

**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**To attend online, go to: (no longer valid)**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/87475694797?pwd=KzA0SE9QWUFoa3JqRDFIVk1zd3c4QT09>

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

**Meeting ID: 874 7569 4797**

**Password: 6USnetS**

**Wednesday, June 17, 2020 - 6:30 P.M.**

**AGENDA**

1. Call to Order: President Linda Hiland called the meeting to order at 6:33 pm. Those present via teleconference, in addition to Hiland, were trustees Jody Hoesly, Beth Blahut, Shelly Truttman, Kaylee Walters, Suzi Janowiak, and Library Director Holly Lague. Also present, former trustee Kevin Budsberg (left meeting at 6:47) and Village Board trustee Tammy Newberry.
2. Approval of Agenda: Linda Hiland proposed switching the order of items 4 and 5. Shelly Truttman moved to approve with this change, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
3. Comments & Questions from the Public: None.
4. Old Business
  - A. Discussion and Consideration: Phased Reopening of the Library: Director Lague reported that staff is working with patrons on suspending fines so that they can continue to borrow materials. She is working towards a fine-free policy. She would like to reinstate home bound delivery, and asked the board for their opinions. Jody Hoesly asked how much contact would be involved, and Director Lague indicated it could easily be a contact-free system. Consensus that we all would like to offer this service as much as possible, but we will need to find enough volunteers to make the deliveries. Shelly Truttman offered to be a volunteer driver. The interlibrary loan system is slowly coming back online. Circulation desk Plexiglass barrier is being installed. Summer Reading Program started today; including weekly craft projects, a book recommendation window, and the first of two Free Book Giveaway days for which there were 82 participants. Curbside pickup window is now offering walk-up service 5 days a week. Computer session appointments are starting. Director Lague asked for help in spreading the word on that. Staff is getting used to working with masks on all day now that they are back working in the physical space together. Director Lague said at the next meeting we need to discuss storage of furniture that will be temporarily removed from the library. She is also cross-training staff in case any full time staff member becomes sick.
5. New Business
  - A. Discussion and Consideration: Resolution 20-04 LB Recognizing Kevin Budsberg: Jody Hoesly moved to approve, 2<sup>nd</sup> by Beth Blahut. Motion carried.
  - B. Discussion and Consideration: Election of officers: Jody Hoesly moved to nominate Linda Hiland for President, 2<sup>nd</sup> by Shelly Truttman. Linda Hiland asked if other wanted the post. Shelly Truttman moved to close nominations and cast a unanimous ballot for Linda Hiland, 2<sup>nd</sup> by Jody Hoesly. Motion carried. Linda Hiland nominated Beth Blahut to be Vice President, 2<sup>nd</sup> by Jody Hoesly. Jody Hoesly moved to close nominations and

cast a unanimous ballot for Beth Blahut, 2<sup>nd</sup> by Linda Hiland. Motion carried. Linda Hiland nominated Shelly Truttman for Treasurer, 2<sup>nd</sup> by Jody Hoesly. Jody Hoesly moved to close nominations and cast a unanimous ballot for Shelly Truttman, 2<sup>nd</sup> by Suzi Janowiak. Motion carried. Jody Hoesly nominated Suzi Janowiak to be Secretary, 2<sup>nd</sup> by Shelly Truttman. Shelly Truttman moved to close nominations and cast a unanimous ballot for Suzi Janowiak, 2<sup>nd</sup> by Jody Hoesly. Motion carried. President Hiland noted that Shelly has been appointed by the Village Board for another term as School Liaison.

