

**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/81708621900?pwd=WWhCS2dNYIB3TExmchFBOVNRWHI3Zz09>**

**To attend by telephone, dial (312) 626-6799
Meeting ID: 817 0862 1900
Password: 372949**

Wednesday, April 21, 2021 - 6:30 P.M.

AGENDA

1. Call to Order: President Linda Hiland called the meeting to order at 6:31 pm. Those present, in addition to Linda Hiland, were trustees Jody Hoesly, Shelly Truttman, Beth Blahut, Kaylee Walters, Suzi Janowiak, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague and Village Administrator Drake Daily.
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: Jody Hoesly moved to approve the agenda, moving discussion of the purchase agreement to the top, 2nd by Kaylee Walters. Motion carried.
4. Comments & Questions from the Public: None
5. Old Business
 - A. Discussion and Consideration: Library Building Project: Planning presentation of purchase agreement/CSM to the Village Board: Linda Hiland left the meeting during this discussion. Director Lague referred the board to the draft memo she had prepared for the May 4, 2021 Village Board meeting. Discussion of anticipated operating budget line items and the presentation in general. Drake Daily surmised that the Village Board might have the most questions on the operating budget estimate. Shelly Truttman expressed her support for the presentation as planned and wondered if we should reach out to the neighboring property owners before the meeting. Agreement that we need to stress to the community that the intent is to preserve the sledding hill. Drake Daily said he believes the presentation will initiate a good conversation between the two boards and hopefully will provide clarity for both sides. Director Lague stated that the small group will meet to finalize the presentation. Drake Daily left the meeting at 6:58 pm.
 - Update on preliminary design: Linda Hiland rejoined the meeting at 6:58 pm. She related to the board that she and Holly Lague had met with the design team to review space needs and other issues for the new preliminary design. The design team will have a draft design the week of April 28; and the building committee will meet as well.
 - Mowing of west side site: Shelly Truttman confirmed that the party who has harvested the hay in previous years will do this again in 2021.
 - Storage of furniture at Swiss Center of North America: Linda Hiland has been in contact with Beth Zurbuchen regarding what needs to be moved out of the SCNA soon. She proposed a meeting on the site with herself, Jody Hoesly, and Beth Zurbuchen. She also indicated that we might jettison some of the items that are being stored as we likely will not need it all in the new library. Jody Hoesly pointed out that if that is the case, scrap metal is at an attractive price right now.
 - Reviewing Building Committee and Owner Reps appointees: Linda Hiland reviewed the appointments and stated that the board might want to adjust these now that we have new trustees. The Building Committee currently consists of Citizen members Kevin Budsberg and Tim Usher, as well as Director Holly Lague and Trustee Jody Hoesly.

Motion by Jody Hoesly to amend Library Resolution 14-08LB to add Shelly Truttman to the Building Committee, 2nd by Suzi Janowak. Motion carried. Discussion of Owner Representatives, who are currently Linda Hiland and Tim Usher. Consensus to remain this team as is.

- Update on purchase agreement: To be covered under Closed Session
- B. Discussion and Consideration: Phased Reopening of the Library: Director Lague reported that the staff continues to work toward and anticipate reopening the library to the public again. She continues to confer with Drake Daily and village administration as they plan the reopening of the Village Hall.
6. Bills & Finance Report
- A. Bills: Bills were presented via screenshare and approved as follows: \$1,851.99 on 4/7/2021, and \$458.83 on 4/20/2021.
 - B. Financial Statement
7. Director's Report: Director Lague reviewed the report with the board and noted that no longer needing to quarantine materials (based on CDC guidelines) has greatly improved workflow for the staff.
8. Approval of Minutes
- A. March 17, 2021: Shelly Truttman moved to approve with correction of a typo, 2nd by Kaylee Walters. Motion carried.
 - B. April 7, 2021: Shelly Truttman moved to approve, 2nd by Kaylee Walters. Motion carried.
9. The Board will Convene into Closed Session: Linda Hiland noted that she would be leaving the meeting prior to the closed session. She also shared that Vice President Beth Blahut would chair the May 5th meeting as Linda Hiland will be out of town. Linda Hiland left the meeting at 7:33. Motion to go into closed session by Kaylee Walters, 2nd by Tammy Newberry. Motion carried by unanimous roll call vote.
10. The Board will Convene into Open Session. Motion to convene into open session by Tammy Newberry, 2nd by Shelly Truttman. Motion carried by unanimous roll call vote.
- A. Results of Closed Session: Discussion & Consideration: Library Building Project: Motion to forward purchase agreement to Village Board with recommendation to approve by Shelly Truttman, 2nd by Jody Hoesly. Motion carried.
11. Adjournment: Vice President Beth Blahut adjourned the meeting at 7:45 pm.

