

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.
<https://us02web.zoom.us/j/81732009719?pwd=YzNNczUvNWWhYSnFpa2dwZlV4eWZCZz09>

To attend by telephone, dial (312) 626-6799
Meeting ID: 817 3200 9719
Password: c0W7Vd

Wednesday, March 17, 2021 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 pm. Those present via teleconference, in addition to Linda Hiland, were trustees Beth Blahut, Kaylee Walters, Jody Hoesly, Shelly Truttman, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague.
2. Announcement: The Library Board will convene into closed session called under WI State Statute 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Library Building Project)
3. Approval of Agenda: President Hiland indicated the closed session was not needed. Tammy Newberry moved to approve the agenda without Item 10 (Closed session), 2nd by Shelly Truttman. Motion carried.
4. Comments & Questions from the Public: None
5. Old Business
 - A. Discussion and Consideration: Library Building Project: President Hiland indicated the need to designate a representative for our current interactions with village administrators and others, because she has had to recuse herself until further notice. She stated Director Lague has offered to be point person at this time. Consensus of the board to welcome Director Lague's participation in this role. President Hiland stated Library Board approval was needed to approve ordering a Certified Survey May, which is essential as indicated by our construction team. Cost would be \$5,700. Kaylee Walters moved to approve this expense, 2nd by Beth Blahut. Motion carried. Another issue needing Library Board approval was up to \$1,000 for potential attorney fees for the Purchase Agreement. Motion by Kaylee Walters to approve this expense, 2nd by Shelly Truttman. Motion carried. Discussion of timeline for engagement with various community partners.
 - B. Discussion and Consideration: Phased Reopening of the Library: Director Lague referred the board to the memo she had prepared prior to the meeting, detailing her thoughts on a gradual reopening of the library. Village Hall remains closed to the public at this time. Next steps include offering limited computer sessions to patrons. Window service continues to be popular and successful. The hope is that library and village staff will be able to be vaccinated soon and this will help reopen village hall and the library. Linda Hiland pointed out our constrained space within the village hall definitely affects our ability to social distance between staff and patrons. Consensus of trustees was that the Director's plan and approach was sound. Trustees noted that they support the staff being fully vaccinated before we move forward with reopening the library space itself.
6. Reports/Discussion/Consideration:
 - A. Administration Team
 - CFSW Financial Report
 - B. Communication Team: Focused on the Mapping Project at this time in press releases.

- C. Grants Team: Kits are still available for the Mapping Project. Jody Hoesly reported that one grant application has not worked out because of the demographics of the village, despite all efforts to qualify. They are still looking forward to working on new opportunities they have identified for other grants.
- D. Partnership Team
- E. Village Board Liaison
- F. Friends of the Library: Director Lague reported The Friends plan to host a Trivia fundraiser in late May, outdoors at Veteran's Park. It will be designed as a family-friendly event. They are also discussing how Book Sale might be possible this year.
- G. President's Report
- 7. Bills & Finance Report
 - A. Bills: Bills were presented via screen sharing and approved as follows: \$18,011.34 dated 3/3/2021, and \$2,980.46 dated 3/17/2021.
 - B. Financial Statement
- 8. Director's Report: Attached.
- 9. Approval of Minutes
 - A. February 17, 2021: Shelly Truttman moved to approve, 2nd by Jody Hoesly. Motion carried.
- 10. The Board will Convene into Closed Session: Not needed.
- 11. The Board will Convene into Open Session
 - A. Results of Closed Session: Discussion & Consideration: Library Building Project
- 12. Adjournment: President Hiland adjourned the meeting at 7:35 pm.

Respectfully submitted, Suzi Janowiak, Secretary



Director's Report – March 17, 2021
Holly Lague, Director

Library Services

With the return of daylight savings time and brighter evenings, we've expanded our Monday hours to 10am-7pm. Beginning March 22nd, we will also have a computer available in our entryway with 1-hour appointments available on Mondays, Wednesdays and Fridays. Masks will be strictly enforced. We hope to expand computer and window hours as staffing allows.

Weekly Local Literary Trivia

For 10 weeks beginning March 15, we will post a weekly trivia question. Kids can win a free kids meal from Culver's, and adults can win a prize from a different local business each week. We appreciate the sponsorship of Culver's and the Chamber of Commerce, and the many businesses who have agreed to share our social media posts and put up a flyer during their featured week. We're looking forward to hosting a fun, accessible event to help everybody shake out the winter cobwebs.

