading, playing, and singing. Early literacy is something we want to incorporate more into our programming and the new listener category for the SRP was a perfect pilot for it. After all the reading logs were turned in, participants joined Ignacia in the Village Park for a wrap-up party that included creating superhero scenes, which were later turned into postcards and sent to the families.

Story Time Revamped: This fall, when story time returns, we'll have a new hidden agenda in place—to develop early literacy skills! Much of the story time format will remain the same, but as I mentioned above, there are some new skills that will be incorporated—such as singing and writing. Ignacia and I have been working hard together to come up with creative and fun ways to make sure NGPL story time is the best that it can be and we're very excited about the new focus!

Best Small Library in America Grant: Jody Hoesly and I have been working diligently to write a grant deeming NGPL as the best small library in America. This is an annual opportunity sponsored by Library Journal and we think our library is great! Winners will receive \$20,000 and two runner-up recipients will be awarded \$10,000. In this day and age, that would go a long way for our library—just think of the opportunities! Through this process, we've also received several endorsement letters and we're again blown away by the support of our community. Stay tuned for the results!

Green County Director's Meeting: All directors from Green County with the exception of Monticello were present to discuss our marketing plan with M45 that is in its final planning stages. We decided that we would pursue three different themes through the end of 2015 and then do several more in 2016. While we know we will have a website and posters, it is unclear what other promotional materials we may order. These can range from vinyl banners to table-top tents and beyond. It is anticipated that our first theme will be released sometime this month. Again, this is an effort to raise awareness around the Green County libraries and we're hopeful that this campaign will be beneficial to all of us. There has been discussion of purchasing a billboard, but whether or not we'll do that is still up for consideration. A radio ad is also something that has been discussed, although no plans have been finalized at this point. B. Weiss had asked if Director White had received feedback from the families about the superhero postcards; she had not heard any comments.

New Glarus Public Library Program Attendance

August 2015

Activity Date Number of Attendees

Family Game Day Saturday, August 1st 3C/7A

Scrabble Tuesday, August 4th 4

Summer Reading Party Saturday, August 8th 28C/14A

Scrabble Tuesday, August 11th 2

Adult Book Club Discussion Wednesday, August 12th 9

Scrabble Tuesday, August 17th 0

Reel Life Film Screening Wednesday, August 19th 5

Kid's Movie Day Thursday, August 20th 28C/5A

Scrabble Tuesday, August 25th 0

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

A. Moved to approve the August 11, 2015 Library Board minutes by P. Streiff, second by K. Budsberg. Motion Carried.

B. Moved to approve the August 25, 2015 Library Board minutes, noting typographical corrections, by S. Janowiak, second by J. Hoesly. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by L. Hiland, second by K. Budsberg. Motion carried at 7:58 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE OCTOBER 13, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, September 22, 2015**

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth (arrived 6:36 p.m. | left 8:49 p.m.), Petra Streiff, and Becky Weiss. Also in attendance was Library Director Lauren White.

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 West Side Site).

The Library Board will convene into Closed Session #2 called under WI State Statute 19.85(1)(f) for the purpose of considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations (Endowment Campaign Donors).

APPROVAL OF AGENDA: Moved to approve the agenda by K. Budsberg, second by B. Weiss. Motion Carried.

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

NEW BUSINESS:

C. DISCUSSION AND CONSIDERATION: ENDOWMENT: L. Hiland asked for any items for discussion that do not qualify for discussion under the closed session scheduled for later in this meeting; there was no discussion.

D. DISCUSSION AND CONSIDERATION: NAMING RIGHTS: Architect Jim Gersich had posed the question to Director White if someone gave \$1 million dollars would you rename the library. This had been decided years ago that we were not interested in renaming the library. We did ask L. Speth, P. Streiff and Director White for their thoughts since they were not here when that decision was originally made; consensus was to stay with New Glarus Public Library and recognize the donor(s) in other ways.

All offered opinions and examples of ways donors may or could be recognized: Cambridge Library is still deciding, Fitchburg Library is primarily electronic, Cross Plains had glass plaques, engraving items such as cow bells, bricks, tile, shields, etc., making children handprints and setting in them in a wall, benches, were all mentioned. Discussion then turned to focus on costs for items such as engraving,

durability and portability as library spaces are reconfigured. We will check with J. Gersich if he has any suggestions on pricing (for example, cost of tiles).

OLD BUSINESS

D. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: J.

Gersich has asked that we share names of local contractors. L. Hiland and J. Hoesly had already submitted names, B. Weiss was also working on a list of names. L. Hiland reported that she had spoken with Village Administrator Bryan Gadow and that they touched on multiple items related to the Village Board resolution. Plus they talked about grants, CFSW (Community Foundation of Southern Wisconsin), and schedules. B. Gadow had asked a question about square footage and L. Hiland talked about requirements for ADA, size requirements for emergency vehicles or the SCLS Delivery van, plus standards from DPI (Department of Public Instruction). K. Budsberg and P. Streiff both added that they have had conversations with B. Gadow about many of the same items as L. Hiland.

S. Janowiak had heard back from Bell Signs, for a 4x4 double sided, mounted, weather proof sign the cost estimate is \$700.

E. DISCUSSION AND CONSIDERATION: SALE OF WEST SIDE SITE: L. Hiland

reported that she has spoken with B. Gadow and that he will be checking with the Village Attorney for legal information.

F. DISCUSSION AND CONSIDERATION: 2016 BUDGET: Director White

ran through updates to budget numbers that she had received from sources such as SCLS about technology changes and Village Clerk-Treasurer Lynne Erb about the proposed 1.5% wage increase for all Village employees. Director White reported that since this past year was her first year as Director, that she had been very conservative with spending. As such we are looking at a potential budget surplus, she ran through possible options with those funds.

Director White reported that she and L. Erb have talked about the following: fact that until the insurance/benefit enrollment period ends that we do not know which options staff will select and will not have final numbers, levy limits, wages, designated and undesignated funds.

S. Janowiak mentioned TIF #2 is drawing to a close and the fact that the Library had submitted a past request for funding from that TIF closure that would not impact the levy. K. Budsberg expressed that his preference is to fund the reserve personnel fund for a full year of benefits, then he continued on to discuss unencumbered funds, levy limits and sinking funds. P. Streiff then spoke about levy, budget process and health care costs. Discussion continued with trustees talking about: proposed 1.5% wage increase, fines/fees projections for this year, discussion about increasing fines/fees, collections, programming, reserve personnel fund, sinking funds, equitable benefits and wages, plus health care, dental and fringe benefits cost. Director White asked some clarifying questions and will continue to update her budget projections with items discussed tonight.

REPORTS/DISCUSSION/CONSIDERATION:

- E. ADMINISTRATION TEAM:** B. Weiss reported that the CFSW report balanced again this month and that the charts had been emailed. K. Budsberg added that Tina Lorenz has left CFSW, so we will start seeing a new contact person name on emails, reports, etc.
- F. BUILDING COMMITTEE:** The schedule for CMAR (Construction Manager At Risk) interviews to be held in the Community Room on September 29th was reviewed: 4:30 p.m. help with chairs/tables setup, 4:45 p.m. call meeting to order and move into closed session, interviews scheduled for 5:00 p.m. and 6:00 p.m.
- G. CO-CHAIRS TEAM:** K. Budsberg shared that he had a chance to sit down with Bob and Cheryl Bergum and asked them to be members of the Co-Chairs Team; they agreed and he reported they are excited to continue assisting us with fundraising efforts.
- K. COMMUNICATION TEAM:** K. Budsberg reported that they have a meeting scheduled for September 30th to review promotional materials.
- L. GRANTS TEAM:** K. Budsberg reported that the CDBG grant, which is currently governed by WEDC, is back on the table. K. Budsberg has started communicating with B. Gadow about the process and guidelines. We also talked through the list of partnership letters that have been received as they are need for some grant applications.
- M. PARTNERSHIP TEAM:** Director White reported that she has an upcoming meeting scheduled to learn more about the program “Books for Prison”; she will provide an update at a future meeting. Also talked about inviting CFSW to a future meeting (perhaps in October) to discuss endowments.
- N. VILLAGE BOARD LIAISON:** P. Streiff shared that Village Board Trustee Peg Kruse had initiated a visit to the Cambridge Community Library. Village Trustees, P. Kruse, P. Streiff and Greg Thoemke, Administrator Gadow, and Director White were all able to attend the tour. Director White and P. Streiff shared some of the following items:
- Cambridge ran into unexpected water issues and had to make funding adjustments for water detention ponds
 - The importance of having a construction manager you are comfortable with
 - Making sure you are building a correct size building from the start as there was the example of lack of storage and an A-Frame shelf that is taking up storage space as it would not fit in the entryway as planned
 - Have clear agreements if you will be having shared spaces, such as a Community Room
 - P. Streiff added that P. Kruse talked about funding from other sources and that B. Gadow has asked about square footage. P. Streiff pointed out that the kitchen was an item not included in the square footage of the Cambridge Library.
- J. FRIENDS OF THE LIBRARY:** S. Janowiak reported that the Friends book sale went well and they are pleased with how the sale went. The Friends next meeting should be September 23rd.