- C. Discussion and Consideration: Appointment of signatories: Jody Hoesly moved to appoint President Linda Hiland and Treasurer Shelly Truttman as signatories for the Library Board, removing Kevin Budsberg as signatory, 2<sup>nd</sup> by Beth Blahut. Motion carried.
6. Bills & Finance Report
  - A. Bills: Bills were presented and approved dated June 8, 2020 in the amount of \$1,805.22 and 5/27/20 in the amount of \$3, 467.29.
  - B. Financial Statement
7. Director's Report: Reviewed and approved by the board. Director Lague made special mention of the staff and how well they are adapting to the new working environment. She wanted to specially acknowledge their commitment to the team effort. President Hiland thanked Director Lague and the staff for their extraordinary commitment during these difficult and unprecedented times.
8. Approval of Minutes
  - A. May 20, 2020: Shelly Truttman moved to approve with deletion of one error, 2<sup>nd</sup> by Jody Hoesly. Motion carried.
  - B. June 3, 2020: Jody Hoesly moved to approve, 2<sup>nd</sup> by Shelly Truttman. Motion carried.
9. Adjournment: President Hiland adjourned the meeting at 7:25 pm.

Respectfully submitted, Suzi Janowiak, Secretary

## Resolution 20-04 Recognizing Library Board Trustee Kevin Budsberg

**WHEREAS**, The New Glarus Public Library Board of Trustees would like to recognize Kevin Budsberg, who served as Trustee to the New Glarus Public Library Board until June of 2020; and

**WHEREAS**, between the years of 2012 and 2020 Kevin served the Library in many capacities, starting as Village Board Liaison, and continuing as Trustee when his term on the Village Board ended; and

**WHEREAS**, Kevin took on many additional duties in his role as Trustee, including being a Co-Chair on the Capital Campaign for the new library, Treasurer of the Library Board, and a vital member of the Administration Team, and

**WHEREAS**, Kevin served as Chairperson of the Building Committee, and also as an Owner Representative for the new library project, and

**WHEREAS**, Kevin worked tirelessly and passionately to promote the value of the New Glarus Public Library, and

**WHEREAS**, Kevin put his many skills to work in creating documents and presentations for the public on behalf of the new library project, helping to draft policies for library operations, assisting the Director in crafting the annual budget each year, looking after the Library's many financial accounts, and

**WHEREAS**, Kevin's friendly personality, thoughtfulness, wisdom, and particular knack for seeing all sides of any issue served the Library well during his years of service, **now, therefore, be it**

**Resolved**, that the New Glarus Public Library Board:

1. Recognizes Kevin Budsberg for his contributions to the New Glarus Public Library and advocacy for this vital Village asset; and
2. Thanks Kevin for his many years of work, camaraderie, friendship, and involvement, and wishes him well in the years to come, along with gratitude for his continuing work on the Building Committee as we look to the future and the construction of the new library. Thank you, Kevin, for a job well done.

Adopted June 17, 2020

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Linda Hiland, President

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Shelly Truttman, Vice President

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Holly Lague, Library Director

**New Glarus Public Library  
Director's Report – June 17, 2020  
Holly Lague, Director**

**Library Services**

Our curbside pickup service has been well-received. Beginning June 15, we're expanding it to a walk-up service available 5 days per week. We are also offering 5 computer appointments per week, with the hope that we can increase that number in the future. We have moved a computer to the entryway to accommodate these appointments. To help minimize traffic in the Village Hall lobby (currently limited to 2 people), we are asking patrons to wait in their cars until we call, or if that's not an option, to wait outside and we'll escort them in.

*Physical space and staffing*

We're in the process of moving or storing much of our furniture with the hope that we can soon safely allow patrons inside to browse the stacks by appointment. We anxiously await the results of the IMLS (Institute of Museum and Library Services) study on transmission risk of library materials to help us make an informed decision.

All staff members are pulling together to make the library a safe space. Erica has tracked down hand sanitizer and dispensers along with disposable masks that we can offer to patrons, Brooke and her husband are installing Plexiglass around the Circulation Desk, and whenever we work with materials or patrons we dutifully wear our masks and follow strict hand hygiene procedures.










*Programs & Events*

Summer Reading kicked off Monday June 15 with the first round of take-and-make activities, and our first book giveaway on June 17. We look forward to sharing lots of great titles on our Book Recommendation Window as well.