Winter Reading Results

Our winter reading program had a total of 31 participants who turned in 145 book reviews. This is an increase over 2020 (which took place before COVID), which had 26 participants and 124 entries. Erica made some window- and safety-friendly changes to the giveaway format, with drawings for grand prizes and gift certificates instead of handing out scratch-off tickets and having winners choose a specific item. I, for one, am glad the chocolate basket is gone and no longer a temptation.

Staff Annual Reviews

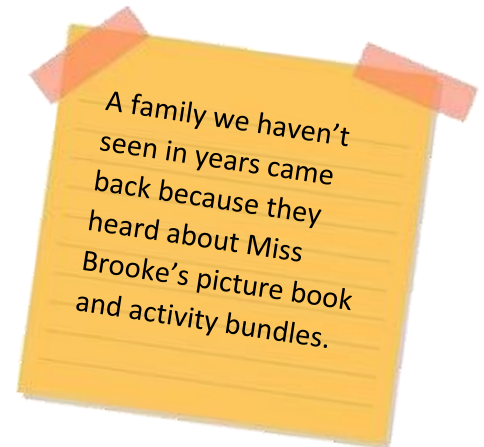
We'll be completing annual reviews for all library staff in the next few weeks. Last year this process was hugely delayed, taking place in August instead of at the beginning of the year. Holding them in March is a good step back toward normal operations, and an opportunity to check in with everyone in a more formal way than our day-to-day interactions.

Personnel Handbook Updates

Linda and I have begun the process of reviewing the library's policy handbook. Our intention is to make sure it aligns with the Village Handbook and to identify any library policies that need updates. Proposed changes will be presented to the full board for review and approval.



Program Participation	2021 Feb Participants	2021 Avg/Prog	2020 Avg/Prog
Children's/Teen Events	210	11	32
Adult/General Events	0	0	18
Children's/Teen Grab-&-Go	275	46	70
Adults Grab-&-Go	51	26	25



STATISTICS		2021 Feb	2021 YTD	2020 YTD	2020 Total
	Items Borrowed	2,762	5,849	8,406	28,029
	% Village of New Glarus	46.6%	44.4%	43.5%	47.3%
	% Town of New Glarus	23.6%	21.2%	25.3%	22.5%
	% Town of York	10.2%	14.8%	8.2%	11.5%
	% Other Green County	10.7%	9.4%	12.8%	11.3%
	% Dane County	7.7%	7.7%	7.6%	5.6%
	% Other	2.5%	2.5%	2.5%	1.8%
	eBooks/e-Audio Borrowed	766	1,509	1,439	9,164
	Public WiFi sessions	3,439	7,033	9,388	48,480
	Public computer sessions	0	0	180	250
	Online Tools & Databases	33	79	140	617
	Website Visits	1,580	3,062	2,799	17,309
	Library Visits	665	1,300	4,680	10,034
	Average Patrons per Day	29	29	98	47
	Patrons Added	5	10	21	63
	Items Added	190	373	507	2,096
	Items Deleted	79	591	830	1,840

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

Beg. Balance	42,134.43	
Interest	2.40	
Deposit		
Withdrawal	-17,000.00	
End. Balance		25,136.83

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

Beg. Balance	1,064.14	
Withdrawal		
Deposit		
Interest	0.07	
End. Balance		1,064.21

SUBTOTAL [25-11520] 26,201.04**SBCP MM#183483-RESERVE OPERATIONS FUND [25-11300]**

Beg. Balance	20,210.27	
Interest	2.18	
End Balance		20,212.45

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

Beg. Balance (funded 9/28) [Town Impact fees]	136,306.07	
Deposit (Exeter donation)	1,000.00	
Interest	14.80	
End Balance		137,320.87

TOTAL LIBRARY INVESTMENTS 183,734.36**FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)**

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund

CASH Deposits thru 12/31/20	1,011,354.78
Interest/Dividend Income	259.67
Less fees	-26.74
Less Withdrawals	
Gifts/Pledges received	150.00
SPENDABLE CASH Available 1/31/21	<u>1,011,737.71</u>

Library Operations Fund

Balance 12/31/20	26,745.58
Gifts/Pledges received	
Interest Income	0.91
Disbursements (Fees)	0.02
Balance 1/31/21	<u>26,746.51</u>
Spendable Balance 1/31/21	<u>26,546.47</u>

Library Endowment Fund

Beginning Balance 12/31/21	29,924.73
Contributions	
Investment Activity	774.92
Investment fees	0.00
BALANCE 1/31/21 [NON-CASH]	<u>30,699.65</u>
Spendable Balance 1/31/21	<u>1,882.88</u>