CONVENE INTO CLOSED SESSION #1 AND #2: Moved to go into closed session by S. Janowiak, second by J. Hoesly. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J.

Hoesly-yes; S. Janowiak-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 8:53 p.m.

CONVENE INTO OPEN SESSION: Moved to go into open session by J. Hoesly, second by S. Janowiak. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried at 9:08 p.m.

RESULTS OF CLOSED SESSION #1: Information regarding pricing related to the West Side Site was discussed.

RESULTS OF CLOSED SESSION #2: Before we continue with the Endowment campaign we will speak with representatives from CFSW for guidelines.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by K. Budsberg. Motion carried at 9:10 p.m.

*Respectfully Submitted,
Becky Weiss, Secretary*

MINUTES APPROVED AT THE OCTOBER 13, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, October 13, 2015**

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Petra Streiff and Becky Weiss. Lexa Speth was absent. Library Director Lauren White was also in attendance.

ANNOUNCEMENT: The Library Board will convene into closed session 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 (CMAR (Construction Manager At Risk) Selection Process).

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

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: EMPLOYEE HANDBOOK CLARIFICATION: FLEX TIME: Director White started by reporting that when staff takes extended leave it can result in Director White not being able to flex her time within that week. She is asking for clarification on what time frame we consider for flex time; that week, pay period, month or other. She also pointed out that at the Federal government level that if the proposed overtime rule changes go into effect in 2016 that her status as "Exempt" from the Fair Labors Standards Act would change and detailed what effect this could have on overtime and compensatory time off. K. Budsberg asked for clarification on what the pay period is; two weeks replied Director White. L. Hiland confirmed that Director White does include her time spent attending meetings in her work day; yes, both meeting time and travel time confirmed Director White. P. Streiff added that she felt it was always within a pay period; Director White talked about the field layout on the timesheets utilized by Library staff. K. Budsberg asked Director White her preference; Director White reported that balancing her hours over a pay period is easier then over a week. Director White added that she had a brief discussion with Village Administrator Bryan Gadow about the possible changes to the Fair Labors Standards Act and its possible effects. We continued to discuss overtime and compensatory time off. Director White added that she asked about overtime/compensatory time at the Green County Directors meeting; as an example, since Monroe has a much larger staff, that compensatory time off scheduling is not an issue for the Monroe Director. L. Hiland volunteered to meet with Village Clerk-Treasurer Lynne Erb to clarify compensatory time off, Fair Labor Standards Act, etc. and based on their meeting the Library Board will

discuss at a future meeting if a resolution will be considered to adjust this section of the Library Personnel Manual to more closely reflect the Village Personnel Manual.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT :

i. RESOLUTION 15-27 (GLARNER PARK SITE) UPDATE: L. Hiland said we would be going through the various items in the resolution and discussing any updates or action items. L. Hiland reported that she has not had any new updates from Village President Roger Truttmann or B. Gadow. K. Budsberg added that he has been having email exchanges with B. Gadow; that B. Gadow is working with the Village Attorney to draft a "Land Agreement" for Glarner Park. Both L. Hiland and K. Budsberg reported that they had heard from Dimension IV Madison Design Group and expect a finalized Concept and Budget Report shortly.

L. Hiland reported that she had spoken with B. Gadow regarding working with the Village on financing options for the gap between pledged amounts and they had also discussed funding options through other sources.

K. Budsberg suggested we ask for a meeting with R. Truttmann, B. Gadow for clarification on Resolution items.

Building committee is working on operating budget; for example J. Hoesly is checking into quotes for cleaning services, L. Hiland will ask L. Erb questions about snow removal and mowing when they meet. Additionally, the Building Committee is looking at holding a meeting on October 20th to review the operating budget information.

Regarding the sale of the West Side site, L. Hiland added that we are waiting to hear from B. Gadow on legal items related to the sale process.

K. Budsberg added the exciting news that we had received a "fly-around" of the building from Dimension IV. L. Hiland also added the reminder that Jim Gersich with Dimension IV had pointed out that we may want to consider touring the Marshall Community Library as it has some similar features.

B. DISCUSSION AND CONSIDERATION: 2016 BUDGET: Director White reported no significant changes to budget numbers and added that we are still waiting on the fringe benefits to be finalized. J. Hoesly asked for an update on the Village Board budget special meeting; P. Streiff provided an overview of the requests from Police, road projects, Library, etc. That the Village Board took all the requests and gave a flat percentage of each request to each department. Director White added that all sinking fund requests were reduced by set amount as well. L. Hiland added that a variety of items were moved to discussions about borrowing of funds. Director White added that since the meeting she has supplied "Year-End Estimates" in response to a request from L. Erb. J. Hoesly added that she had thought about the possibility of adding an intern to the staff to assist during the building project.

While Director White stepped out of the meeting to retrieve some items from her office; we moved ahead on the agenda to the section "Minutes".

APPROVAL OF MINUTES:

A. Moved to approve the September 8, 2015 Library Board minutes, noting typographical corrections, by J. Hoesly, second by K. Budsberg. Motion Carried.

B. Moved to approve the September 22, 2015 Library Board minutes by S. Janowiak, second by J. Hoesly. Motion Carried.

BILLS / FINANCIAL REPORT: There were two sets of bills presented: the September 22, 2015 bills totaled \$13,320.16 and the October 13, 2015 bills totaled \$1,804.80. The bills were initialed by trustees to show approval for payment. Prior to the meeting Director White had emailed the monthly financial report prepared by L. Erb. 2015 Budget had been discussed earlier tonight as part of the agenda item "2016 Budget".

DIRECTOR'S REPORT:

Social Services Symposium: On Friday, September 11, I attended a library social services symposium that was sponsored by SCLS using LSTA funds to help those of us on the front lines better serve the public. The two main focuses of the event were rural poverty and secondary trauma. The Marshfield Area Executive Director, Paula Jero, was the first speaker and her talk largely focused on deinstitutionalization and the lack of funding allocated by states specifically for mental health and things like housing assistance. She also expressed that many of the individuals who are living in poverty are dealing with substance abuse issues and mental health issues that are not being addressed. This was an incredibly informative and compelling portion of the symposium. The second session I attended was presented by Dr. Katherine Curtis and Dr. Leann Tiggesy, both of UW-Madison and their lecture was largely data driven with a focus on rural poverty. They also discussed stereotypes and the difficulty of living in rural areas which can put certain individuals at greater risk of poverty. It was emphasized that poverty is cyclical and that often times individuals will live in poverty, then just above the poverty line, and then go back below the line again. The last presenter was Valerie Walker, who spoke about secondary trauma and how library workers can take care of their wellbeing while serving those in need. She did a few exercises, which demonstrated the sharing of energy between two individuals. Overall, this symposium was incredibly beneficial in understanding the cultural framework of poverty, especially when it comes to mental health and rural areas. While these individuals are not librarians, the information they provided attendees with is something we can take back to our own libraries and help to foster understanding.