Finally, we're thinking about what events might be possible later this summer, if numbers and guidelines continue to look good. We would love to offer something like an outdoor movie or even a drive-in, if we can do it safely and with our limited staff. We are also considering another Virtual Trivia night for early fall.

# May 2020 Highlights

May  
2020

	Items checked out	508
	<i>Village of New Glarus</i>	237
	<i>Town of New Glarus</i>	156
	<i>Town of Exeter</i>	30
	<i>Town of York</i>	33
	<i>Other Green County</i>	19
	<i>Dane County</i>	30
	<i>Lafayette County</i>	0
	<i>Rock County</i>	0
	Use of eBooks/e-Audio	818
	Items Added	172
	Items Deleted	33
	ILL checkouts	0
	Public computer sessions	0
	Public wi-fi sessions	2364
	Library website visits	1704
	Patrons Added	2
	Hours Open	0
	Patron Visits	0
	Average Patrons/Hour	0

## Curbside – May 2020

Days Offered	# of Items*	# of Patrons	Avg Patrons per Day	Avg Items Per Day
<b>5</b>	<b>603</b>	<b>185</b>	<b>37</b>	<b>121</b>

\*Includes items checked out between April 27-30 in preparation for the May 1 curbside appointments.

Digital Resources	May 2020	2020 Avg/Month	2019 Avg/Month
Consumer Reports	<b>22</b>	<b>29.4</b>	<b>52</b>
Transparent Languages	<b>0</b>	<b>3</b>	<b>21</b>
Ancestry	<b>0</b>	<b>5.2</b>	<b>8</b>
SCLS Badgerlink e-resources	<b>n/a</b>	<b>n/a</b>	<b>3</b>

## New Glarus Public Library Program Attendance

May 2020

Brooke continues to provide virtual storytimes on Mondays and Wednesdays, and STEAM Project videos on Fridays. The count of “Recording Views” will continue to rise, since the videos haven’t been taken down. Each “view” represents at least two people, as caregivers and children tune in together.

### Virtual Children’s Events\*

	Count	Live Views (Total)	Live Views (Average per video)	Recording Views (Total)	Recording Views (Average per video)
Storytimes	7	28	4	277	30
STEAM Projects	5	18	4	179	36

**LIBRARY****SAVINGS #2775 (APY .10%)**

Beg. Balance	44,107.95	
Interest	2.80	
Deposit	291.10	
Fundraising expense (Dimension IV)	-291.10	
End. Balance		44,110.75

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

Beg. Balance	1,119.51	
Withdrawal	-56.00	
Deposit		
Interest	0.07	
End. Balance		1,063.58

**SUBTOTAL [25-11520]****45,174.33****SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,132.09	
Interest	16.16	
End Balance		20,148.25

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

Beg. Balance (funded 9/28) [Town Impact fees]	135,778.85	
Deposit		
Interest	108.96	
End Balance		135,887.81

**TOTAL LIBRARY INVESTMENTS****201,210.39****FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

## Library Capital Campaign Fund

CASH Deposits thru 3/31/20	981,597.14
Interest/Dividend Income	591.64
Less fees	-10.00
Less Withdrawals	-26,900.00
Gifts/Pledges received	50.00
CASH Available 4/30/20	<b>955,328.78</b>

## Library Operations Fund

Balance 3/31/20	26,960.64
Gifts/Pledges received	
Interest Income	11.96
Disbursements (Fees)	
Balance 4/30/20	<b>26,972.60</b>
Spendable Balance 4/30/20	<b>26,572.60</b>

## Library Endowment Fund

Beginning Balance 3/31/20	23,332.35
Contributions	
Investment Activity	1,914.05
Investment fees	
BALANCE 4/30/20 [NON-CASH]	<b>25,246.40</b>
Spendable Balance 4/30/20	<b>912.88</b>