

**VILLAGE OF NEW GLARUS
MINUTES OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES**

This meeting was conducted as a video- and teleconference. It was open to the public.

To attend online, go to (no longer valid):

<https://us02web.zoom.us/j/89500508432?pwd=OWVLSWIKRStnZ3JoZlVqNysreTFsZz09>

To attend by telephone, dial (312) 626-6799

Meeting ID: 895 0050 8432

Password: 0nEKVC

Wednesday, May 20, 2020 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:34 pm. Those present via teleconference, in addition to Hiland, were trustees Beth Blahut, Kevin Budsberg, Shelly Truttmann, Jody Hoesly, Suzi Janowiak, and Library Director Holly Lague.
2. Approval of Agenda: Shelly Truttmann moved to approve, 2nd by Jody Hoesly . Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
 - A. Discussion and Consideration: Mowing the west side site: We still need to find someone to mow the hay. Shelly Truttmann reported her efforts to find someone who wanted to do this. She has identified two possible people. Consensus to contact the previous mower one more time to try and get an answer one way or the other, and if we don't hear back from him we will ask the other person who expressed interest.
 - B. Discussion and Consideration: Reduce to single meeting next month, proposed June 17: Postponed until after discussion of 4D. After discussion in 4D, it was decided to hold our June 3 meeting online.
 - C. Discussion and Consideration: Resolution 20-03 LB Recognizing Petra Streiff as Library Board Trustee: Kevin Budsberg moved to approve, 2nd by Jody Hoesly. Motion carried unanimously.
 - D. Discussion and Consideration: Phased Reopening of the Library: Director Lague referred to her memo regarding this process with the Board, based on several protocols and sources of information including DPI's recommendations on phased reopening. She reported that Monroe Public Library will not be reopening to the public until July 1st. Director Lague is currently thinking a phased reopening should start no sooner than two weeks after Memorial Day, which would be June 9. The book drop will be open again soon. Curbside pickup will resume as soon as the new roof on Village Hall is completed and the barriers are taken away from the front of Village Hall. She would like to expand curbside pickup in June. She is shooting for June 29th as a date when we can start letting patrons into the building in some format. It will be appointment-based use of computers which will be located in the Community Room and arranged according to best practices in social distancing. She suggested continuing to meet twice a month in order to be able to make decisions as conditions change. She asked the board for suggestions on which metrics to use from the many available, Dane County being one with the most hard data; as well as a focused plan for reopening, while Green County currently does not. Jody Hoesly endorsed using Dane County's data and metrics as a guide. Kevin Budsberg detailed the low level of testing in Green County and how that negatively affects our ability to accurately determine the real level of the virus locally. Now that many bars in Green County are open and tourists from other areas/states will come to visit, we can expect that our risk level will increase. Discussion of liability issues for government bodies and businesses as they reopen. Discussion of various scenarios as we reopen our physical space. Jody Hoesly suggested a possible way to introduce

one-way traffic through the library after reopening. Holly Lague discussed that as an option, and stated that Plexiglas barriers around the circulation desk will need to be installed. Shelly Truttman offered to help research Plexiglas barriers. Holly Lague stated the concerns of the staff for their own exposure, and how they are planning to protect staff in all ways possible after reopening. Beth Blahut stated her support for following Dane County guidelines, and other trustees concurred. Kevin Budsberg stated that this is the best information we have currently. Linda Hiland stated that our number one concern is safety of both patrons and staff, and that we have to be able to constantly access and interpret all the data available to us moving forward. Director Lague suggested making the public aware that we will be following Dane County guidelines as we consider reopening, while also assessing Green County data and any other relevant information. She suggested holding our regular June 3, 2020 meeting.

5. New Business
6. Bills & Finance Report
 - A. Bills: Jody Hoesly reported a way to approve bills electronically with an app. Bills were reviewed and approved by the Library Board, as follows: \$1,875.92 dated April 14, \$26,924.76 dated April 28, \$1,261.03 dated May 13, and \$3,467.29 dated May 27.
 - B. Financial Statement
7. Director's Report: Attached. Summer Reading Program will be modified for the current crisis, but as hands-on as possible. It will also highlight local businesses.
8. Approval of Minutes
 - A. April 15, 2020: Kevin Budsberg moved to approve, 2nd by Jody Hoesly. Motion carried.
 - B. May 6, 2020: Kevin Budsberg moved to approve with minor corrections, 2nd by Shelly Truttman. Motion carried.
9. Adjournment: President Hiland adjourned the meeting at 8:11 pm.