September Staff Meeting: Our September staff meeting was held on September 24th and staff were updated on the latest developments with the library building project and we addressed some issues with opening and closing procedures. We were finding some inconsistencies and discrepancies as to whose job was what, so I clarified that for the group. Then, we brainstormed how to reduce staff workflow errors. One thing that became very clear was that using multiple piles at the desk was not working because it was simply too much. So, I worked with staff on developing a t-chart to look at the issue (what's working, what's not, and a solution). Afterwards, staff members were clear on the expectations and I'll be monitoring the issue over the next several weeks to see what, if any, modifications need to take place.

Managing for Success and Accountability: This continuing education workshop was held at the Verona Public Library on September 24th and was presented by two UW-Madison directors, one from Human Resources and one from Training. Together, they shared insights and tools to help me and my staff be successful. Their workshop was also geared to help identify the facts in a situation and ask good questions which will enable directors to have respectful accountability

conversations when appropriate. This continuing education workshop was incredibly helpful and presented tough topics in an easy-to-understand way and gave attendees the confidence to have difficult conversations. The presenters left us with additional worksheets that walk managers through the steps of addressing issues and that is very helpful when trying to figure out what the problem is (e.g. are the expectations clear?).

Green County Directors Meeting: All Green County directors met on 10/5/15 in Monticello to discuss a variety of topics. The first was in regards to shared resource funds to each library and how much they can expect to receive for staff to attend WLA this year. It was decided that each library will receive \$1,000 to cover the expenses associated with membership, registration fees, and mileage. Staff all plan to attend the conference on Friday, November 6th and the library will be closed that day. I will be attending WLA Wednesday, Thursday, and Friday. The next item that we discussed was to give direction to our technology/ILS cluster rep on some issues related to fees and SCLS time spent on supporting self-check machines. Currently, SCLS member libraries use two different vendors for their kiosks and equipment, 3M and Bibliotheca, but SCLS only supports Bibliotheca (which has some significant drawbacks with functionality). So, as a cluster, we decided that our recommendation would be to limit support to two vendors, to keep the initial \$1,000 set-up fee for each kiosk, and that those with the machines should decide how much time and money they want SCLS to put into support and development for these devices and those that have the equipment should be the ones who are paying for the service. Lastly, directors discussed how we're going to roll out our Green County Libraries campaign and if we wanted giveaways. It was decided that once everyone received their promotional posters and files that we would have a set launch date. Giveaways will be purchased pending excess Green County funds for the year.

S. Janowiak asked where the WLA conference is being held this year; Middleton replied Director White.

New Glarus Public Library Program Attendance

September 2015

Activity	Date	Number of Attendees
Scrabble	Tuesday, September 1st	0
Scrabble	Tuesday, September 8th	0
Adult Book Club Event	Wednesday, September 9th	12
Story Time	Friday, September 11th	17C/8A
Scrabble	Tuesday, September 15th	4
Reel Life Film Screening	Wednesday, September 16th	2
Story Time	Friday, September 18th	20C/7A
Scrabble	Tuesday, September 22nd	0
Story Time	Friday, September 25th	26C/9A
Scrabble	Tuesday, September 28th	0

Year to Date NGPL statistics appear at the end of these minutes.

CONVENE INTO CLOSED SESSION: Moved to go into closed session by B. Weiss, second by K. Budsberg. By roll call vote: K. Budsberg-yes; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; P. Streiff-yes; and B. Weiss-yes. Motion carried at 7:42 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; L. Hiland-yes; J. Hoesly-yes; S. Janowiak-yes; P. Streiff-yes, and B. Weiss-yes. Motion carried at 8:07 p.m.

RESULTS OF CLOSED SESSION: Moved to use Maas Brothers Construction Co., Inc. based out of Watertown, WI as CMAR for the New Glarus Public Library new building project by L. Hiland, second by B. Weiss. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by B. Weiss. Motion carried at 8:11 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE NOVEMBER 10, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, October 27, 2015**

President Linda Hiland called the meeting to order at 6:34 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, and Petra Streiff. Suzi Janowiak, Lexa Speth, and Becky Weiss were absent. Also in attendance was Library Director Lauren White.

APPROVAL OF AGENDA: Moved to approve the agenda by P. Streiff, second by K. Budsberg. Motion passed unanimously.

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

NEW BUSINESS:

A. **DISCUSSION AND CONSIDERATION: LONGEVITY PAY:** Director White asked whether updating the Library Personnel Handbook (section 6.5) to directly reflect the Village Personnel Handbook (section 6.1.1) on longevity pay was something the Library Board wanted to take care of at this time. Ms. White reported that Village Clerk Lynne Erb had pointed out the discrepancy, and that Ignacia Boersma is now eligible for the next level of the longevity pay. President Hiland indicated that there were a few inconsistencies between the Village and Library Personnel Handbook, and that it might be best to look at a more comprehensive update in several months. President Hiland verified with Director White that Ms. Boersma was currently receiving her earned benefit, and would receive the increased level without action. Consensus of the Library Board was to postpone updating Section 6.5 of the Library Personnel Handbook until sufficient time could be allocated for a more complete review & update of the document, as long as 1) all earned benefits are being offered, and 2) Village Clerk Erb does not indicate prompt action is required.

B. **DISCUSSION AND CONSIDERATION: NOVEMBER AND DECEMBER BOARD MEETINGS:** President Hiland stated that meetings over the next two months may need to be rescheduled because of observed and Federal holidays, and the timing of the upcoming deadline to meet the Village Resolution R15-27. Ultimately, the report should be submitted to Administrator Gadow no later than Dec. 21 due to office closings and posting requirements. Preference of the Board is to hold one regular business meeting in Nov. and Dec., as one meeting to working on reporting in Nov. and Dec. as well. K. Budsberg asked how the drafting process of the report to the Village Board would happen, and after discussion, consensus was that President Hiland would assign an area of responsibility for each Trustee for creation of an initial draft, and the Board would review and combine them according to the following schedule:
Nov. 10: Regular business meeting, sections will be assigned
Nov. 24: Library Board meeting CANCELLED
Dec. 2 or 3*: Report drafting meeting, refine drafts
Dec. 8: Regular business meeting
Dec. 16 or 17*: Report drafting meeting, report to be approved for submission to Village Board

Dec. 22: Library Board meeting CANCELLED

*President Hiland will determine exact date.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY EMPLOYEE HANDBOOK
CLARIFICATION: FLEX TIME (RESOLUTION 15-03): Resolution was reviewed. Motion to approve by K. Budsberg, second by P. Streiff. Director White asked for clarification when the Resolution would take effect. K. Budsberg indicated that as soon as it is signed and dated. Motion passed unanimously.

B. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT: President Hiland reported a meeting was scheduled with Village President Truttman, Village Administrator Gadow, P. Streiff, K. Budsberg, and herself on Oct. 10 for the purpose of an initial discussion on how to information requested in Village Resolution R15-27 should be reported to the Village Board. President Truttman did not attend, but Administrator Gadow recommended submitting an initial reflection of the Resolution, along with a request for inclusion on the Dec. 1 village agenda to determine Village Board preferences for reporting. Then appear again on Jan. 5, 2016 for a brief presentation to the Village Board, to provide the official report, and participate in any discussion that may follow.

President Hiland indicated that she had hoped there would be a recommendation on the land agreement at the Nov. 11 Parks & Rec meeting, with Village Board consideration at the Dec. 1 meeting.

President Hiland also asked the Board how they would like to begin rolling out the plans to the public, as all have been received by Dimension IV. The initial plan was to hold a joint Village-Library event at Glarner Park in September, and we are well past that timeframe. K. Budsberg indicated that he had received phone calls from project donors asking about progress and that we are in the window of six months, which is typically when a donor update is offered. Strong preference of the Board was to ensure that the Village Board see the plans first, and that we adhere to the reporting schedule above to remain focused and on-message. A donor event can be scheduled for January, once the Village Board has been fully updated and viewed the plans. The Board also supported a press release in the PMR that the library board is working to meet the deadlines of the village, and lay out a schedule for plan dissemination. K. Budsberg volunteered to write the press release with a target date of Nov. 11.

