

MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Board Room
Wednesday, December 4, 2019 - 6:30 P.M.

AGENDA – Amended (December 3, 2019 4:00 P.M.)

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present, in addition to Hiland, were trustees Beth Blahut, Jody Hoesly, Kevin Budsberg, Petra Streiff, Shelly Truttman, Suzi Janowiak, and Library Director Holly Lague.
2. Approval of Agenda: Shelly Truttman moved to approve, 2nd by Jody Hoesly. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland reminded the board that we will need to draft a new proposed operating budget for the new library. Discussion of updating our last draft operating budget document for the new library design. Jody Hoesly will initiate this process. We will get confirmation from the village that mowing and plowing will not need to be part of our operating budget, as a village department. We will revisit the draft operating budget in mid-January. Donor recognition policies/procedures need to be updated as we enter this final phase of fundraising. President Hiland presented some materials that illustrated various entryway recognition (electronic and physical versions) that had previously been discussed by the board. We will work on naming our donation level categories.
5. New Business
 - A. Discussion and Consideration: Amendment of Circulation Policy: Director Lague stated that they have been receiving borrowed materials back in poor condition. We already have a policy that if items are returned damaged, they must be paid for by the patron. She asked the board for their thoughts on amending the policy for repeat offenders. After discussion, it was decided that we do not need to amend the policy at this time.
6. Reports/Discussion/Consideration:
 - A. Administration Team: Kevin Budsberg made a motion to pay invoice 10824 from Dimension IV invoice for West Side site civil design work from the CFSW Capital Fund in the amount of \$1,027.50; 2nd by Jody Hoesly. Motion carried.
 - CFSW Financial Report
 - B. Building Committee: Kevin Budsberg reported that Edge Engineering has determined that the site will need more preparation than previously thought in order to comply with Village regulations, including more retention walls. However, this additional site work will improve the current runoff situation that exists in the Durst Valley Road area. The Building Committee is recommending that the entire site work should be bid all at once to save money. We will need to consult the village administration and engineers to see how we can work together on this. We need to let Maas Brothers know when we want to start the bidding process. We will need to get the Site Plan approved by the Plan Commission before that can happen. Kevin Budsberg moved that the civil engineering plans comply with the Special Flow Restriction Zone Ordinance because the Library Board is serious about its commitment to Durst Valley; 2nd by Shelly Truttman. Motion carried.
 - C. Owner Representatives: No report.
 - D. Co-chairs Team: Still need new leaders and business team members. We are continuing to secure new Leadership donations for the final sprint of fundraising.
 - E. Communication Team: Discussion of an article before the end of the month for the Schlecht Family Foundation challenge grant. Consensus that our end date for capital fundraising of 10/10/2020 is a catchy one.
 - F. Grants Team: We are grateful for our grant from the CFSW. We are now aware we can apply for more than one grant at a time during their annual grant application period, which is good to know for future years. The team members continue to identify new grant opportunities; and also our

needs for 2020. Beth Blahut has been researching opportunities for grants, school projects, or donations in the area of art for the new library.

- G. Partnership Team: Will meet with representatives of the New Glarus Home on Friday December 6.
 - H. Village Board Liaison: Petra Streiff suggested budget discussion be put on our next agenda in case we want to make some minor changes. She noted that our donated funds deposited in the Capital Fund at the State Bank of Cross Plains have been earning a good rate of interest.
 - I. Friends of the Library: Director Lague is looking into new electronic book resources and online subscription for children.
 - J. President's Report: No report.
7. Adjournment: President Hiland adjourned the meeting at 8:43 pm.

Respectfully submitted, Suzi Janowiak, Secretary