Respectfully submitted, Suzi Janowiak, Secretary

**New Glarus Public Library
Director's Report – Presented May 20, 2020
Holly Lague, Director**

Closure Recap

Following guidance from public health authorities regarding the COVID-19 pandemic, the library building closed to the public on Monday March 16th. During the initial weeks, we focused on services we could provide remotely, including:

- Daily resource recommendations for adults and virtual children's programming via Facebook.
- Technical support via phone and email.
- Issuing web-only cards via email, so new patrons could access our databases from home.
- Virtual Trivia Night on April 18th, attended by 106 people from 63 households, who donated \$949 to local healthcare workers, food pantries, and family meal services.
- Reallocating \$1,500 from Audio-Visual materials budget toward digital support, including devices for patrons at the New Glarus Home to access e-books, audiobooks, online church services and other virtual events.
- Processing new materials. While many libraries had to cease ordering and cataloging, Erica was able to continue, which now puts us in the unique position of being able to offer new titles ahead of many libraries. We're currently loaning new items only to New Glarus patrons and they are limited to 2 per pickup, until Delivery is running regularly again.

Phased Reopening

We will continue to follow public health guidance on safety for staff and patrons. At this time, we are developing a phased reopening plan based on the guidelines from the Wisconsin Department of Public Instruction (DPI) and the Badger Bounce Back plan. Planned expansions to services include:

- Offering curbside pickup of library materials (began Friday May 1)
- Scheduling bulk returns for patrons with more than 20 checkouts (began week of May 11th)
- Opening the book drop (will follow Village Hall roof replacement)
- Walk-up window service (limited hours tentatively starting June 1st)

We also hope to install StoryWalks around town, and provide computer access by appointment, possibly in the Village Hall Community Room. Plans are still being worked out.










Summer Library Program

Brooke has been attending regular virtual meetings with other Youth Services staff and working on plans to make our summer program as simple and accessible as possible, with take-and-make project kits, book giveaways (no strings attached), and an opportunity to share book recommendations using window clings and win gift certificates to local restaurants and retailers.

Staffing Updates

Beginning in June, Brenda will be working two 6-hour shifts per week while Wendy will be able to reduce from four down to three 6-hour shifts, a change she requested due to family obligations. We're happy to report that this solution suits both staff members, allows us to increase clerk coverage at the desk, and all without increasing the budget or losing valuable employees.

Safer at Home Highlights*

		March 2020	April 2020
	Items checked out	2594	157
	<i>Village of New Glarus</i>	979	74
	<i>Town of New Glarus</i>	391	50
	<i>Town of Exeter</i>	113	6
	<i>Town of York</i>	232	2
	<i>Other Green County</i>	120	1
	<i>Dane County</i>	542	18
	<i>Lafayette County</i>	83	1
	<i>Rock County</i>	3	0
	Use of eBooks/e-Audio	791	817
	Items Added	224	141
	Items Deleted	56	9
	ILL checkouts	4	0
	Public computer sessions	48	0
	Public wi-fi sessions	11,851	3,989
	Library website visits	1,353	1,676
	Patrons Added	7	4
	Hours Open	101	0
	Patron Visits	1330	0
	Average Patrons/Hour	13	0

*This is, I hope, the strangest stats sheet I'll ever present. Per public health guidelines, the library building closed to the public March 15th, 2020. All in-person services ceased, and only digital services continued until Curbside Pickup began on May 1st, 2020.

(April circulation is due to items being checked out in advance of the May 1st pickups.)

Digital Resources	March 2020	April 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	0	42	31	52
Transparent Languages	0	0	4	21
Ancestry	0	0	7	8
SCLS Badgerlink e-resources	1	n/a	6	3

New Glarus Public Library Program Attendance

March and April 2020

Program Title	Date	Day of week	Who is the primary intended audience?	Number of children attending	Number of adults attending	Total Attendance
Story Time	3/2/2020	Monday	Children	14	6	20
Scrabble	3/3/2020	Tuesday	Adults	0	2	2
Story Time	3/4/2020	Wednesday	Children	26	14	22
Mini Makers	3/6/2020	Friday	Children	12	7	15
Story Time	3/9/2020	Monday	Children	13	7	14
Story Time	3/11/2020	Wednesday	Children	18	10	2
Book Club	3/11/2020	Wednesday	Adults	0	12	20
Free Play	3/12/2020	Thursday	Children	8	3	10
Mini Makers	3/13/2020	Friday	Children	13	5	1
Virtual Trivia Night	4/18/2020	Saturday	Adults	2	104	106
TOTAL				106	170	276

Virtual Children's Events *

	Count	Live Views (Total)	Live Views (Average)	Recording Views (Total)	Recording Views (Average)
Storytimes	12	47	4	563	47
STEAM Projects	6	28	5	208	35

*As of 5/15/2020. Beginning on April 6th, Brooke has provided virtual storytimes on Monday and Wednesday, and STEAM Projects on Fridays. Recording views will continue to rise, since the videos are still posted. Two of the videos were shared, which enormously boosted the total views (375 for the Storytime and 142 for STEAM). Remember that each view represents at least two people, as caregivers and children log in together.