REPORTS/DISCUSSION/CONSIDERATION:

A. ADMINISTRATION TEAM: Charts and financial reports were sent.

B. BUILDING COMMITTEE: Work is continuing on the operating budget for the new library.

Obtaining cleaning quotes is proving difficult, and more expensive than anticipated. Director White indicated that most libraries are cleaned 1-3 times per week, but it varies widely. She recommends the minimum schedule is 2 times per week (Tues & Thurs), but would prefer three per week.

President Hiland is working on mowing and plowing estimates, and is having limited luck contacting local providers.

Director White is making good progress on determining the many costs associated with computer hardware & software support services. Rather than open the building with a large number of computers, President Hiland proposed opening the building with a more modest number and adding machines as demand and budget allow.

C. CO-CHAIRS TEAM: Co-chairs met on Oct. 26 and began working through potential givers to the project.

D. OWNER'S REPRESENTATIVES: President Hiland reported that the activity report was mailed earlier in the week (attached). Draft Guaranteed Maximum Proposal anticipated before Thanksgiving. K. Budsberg reported that Jim Gersich is working up cost proposal for "Phase 2" of the architect's services, which includes preparation of the construction documents.

E. COMMUNICATION TEAM: K. Budsberg reported that promotional materials are essentially complete and have been reviewed by the Library Board, co-chairs, previous co-chairs, and outside experts.

F. GRANTS TEAM: J. Hoesly reported that she will be pursuing the status of the ALA grant. K. Budsberg reported that CDBG appears unlikely because Administrator Gadow received word from WEDC that New Glarus is too affluent to apply.

G. PARTNERSHIP TEAM: Director White reported that she had attended the New Glarus Vision meeting.

H. VILLAGE BOARD LIAISON: No additional report.

H. FRIENDS OF THE LIBRARY: Director White reported that the Friends will be meeting on Oct. 28, and that their largest focus now is the Trivia Night Fundraiser, which will happen in January. Ms. White also reported there will be/have been some leadership changes within the group.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by P. Streiff. Motion carried unanimously at 8:25 p.m.

Respectfully Submitted,
Kevin Budsberg

MINUTES APPROVED AT THE NOVEMBER 10, 2015 LIBRARY BOARD MEETING

OWNER'S REPRESENTATIVE REPORT (2015-10-22)

Letter of intent from Maas signed by Linda and Kevin at Building Committee on 10/20/15, returned via email.

"Kick off meeting" with Maas on 10/22/15.

Budget and site work a concern.

- Top soil ranging from 3-5', increasing toward North

- May be of value to village as topsoil fill in various areas
- Internal process to get to GMP (guaranteed max. price proposal)
- HVAC, site costs vary widely. known or local contractors asked to generate GMP numbers
- No true bids, since there is no final construction documents
- GMP based on plan and specs; written proposals from subs
- weighted averages based on comfort level with contractor,
- Masonry, carpentry, electric, site, HVAC, plumbing, paint, acoustic ceiling, etc.
- Will still be hefty contingency, but if not needed will not be "invoiced"
- Only guaranteeing total project cost, not individual line items...some of these may run high or low. These underages or overages are tallied near the end for total project cost.
- Maas contingency (CM contingency) - included as a line item in the \$1.62M hard ceiling
- CM contingency may never be invoiced, but it is included in that hard ceiling in case it is needed.
- CBR contingency –
- may be reduced to 3% on day after bid opening
- may be reduced to 1% when the building is out of the ground, as site work is the largest unknown
- Sooner we get to market, the more money is saved.
- big difference (up to 5 figure), between Feb. bidding and July bidding
- Funds must be covered by bank letter to proceed to bidding
- Bids may be signed on a rolling horizon based on what is "in the till" and grantable by bank
- Ideal bid opening Late Jan./early Feb., especially site contractors - this will save the most money since contractors are still hungry and not typically booked deep into the summer
- First draft GMP possible in 4 weeks, before thanksgiving.
- We are expected to negotiate subcontractor items like plumbing, plantings, etc.

LB SHOULD DECIDE WHEN TO START CONSTRUCTION DOCUMENTS. D4 WILL PROVIDE PHASE 2 SCOPE OF SERVICES. THERE IS BENEFIT TO DOING THIS, AS IT ADDS CERTAINTY TO BIDDER'S ESTIMATES.

Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, November 10, 2015

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Also in attendance were Library Director Lauren White and from The Community Foundation of Southern Wisconsin (CFSW) Linda Gebhardt, Donor Services Representative (left at 7:31 p.m.) and Ron Spielman, Vice Chair of the Board of Directors (left at 7:31 p.m.).

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

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: CFSW PRESENTATION: L. Hiland started by making introductions. R. Spielman then asked for an update on where we are at in the new Library building process. L. Hiland started by mentioning that we have received a Concept and Budget Report from the Architects for the Glarner Park site. Also, that we are waiting on Village Board action transferring Glarner Park and looking at putting a shovel in the ground in 2016. P. Streiff added that Glarner Park transfer process will be discussed at an upcoming Park and Recreation Committee meeting.

R. Spielman circulated the "CFSW 2014-2015 Annual Report" and gave an example of how the ground breaking could be an opportunity for a photo op in future annual reports, other publications, used on the website, etc. R. Spielman then went on to talk about the natural conflict in timing and individual preferences when it comes to raising funds for capital campaigns, operating and endowment.

Next he referenced the "The Ten Immutable Laws of the (Fundraising) Universe" by Carl Richardson and read the first rule. He made the point that all organizations wish they had, and should have, an endowment started from inception, but that it is extremely rare that any group does this. Next R. Spielman stressed that people do not need to think of endowments as just memorial gifts when someone dies, but that they are an excellent way to recognize and honor living individuals. Both R. Spielman and L. Gebhardt then spoke of ways this can be done, for example, when a teacher retires, making a donation to the "Excellence in Education" fund to recognize the teachers years of service. R. Spielman went onto to offer a challenge that he wants us to consider – that he will procure the cost of the first 500 giving envelopes if everyone around the table would commit to recognizing someone in the next 12 months. This led into a discussion on how to focus on the future not just on getting the building built.

Next R. Spielman circulated the handout "Personal Philanthropy...Ten Ways to Give" and stressed that it does not always have to be someone writing a check. He went on to talk about some of the options; such as giving a percentage of an IRA (Individual Retirement Account) to a

charity, annuities, and life insurance policy beneficiaries. K. Budsberg clarified that one of the benefits of working with CFSW as they are and have to be updated on all tax laws. Correct, replied R. Spielman and cited the example that currently the IRA option starts when a person reaches the age of 70 ½ years.

Next R. Spielman and L. Gebhardt went on to provide examples of ways that once an individual has completed their first pledge cycle on how to approach them for an additional pledge.

J. Hoesly asked for clarification on 501(c)(3) status for tax purposes; R. Spielman confirmed that is another of the reasons why you use our services. J. Hoesly then asked about using website “hot” buttons for donations; L. Gebhardt mentioned they are aware and are working on updating their website in relation to how you select an organization with the “Donate Now” button. Next J. Hoesly asked about grant opportunities or matching funds for endowments; L. Gebhardt mentioned the often forgotten, but important option, which is does your company match funds. It was also asked, what is the rate that endowment funds are currently paying out at; 4.25% replied R. Spielman.

We thanked Ron and Linda for traveling to join us tonight and sharing their expertise.

K. Budsberg added that budgets are always tight and that the longer it takes for an endowment to be formed that it is longer that the library does not benefit.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

i. CONCEPT AND BUDGET REPORT (CBR): B. Weiss provided an update from the Building Committee meeting earlier tonight where the main discussion focused on Operating Budget items such as: cleaning contracts and questions, water, sewer, storm water, mowing, snow removal, and utilities.

K. Budsberg asked if we had any items related to the CBR that needed to be updated prior to him paying the invoice; there were no items mentioned.

B. DISCUSSION AND CONSIDERATION: VILLAGE BOARD REPORT PACKET ASSIGNMENTS: L. Hiland instructed to develop an approximately one page draft and bring to the December 2nd meeting as a starting point for discussion. She then went through the items on Village Resolution R15-27 and made the following assignments from the Resolution:

- L. Hiland item 1, capital budget and site work
- B. Weiss item 2, cash and pledges
- K. Budsberg item 3, gap in funding till pledges are received
- J. Hoesly item 4, operating budget
- L. Speth item 5, operating budget funding and endowment
- S. Janowiak item 6, plan for sale of West Side site

P. Streiff added that if we are bringing any items to the December 1st Village Board meeting that we are asked to have it distributed a week in advance. P. Streiff, K. Budsberg, L. Hiland and B. Weiss all commented that we are looking for the Village Board to clarify items in relation to R15-27. L. Hiland will re-circulate prior to November 23rd what we are looking for from the Village Board in regards to R15-27.

C. DISCUSSION AND CONSIDERATION: 2016 BUDGET: Director White had circulated an updated budget and said she would like to start by getting direction on what items unencumbered funds may go to; are we looking at the Reserve Personnel Fund, purchasing

speakers for the Library, or other items. K. Budsberg asked Director White to develop a list of what items she would want to spend the funds on.

J. Hoesly asked how many computers you generally replace in a year; three (3) replied Director White, however in 2014 only one (1) needed to be replaced.

Director White also pointed out that she had adjusted the line item Fines and Fees down to \$6,000.

K. Budsberg asked if we purchased say five (5) new chairs would we have a place to store them till they are needed in the new building: several possible storage spots were suggested.

D. DISCUSSION AND CONSIDERATION: COMMITTEE REPORTS, AS AVAILABLE:

- ADMINISTRATION TEAM: Nothing to report at this time.
- BUILDING COMMITTEE: J. Hoesly asked for additional information on Building Insurance; Director White offered to check with Village Clerk/Treasurer Lynne Erb and the Cross Plains Library Director.
- CO-CHAIRS: Nothing to report at this time.
- OWNER REPRESENTATIVES: Looking at meeting with Dimension IV and Maas Brothers on November 23rd to discuss information related to the GMP (Guaranteed Maximum Pricing) proposal.
- COMMUNICATIONS TEAM: Nothing to report at this time.
- GRANTS TEAM: Nothing to report at this time.
- PARTNERSHIP TEAM: L. Hiland, K. Budsberg and Director White (if scheduling permits) are planning on meeting with the New Glarus Lions Club on December 7th.
- VILLAGE BOARD LIAISON: P. Streiff reported that tomorrow night (11/11/15) the Park and Recreation Committee has an agenda item to discuss options for transferring Glarner Park from the Village to the Library. One of the options being discussed is a lease option; L. Speth said she would like to know if it is a lease option what items is the Village responsible for maintaining. K. Budsberg added that he was puzzled by the options proposed as the Village Attorney has researched and provided an opinion in the past that the Library cannot own land per WI State Statutes.
- FRIENDS OF NEW GLARUS PUBLIC LIBRARY: S. Janowiak reported that the Friends are currently working on items related to hosting the Trivia Night event.

E. DISCUSSION AND CONSIDERATION: UPDATE: NOVEMBER AND DECEMBER MEETINGS: L. Hiland clarified the upcoming 2015 meeting schedule as we had to adjust meeting dates around the upcoming Holidays:

- November 24, 2015 = Cancelled
- December 2, 2015 = 6:30 p.m.
- December 8, 2015 = 6:30 p.m. | Building Committee will meet at 5:00 p.m.
- December 17, 2015 = 6:30 p.m.
- December 22, 2015 = Cancelled

B. Weiss added that she has been emailing with Deputy Clerk/Treasurer Barb Roeslein to coordinate room reservations for the meetings and so that the Village calendar can also be updated with Library Board meeting dates.

BILLS / FINANCIAL REPORT: There was one set of bills presented: the November 10, 2015 bills totaled \$3,133.35. The bills were initialed by trustees to show approval for payment. Prior

to the meeting Director White had emailed the monthly financial report prepared by L. Erb. 2015 Budget had been discussed earlier tonight as part of the agenda item 2016 Budget.

DIRECTOR'S REPORT:

Staff Evaluations: Annual staff evaluations took place on Monday, November 9th and Tuesday, November 10th. There were several significant changes to the evaluation process this year, which have proved to be helpful on the management end. The first is that everyone is evaluated at the same time rather than evaluating each person around their hire-date anniversary. The only employee who was not evaluated during this time was our new page who has not yet been with us six months. Once she reaches that point, she will have her probationary evaluation and then move to an annual evaluation just like her peers. The other changes in the evaluation process include changes to the categories of evaluation. Staff are now evaluated in the following categories: customer service, computer literacy, time management, soft skills, and job knowledge. The soft skills that are being monitored are flexibility, communication, cooperation, accountability, initiative, professional etiquette, access, inclusiveness, and privacy. This has proven to be a difficult transition for some staff members because they are not used to being evaluated in such a way, but I made my expectations clear at the beginning and the feedback on the evaluation form provides a good balance in terms of what's working and what's not. This system emphasizes a certain level of accountability that I feel was lacking before and I'm able to point staff in the direction they need in order to continue to grow and successfully meet the expectations I have laid out before them. The self-evaluation portion of the review has also been eliminated.

October Staff Meeting: At this staff meeting, we did some collaborative brainstorming to figure out why circulation errors continue to happen. This is a relatively common issue that libraries face, but we wanted to see what we could do to reduce some of the mistakes that are occurring. One of the things staff decided that they'd like to try is eliminating the piling that goes on when processing items—there will sometimes be 3-4 piles on the desk and we think this is where the problems are occurring. If individuals get sidetracked or need to help a patron, they are often unsure of where they left off and any number of things is happening with these items. So, we're working on being mindful when it comes to making piles and also reminding everyone to be hyper-vigilant when it comes to checking materials in and out. I also gave a building project update at this meeting and staff mentioned that they continue to get questions about plans and what's going on from the public. I've recently been able to tell them that we're looking at January 2016 and that's what they can share with the public. Our November staff meeting is scheduled for Friday, November 6th, which will be in the form of a working lunch at the Wisconsin Library Association Conference.

Wisconsin Library Association Conference 2015: Staff will be attending the conference on Friday, November 6th with the library director. This is made possible in part by the Green County shared resources money that the library directors decided to disperse to all of our

county libraries. The funds were used to cover mileage reimbursement, conference registration, and WLA membership costs for four staff members this year. All staff were asked to write a brief report about the sessions that they attended, which will be in next month's director's report, and everyone attended one session together on customer service. I was able to attend the conference November 4, 5, and 6 and went to a variety of sessions ranging from customer service to reimagining the library to looking at what libraries can do for their community. My summary will also be included with the other reports in December.

Teen Movie Day and Franken Dolls: One of the goals we had for this year was to increase the amount of teen programming here at NGPL and it's been a journey. Teens are a notoriously hard group to engage with, especially with the limitations that we have at the library. However, in October, we had two very successful teen programs that staff are very proud of. We had a massive turnout for the Mockingjay pt. II screening we held and then Erica held a Franken Doll program at the middle school that was wildly fun. The movie didn't go without incident and we did have some behavioral issues that concluded in asking some attendees to leave, but as I explained to staff, at this age, teens are all about testing boundaries and figuring out how much they can get away with. I've since briefed staff on the procedures for holding a teen program, which includes stating expectations upfront and clearly before the program starts and I think they feel more confident going into future situations—it was a great learning opportunity. At the middle school, Erica reported that the teens loved deconstructing old toys and dolls and making them into something new. She found that conducting programs at the school with a built-in audience is the "way to go" and she's already thinking of programming opportunities for January.

CFSW Grant: Erica and I decided to once again apply for a CFSW grant this fall and because we've focused a lot on the children's area lately, we decided to focus this grant on adult programming. In thinking about ways to use additional funds in this area, we decided that we would like to try our hand at a multi-week yoga series, maybe a cheese making class by local cheese makers, offer a class on online selling (Etsy and Ebay), host a program that focuses on local foods and how to use them, purchasing a Cricut machine for in-library use (it's like an electronic die-cut machine that cuts fabrics, paper, and vinyl), and maybe begin a small-scale oral history project. We're hoping to find out in a few months whether or not we've been selected as grant recipient, but in the meantime, we're continuing to brainstorm fun and creative programs for adults here at the library!