February 2020 Summary*

*Updated reports from CFSW for the period ending 2/29/2020 were not available at the time Lynne created her summary.

LIBRARY		
SAVINGS #2775 (APY .10%)		
Beg. Balance	43,602.01	
Interest	3.06	
Deposit		
Fundraising expense (Dimension IV)		
End. Balance		43,605.07
Savings #2763 [25-11520] (APY .10%)		
Beg. Balance	1,119.36	
Withdrawal		
Deposit		
Interest	0.08	
End. Balance		1,119.44
SUBTOTAL [25-11520]		44,724.51
SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]		
Beg. Balance	20,067.87	
Interest	37.12	
End Balance		20,104.99
SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]		
Beg. Balance (funded 9/28) [Town Impact fees]	135,345.70	
Deposit		
Interest	250.37	
End Balance		135,596.07
TOTAL LIBRARY INVESTMENTS		200,425.57
FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)		
Community Foundation of Southern WI [most recent information available]		
Library Capital Campaign Fund		
CASH Deposits thru 12/31/19		976,390.74
Interest/Dividend Income		1,252.17
Less fees		-839.49
Less Withdrawals		-10,000.00
Gifts/Pledges received		16,428.09
CASH Available 1/31/20		983,231.51
Library Operations Fund		
Balance 12/31/19		26,983.15
Gifts/Pledges received		
Interest Income		34.20
Disbursements (Fees)		
Balance 1/31/20		27,017.35
Spendable Balance 1/31/20		26,583.15
Library Endowment Fund		
Beginning Balance 12/31/19		27,238.79
Contributions		
Investment Activity		-40.47
Investment fees		
BALANCE 1/31/20 [NON-CASH]		27,198.32
Spendable Balance 1/31/20		912.88

March 2020 Summary

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	43,605.07	
Interest	2.88	
Deposit	500.00	
Fundraising expense (Dimension IV)		
End. Balance		44,107.95

Savings #2763 [25-11520] (APY .10%)

Beg. Balance	1,119.44	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,119.51

SUBTOTAL [25-11520]

45,227.46

SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]

Beg. Balance	20,104.99	
Interest	27.10	
End Balance		20,132.09

SBCP MM#209786-CAPITAL (TOWN) [25-11520-000-004]

Beg. Balance (funded 9/28) [Town Impact fees]	135,596.07	
Deposit		
Interest	182.78	
End Balance		135,778.85

TOTAL LIBRARY INVESTMENTS

201,138.40

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 2/29/20		976,474.05
Interest/Dividend Income		3,579.23
Less fees		-147.70
Less Withdrawals		
Gifts/Pledges received		1,691.56
CASH Available 3/31/20		981,597.14
Library Operations Fund		
Balance 2/29/20		27,014.93
Gifts/Pledges received		
Interest Income		25.24
Disbursements (Fees)		-79.53
Balance 3/31/20		26,960.64
Spendable Balance 3/31/20		26,560.64
Library Endowment Fund		
Beginning Balance 2/29/20		25,942.27
Contributions		
Investment Activity		-2,554.45
Investment fees		-55.47
BALANCE 3/31/20 [NON-CASH]		23,332.35
Spendable Balance 3/31/20		912.88

Resolution 20-03 Recognizing Library Board Trustee/Village Board Liaison Petra Streiff

WHEREAS, The New Glarus Public Library Board of Trustees would like to recognize Petra Streiff, who served as Village Board Liaison to the New Glarus Public Library Board from 2014 until April 2020; and

WHEREAS, Petra worked tirelessly and enthusiastically to promote the value of the New Glarus Public Library; and

WHEREAS, Petra served as a trustee committed to enriching all aspects of Library services and projects, being involved in the hiring of Directors, taking part in the annual budget process, participating in discussion and decision-making on all library operations with the Director, and advocating for the library in her role as Village Board Trustee; and

WHEREAS, Petra spent much time and energy working towards the new library, participating in public outreach and fundraising efforts, building bridges between different community stakeholders on behalf of the library, and providing valuable insight and ideas during the design phases of the project; and

WHEREAS, Petra's wisdom, kindness, energy, and graciousness has enriched those fortunate enough to know and work with her; **now, therefore, be it**

Resolved, that the New Glarus Public Library Board:

1. Recognizes Petra Streiff for her contributions to the New Glarus Public Library and advocacy for this vital Village asset; and
2. Thanks Petra for her many years of work, camaraderie, friendship, and involvement, and wishes her well in the years to come, along with a desire to stay connected as we look to the future. Thank you, Petra, for a job well done.

Adopted May 20, 2020

Linda Hiland, President

Shelly Truttman, Vice President

Holly Lague, Library Director