New Glarus Public Library Program Attendance October 2015

Activity	Date	Number of Attendees
Storytime	Friday, October 2nd	12A/25C
Scrabble	Tuesday, October 6th	0
Storytime	Friday, October 9th	8A/18C
Scrabble	Tuesday, October 13th	0
Adult Book Club Discussion	Wednesday, October 14th	8
Storytime	Friday, October 16th	9A/25C

Scrabble	Tuesday, October 20th	0
Reel Life	Wednesday, October 21st	2
Story Time	Friday, October 23rd	5A/17C
Teen Movie	Friday, October 23rd	34
Teen Craft Day: Franken Dolls	Monday, October 26th	10
Scrabble	Tuesday, October 27th	2
Storytime	Friday, October 30th	7A/11C

L. Hiland commented that she was excited about some of the adult programming ideas that are being considered. Then in response to a question from L. Hiland about the new form used for staff evaluations; Director White talked about how the form is laid out.

Year to Date NGPL statistics appear at the end of these minutes.

APPROVAL OF MINUTES:

- A. Moved to approve the October 13, 2015 Library Board minutes by S. Janowiak, second by J. Hoesly. Motion Carried.
- B. Moved to approve the October 27, 2015 Library Board minutes, noting typographical corrections, by P. Streiff, second by J. Hoesly. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by B. Weiss, second by L. Hiland. Motion carried at 8:37 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE DECEMBER 8, 2015 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Wednesday, December 2, 2015**

President Linda Hiland called the meeting to order at 6:31 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth (arrived 6:42 p.m., left at 8:53 p.m.), Petra Streiff (left at 8:32 p.m.) and Becky Weiss. Also in attendance was Library Director Lauren White.

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

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: VILLAGE BOARD PRESENTATION

DRAFTING: As it relates to information in the Concept and Budget Report (CBR) that will be part of the presentation; we started the night off with an update from the Owner Representatives (ORs) K. Budsberg and L. Hiland on their 11/23 meeting with Jim Gersich, Dimension IV Madison Design Group and Anthony Maas and Mark Stafford with Maas Brothers Construction Co., Inc. The ORs also submitted a written summary (Report #2, November 25, 2015).

L. Hiland started by talking about the amount of topsoil located on the Glarner Park (GP) site and the costs related to removal and storage of topsoil, plus costs for engineered fill.

Dimension IV is looking into options to address topsoil removal; such as can soils removed from the storm water detention pond areas of the site, be used as engineered fill on other parts of the GP site. The ORs went on to point out the list of items that Maas Brothers is suggesting as items to be adjusted plus the likely scenario that square footage would need to be adjusted as well. K. Budsberg handed out a copy of pages 63-66 from the CBR where he had struck out the line items Maas Bros had suggested. The ORs also talked about the increase in construction costs focusing on the costs related to concrete work specifically.

J. Hoesly asked about areas or items related to adjusting the square footage. L. Hiland asked J. Hoesly if she had a suggestion on an area to adjust; J. Hoesly suggested looking at the layout of the kitchen area. Director White shared that she had spoken with Deb Haeffner, Building and Design Consultant with South Central Library System (SCLS) who felt that it should not be less than 10,000 square feet. Director White talked about her concerns about storage and collection spaces. B. Weiss and S. Janowiak voiced concerns with meeting ADA requirements. L. Hiland shared a few ideas from the ORs meeting that were suggested as items that can assist with cost reduction: reducing the number of doorways, reducing either the number of windows or the size of windows. P. Streiff asked how durability and energy efficiency would be impacted; K. Budsberg said with options available there would be little impact. We also talked about different styles of bathrooms and their location and square footage size.

P. Streiff, K. Budsberg and J. Hoesly all then commented on the timing, impact on fundraising, costs, floor plans, and re-design possibilities. J. Hoesly voiced that we go with the information

we have (meaning CBR) and include with it an addendum explaining the new information since the CBR was originally issued.

Director White expressed concerns with timing as the trend has been the construction costs continue to rise and therefore any delays will cost more. J. Hoesly added that in our presentation we need to highlight the benefits of using the CMAR (Construction Manager At Risk) and the GMP (Guaranteed Maximum Pricing). S. Janowiak added to that idea and mentioned all the professionals we have consulted over the lifetime of the project.

K. Budsberg added that we have already made significant square footage compromises over the years and has concerns about going below the current 12,000 proposal.

P. Streiff, K. Budsberg, and S. Janowiak all shared their thoughts on how to present the information in January and also went on to talk about cost estimates. Added that for our presentation we will need to obtain an Addendum from Dimension IV and Maas Bros and ask for their attendance at the January 2016th meeting to address technical questions.

Discussion continued with all taking a turn to share their thoughts on presentation format and what items get included in appendixes or addendums.

K. Budsberg asked S. Janowiak how useful she found “named giving” opportunities to be during fund raising; S. Janowiak replied not a big deal at all. Next he asked if she felt we had reached the capacity for giving yet; no, replied S. Janowiak given the number of people that have said they are waiting to give till a later date. P. Streiff and L. Hiland echoed S. Janowiak conversations with others that have told them they are waiting to give. Also, it was pointed out the number of times we have heard from CFSW (Community Foundation of Southern Wisconsin), Library Directors, volunteers for other projects, architects, etc. about how many people do not commitment to a project till a shovel is in the ground.

L. Speth mentioned the importance of continuing to have space to consider future expansion.

L. Hiland will update Dimension IV and Maas Brothers with the items from tonight’s meetings.

Next we recapped the information from the previous night’s Village Board meeting regarding our request for guidance on preparing the final report for Resolution R15-27. As tonight’s discussion continues we will use the information from the meeting as a guide as we develop our presentation. However, some items mentioned do not apply to R15-27, are not permitted to be disclosed due to donor confidentiality or are already previously reported and we will not be including in the final presentation.

Prior to the meeting each Trustee had circulated a draft of the section of Resolution R15-27 that had been assigned to them:

1. L. Hiland – Capital Budget
2. B. Weiss – Cash and Pledges
3. K. Budsberg – Gap between Cash on Hand and Receipt of Pledges
4. J. Hoesly – Operating Budget
5. L. Speth – Fund Operating Budget
6. S. Janowiak – Sale of West Side Site

K. Budsberg asked how we are going format that entire presentation, since he had done his as an abstract format. We talked through some of the formatting options since we had a mix of Word, Excel and PDF documents, charts, and different fonts.

We then went through each of the six drafts and suggested items to add or delete, addressed typographical errors, and talked about supporting information to be used in an appendix. Each

Trustee will make the edits suggested tonight and re-circulate their draft for discussion at our December 8th and 17th meetings.

There are two items we are waiting on legal clarification from Village Administrator Bryan Gadow and/or the Village Attorney. Director White added that SCLS (South Central Library System) now offers Attorney services and the rate is currently \$55 per hour, with the first hour being free.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: 2016 BUDGET: Director White started by circulating an updated budget dated 12/02/15. She reported on changes to the budget that included the addition on one additional computer replacement plus updated amounts for the following line items: Library Fines, Travel and Training, General Operations (Supplies). Moved to approve the 2016 Budget by S. Janowiak, second by K. Budsberg. Motion Carried. K. Budsberg congratulated Director White on a job well done.

ADJOURNMENT: Meeting adjourned on a motion by S. Janowiak, second by B. Weiss. Motion carried at 10:24 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE JANUARY 12, 2016 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Tuesday, December 8, 2015**

President Linda Hiland called the meeting to order at 6:48 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth, Petra Streiff and Becky Weiss. Also in attendance was Library Director Lauren White.

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

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: ENDOWMENT FUND: We started with a brief discussion of where we think the endowment campaign will fit in the 2016 timeline. Moved to take Ron Spielman, with CFSW (Community Foundation of Southern Wisconsin), up on his offer of printing endowment envelopes and each Library Board member will commit to making at least one endowment gift in the next year by P. Streiff, second by K. Budsberg. Motion Carried.

B. DISCUSSION AND CONSIDERATION: INTERNET FILTERING: Prior to the meeting Director White had circulated the documents "E-rate FAQ", "Annual Hardware & Wiscnet" "Annual Network Hardware" and "One Time Costs" as supporting information. Director White started by providing background information on CIPA (Children's Internet Protection Act), internet filtering and what the E-rate program is. She pointed out that while the E-rate program may not result in cost savings, it is projected to hold future costs steady. Director White's position is to move forward with the proposed internet filtering. She mentioned that school districts use a similar service.

J. Hoesly spoke about how the history of libraries has been to not filter information and that she has not heard that filtering services have a good reputation for being effective. Director White shared J. Hoesly's feeling about libraries history to preserve free access, internet filtering is becoming more accepted and has long-term benefits for the operating budget. Director White also added that as part of the systems, adults can use their library card and PIN to override the filter and that SCLS (South Central Library System) has the responsibility to maintain a list of blocked sites. L. Speth asked if we have a filter currently in place; no, replied Director White. Moved to move forward with the Internet Filtering process by J. Hoesly, second by K. Budsberg. Motion Carried.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: LIBRARY BUILDING PROJECT:

i. CONCEPT AND BUDGET REPORT (CBR): L. Hiland said she brought this item back onto the agenda for continued discussion as we have had more time to think about the information related to site work costs, square footage, fund raising, and the items to be adjusted

in the CBR. She wants the Board to have an opportunity to be clear on their options and preferences.

L. Speth felt it is important that we have the ability to expand the building in the future if needed.

J. Hoesly added that at this time we accept the CBR with Addendum and add back in items as allowed.

“Draft R1, dated December 8, 2015” from Dimension IV Madison Design Group and “Owner’s Representative’s Report, also dated December 8, 2015) was circulated for review. L. Hiland pointed out that on the ORs report that items 1-2 focused on general construction, 3-7 were site related and 8-19 were building related. K. Budsberg clarified a missing value of \$285,000 for electrical under item #19. L. Hiland continued on by providing an overview and giving options as example. For instance, changing the number of windows, instead of nine smaller windows in a section replace with one big window or maybe three medium sized windows. Or selection of different flooring materials or selecting a different R-Value for insulation were pointed out.

Next L. Hiland covered the idea of Maas Brothers Construction Co., INC. going out and getting bids for MEP (Mechanical, Electrical, Plumbing). L. Speth asked if Maas Bros assist with pros and cons of using the MEP process; yes, replied K. Budsberg.

Maas Bros has suggested the following items:

1. Going through the MEP process
2. Doing soil borings underneath the proposed parking and storm water detention ponds (information to be used by Civil Engineer to determine if soil can be used on a different part of the Glarner Park GP) site)
3. Employ a Civil Engineer to finalize the site work plans and costs – it was pointed out that we need clarification on whether this was a new cost or already part of the plan and is just being moved up in the process

J. Hoesly said the CMAR predicated \$2.1-\$2.3 to build per CBR for building construction costs.

This led into a discussion of how items such as bids can change depending on season and market conditions. L. Speth stated her preference is stay with \$2 million as the max and add items back in as needed or if fund raising permits. P. Streiff and K. Budsberg clarified that we all understood that while there is a cost reduction for some of the items mentioned, such as selecting a different type of insulation, this is still a cost. Unless we can get items as in-kind donations. P. Streiff voiced her support of continuing to work through the details, but stay within the \$2 million budget. B. Weiss said she is willing to look at increasing fundraising goals to increase the overall budget. L. Hiland asked S. Janowiak as a past Co-Chair her thoughts on increasing fundraising goals; S. Janowiak replied she feels it is doable, but not until a shovel is in the ground.

S. Janowiak asked what factors increased the site work projections; L. Hiland replied that it is focused on three main areas, one the costs related to excessive topsoil that needs to be removed, stored and then replaced with engineered fill; two, costs of all things related to concrete work; three, estimated 3-5% increase in overall construction costs annually. S. Janowiak next asked do we ask Pat Rank, Village Engineer with Strand Associates if he has any suggestions since he is familiar with the history of Glarner Park. K. Budsberg replied it is always an option, but he questioned the cost of involving P. Rank.

K. Budsberg pointed out that the earlier we can access GP in the year, the more likely it is that construction costs will decrease. L. Hiland added that both Dimension IV and Maas Bros say January is the optimal month for bidding projects.

We continued on discussing overall budget, fundraising, operating costs, and other site questions. L. Speth asked if we ever got to the same level for site work at the West Side Site. K. Budsberg, J. Hoesly and L. Hiland answered that yes we had the same level in the CBR, but not the same level with the information from the CMAR. Also elevations between GP and the West Side site are different so that costs for topsoil removal at GP may have been balanced out by another cost at the West Side site. The West Side site plan also included an elevator. B. Weiss asked that given the information about top soil and site work at GP do we stay with GP as the site. Moved to accept Glarner Park as the site to continue with the Library Building Project by K. Budsberg, second by J. Hoesly. Motion Carried.

L. Hiland, L. Speth, P. Streiff and J. Hoesly all commented on the numbers in the CBR and with the Addendum. L. Hiland pointed out how the CMAR process is benefitting us as we continue to move closer to refined numbers for construction costs and bids.

K. Budsberg shared that he had spoken with Jodi Sweeney, The Sweeney Group, regarding her thoughts on fundraising, design presentations, and community input. He asked if we should plan an opportunity for public input. S. Janowiak felt the public already gave their input with the referendum vote and are not interested in the details, but expect us to take care of that part of the process. J. Hoesly commented on variables such as bids that effect the project. P. Streiff voiced her perception that overall the public is supportive of referendum results but that staying within current project budget is key.

L. Hiland summarized that she is hearing for the presentation to the Village Board we are taking the CBR with the Addendum included.

Moved to present to the Village Board at the January 5, 2016 meeting the Concept and Budget Report written August - October, plus include the Addendum provided by Dimension IV by S. Janowiak, second by J. Hoesly. Motion Carried, 6-1 (K. Budsberg).

B. DISCUSSION AND CONSIDERATION: VILLAGE BOARD REPORT PACKET

UPDATE: Several Trustees had already re-circulated their packet assignment drafts incorporating the edits suggested at our December 2, 2015 meeting. L. Hiland will update her assignment with some of the CBR information discussed earlier tonight. B. Weiss will circulate her draft once the November 2015 CFSW report is received. Discussion of these packet assignment drafts will held at our Library Board meeting scheduled for December 17, 2015.

C. DISCUSSION AND CONSIDERATION: COMMITTEE REPORTS, AS AVAILABLE:

- **ADMINISTRATION TEAM:** Nothing to report at this time.
- **BUILDING COMMITTEE:** Had been discussed earlier tonight under agenda item 5A - Library Building Project.
- **CO-CHAIRS:** Nothing to report at this time.
- **OWNER REPRESENTATIVES:** Had been discussed earlier tonight under agenda item 5A – Library Building Project.
- **COMMUNICATIONS TEAM:** Nothing to report at this time.
- **GRANTS TEAM:** Director White had found and shared with J. Hoesly information on a grant through the company, Fiskars.

- PARTNERSHIP TEAM: L. Hiland and K. Budsberg provided an overview of their meeting with the New Glarus Lions Club on December 7th. Some of the items/ways they discussed partnering were:
 - Ways to communicate with families that homeschool, so they are informed and included in vision programs
 - Hold a day-long program focused on adults, that would provide walk-in vision screening
 - Ways to cross-promote events
 - A focus point was using the Library Staffs experience with planning/promoting an event with the Lions providing their expertise with vision screening and volunteer support
- VILLAGE BOARD LIAISON: P. Streiff reported that on December 14th there is a Joint Town and Village Parks meeting scheduled.
- FRIENDS OF NEW GLARUS PUBLIC LIBRARY: S. Janowiak reported that the Friends continue to work on items related to the upcoming Trivia Night event. This event is scheduled for Saturday, February 6th, 2016 at Barnaby's Monticello House.

BILLS / FINANCIAL REPORT: There were three sets of bills presented: the October 27, 2015 bills totaled \$1,775.38, the November 20, 2015 bills totaled \$1,402.04 and the December 8, 2015 bills totaled \$1,240.16. The bills were initialed by trustees to show approval for payment. Additionally K. Budsberg gave an update on the Library Savings Accounts and what types of bills each account is used to pay for. Prior to the meeting Director White had emailed the monthly financial report prepared by Village Clerk-Treasurer Lynne Erb.

DIRECTOR'S REPORT:

Community Foundation of Southern Wisconsin Grant: I'm pleased to announce that New Glarus Public Library is the recipient of a Community Foundation of Southern Wisconsin grant for 2016. As previously noted, this grant was written by the assistant director, Erica, and myself, and this year we decided to focus on adult programming. We spend a lot of time and money developing incredible programs for children here at the library, but when it comes to adult programming, we do what we can afford, which usually means it's low or no-cost. When Erica and I first thought about the grant and what we could do with it, we began to imagine what we could do if money wasn't an object—what incredible offerings could we provide the community with? So, this grant will be used for programming purposes that focus on engagement, wellness, and creativity. We hope to offer a multi-week yoga class program, target local businesses and have them showcase their products or host how-to sessions, purchase materials for in-library use, like a digital di-cut machine, and even host a few take and make sessions. This is an incredible opportunity to elevate our services and engage with the community in a way that's new and refreshing.

November 6th Staff Meeting: This meeting was held after staff attended WLA and all but the two pages were present. A large part of this meeting focused on the sessions staff attended and what they could take away from it. This led to another, much larger, discussion about community engagement and things we want to try in the future. We have a lot of great ideas and we know that connecting with our local businesses is critically important. It was wonderful to see staff inspired and interested in taking library services in a new and beneficial way and I imagine

that several of them will have this feature in their 2016 goals. Erica and Ignacia both briefly spoke about the 2016 Summer Reading Program, outlining the theme and basic ideas moving into the summer.

SCLS All-Director's Meeting: On November 20th, SCLS directors met in Portage to discuss a number of items. One of the most important was E-Rate, the filtering software used, and what the cost savings would be for libraries that choose to filter. It was indicated that you must "spend money to get money," and that libraries probably won't see drastic savings, but will be able to hold their tech/ILS fees steady when the system needs to buy new infrastructure equipment like servers. Attendees were able to try out the filtering software, which is used by school districts that get their internet through Badgernet. At this time, the filters would only be filtering pornography sites and as mentioned by SCLS staff members, this isn't always accurate. For libraries that choose to filter, all computers, staff and public will need to be filtered as will the WIFI and any library devices that connect to the network. Another exciting item for discussion was that SCLS has contracted with a lawyer for member libraries and we will have access to this lawyer, who specializes in Ch. 43, for 50/hr with the first hour being free. Lastly, discussion was had about the need to develop a new cost formula workgroup due to some reconfiguration needs.

Oba King Storyteller Program: On November 18th, we partnered with New Glarus Elementary to host Oba King, an African storyteller, at the school. This was a great opportunity to partner with the school district and we have received some very positive feedback from the school principal regarding the performance. The program focused on the unifying theme of rhythm and music in African culture and offered several opportunities for hands-on participation. We had a blast hosting this program and we think the kids enjoyed it just as much!

New Glarus Public Library Program Attendance

November 2015

Activity	Date	Number of Attendees
Scrabble	Tuesday, November 3rd	2
Scrabble	Tuesday, November 10th	2
Adult Book Club Discussion	Wednesday, November 11th	13
Storytime	Friday, November 13th	21C/9A
Scrabble	Tuesday, November 17th	4
Oba King Storyteller Program	Wednesday, November 18th	390C/28A
Reel Life Film Screening	Wednesday, November 18th	CANCELLED
Storytime	Friday, November 20th	23C/10A
Scrabble	Tuesday, November 24th	0

Year to Date NGPL statistics appear at the end of these minutes

APPROVAL OF MINUTES:

A. Moved to approve the November 10, 2015 Library Board minutes, noting typographical corrections, by L. Hiland, second by K. Budsberg. Motion Carried.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by S. Janowiak. Motion carried at 8:39 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE JANUARY 12, 2016 LIBRARY BOARD MEETING

**Village of New Glarus
Minutes of the Library Board of Trustees
New Glarus Public Library
Thursday, December 17, 2015**

President Linda Hiland called the meeting to order at 6:32 p.m. in the New Glarus Village Hall Board Room. Trustees present (in addition to Hiland) were: Kevin Budsberg, Jody Hoesly, Suzi Janowiak, Lexa Speth (arrived 6:36 p.m.), and Becky Weiss. Also in attendance was Library Director Lauren White (left at 7:53 p.m.). Village Board Liaison Petra Streiff was absent.

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

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

NEW BUSINESS

A. DISCUSSION AND CONSIDERATION: UPDATE CAPITAL CAMPAIGN: K. Budsberg started by sharing that he has decided to step down as a Capital Campaign Co-Chair. He then responded to a question from J. Hoesly asking for his reasons for this change; K. Budsberg shared his thoughts, one of which included how to present a building design that will be changing, another was to adjust his schedule and focus on his duties as an Owner Representative to the Building Project. J. Hoesly and K. Budsberg continued discussing items focusing on duties, roles, who is best suited to the task of recruiting additional Co-Chairs, timing of recruiting, and the time commitments of a Co-Chair.

K. Budsberg then circulated the document "Summary of fundraising goals, dated 12/17/15" and provided an overview of some of the number listed: Operational Reserve, CFSW-held funds. This led into a discussion of FF&E (Fixtures, Furnishings & Equipment) with both J. Hoesly and Director White talking about sources to find items, such as shelving, to reduce FF&E costs.

L. Hiland asked how do we continue to support the Capital Campaign and the Co-Chairs; it was pointed out the former Co-Chairs have always offered to assist with orientation of new Co-Chairs. L. Speth volunteered to check with former Co-Chairs and ask for assistance.

We then went on to discuss the Donor event that is being planned for January 20, 2016. B. Weiss is in favor of continuing our past pattern of having events throughout the year to provide updates and a chance for questions. Director White, K. Budsberg, J. Hoesly and L. Speth all added comments related to timing of the event and what items to present. S. Janowiak added that she thinks it is very important to continue hosting donor events.

S. Janowiak asked K. Budsberg if he could continue to assist with Co-Chair duties for the next few months; he replied he can assist with strategy ideas. Additionally, he agreed to reach out to individuals to talk with them, and see if they would consider being a Co-Chair. L. Hiland asked if we needed to review the work of the original CPC (Capital Planning Committee) and maybe bring them back into action. L. Hiland will contact the Co-Chairs to provide an update on tonight's discussion. Additionally B. Weiss will start preparing mailing labels and envelopes in preparation for the donor event mailing.

OLD BUSINESS

A. DISCUSSION AND CONSIDERATION: VILLAGE BOARD PRESENTATION

DRAFTING: K. Budsberg volunteered to compile all of the presentation information into one document; Trustees are to email in Word or Excel format their final versions to K. Budsberg. Additionally K. Budsberg will take care of editor duties such as inserting a table of contents, numbering the appendixes, formatting and spell checking. Then he will email the document for final review. Once the presentation report is finalized L. Hiland will forward it to Village Administration for distribution.

Next each Trustee went through the section of Village Board Resolution R15-27 they had primary responsibility to draft:

- L. Hiland – Capital Budget
- B. Weiss – Fundraising Cash and Pledges
- K. Budsberg – Gap in Funding
- J. Hoesly – Operating Budget
- L. Speth – Fund the Operating Budget and Endowment
- S. Janowiak – Sale of West Side Site

For each section the primary Trustee provided any updates on items that had changed or new numbers that had been received. As we moved through each section Trustees provided feedback and suggested edits on items such as typographical corrections, where to add an image or appendix reference, changing a chart color to black/white instead of blue/green to make it easier to read, and other editing suggestions.

Ended with L. Hiland adding that both Dimension IV Madison Design Group and Maas Brothers Construction CO., Inc were planning on attending the Village Board meeting and she would take care of introducing them that night.

ADJOURNMENT: Meeting adjourned on a motion by J. Hoesly, second by K. Budsberg. Motion carried at 9:27 p.m.

Respectfully Submitted,
Becky Weiss, Secretary

MINUTES APPROVED AT THE JANUARY 12, 2016 LIBRARY BOARD MEETING