Respectfully submitted, Suzi Janowiak, Secretary



Director's Report – April 21, 2021
Holly Lague, Director

Library Services

Our window hours and grab-and-go activities continue to be our most accessible service model, although we are watching the local infection levels and vaccine rates with a hopeful eye. We have tentative plans for events and service expansion in the works, and we remain in touch with Village administration about how our timing will fit in with their plans for reopening the building as a whole.

All staff were excited to be able to cease quarantining returned materials, following the discussion at the Library Board meeting on April 5. Staff continue to wear masks and follow hygiene procedures, which public health officials now agree mitigates the very low risk of surface transmission of COVID-19. Information about the change was posted to Facebook and our service window for any patrons who may be concerned and wish to self-quarantine their items before using them.

Book Donations

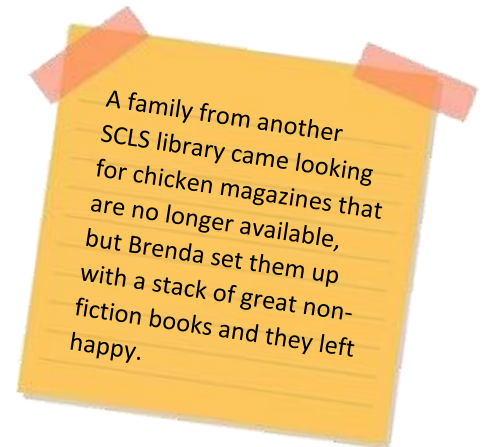
The day is finally arriving when we can begin accepting book donations for the Friends annual book sale. To help ease the initial rush, we've planned a "Donation Day" for Saturday April 24. We thank our Friends volunteers for staffing the event to answer questions and hand out tax forms, and the Village for lending us their tabletop plexiglass barriers to keep everyone safe and comfortable.

Continuing Education

Erica completed an online course in digital archiving through UW-Madison. As our liaison to the Historical Society, Erica spends time cataloging local history and genealogical materials at the Swiss Historical Village Museum, with the goal of making them more readily accessible for staff and patrons of both the library and the museum. We hope to continue providing her with archival training to support this valuable service and connection.



Program Participation	2021 Mar Participants	2021 Avg/Prog	2020 Avg/Prog
Children's/Teen Events	253	17	32
Adult/General Events	0	0	18
Children's/Teen Grab-&-Go	342	38	70
Adults Grab-&-Go	38	10	25



STATISTICS		2021 Mar	2021 YTD	2020 YTD	2020 Total
	Items Borrowed	3,246	9,095	10,746	28,029
	% Village of New Glarus	46.8%	45.2%	44.4%	47.3%
	% Town of New Glarus	24.8%	22.5%	23.9%	22.5%
	% Town of York	7.5%	12.2%	9.0%	11.5%
	% Other Green County	9.3%	9.4%	12.1%	11.3%
	% Dane County	7.8%	7.7%	7.5%	5.6%
	% Other	3.7%	3.0%	3.1%	1.8%
	eBooks/e-Audio Borrowed	848	2,357	2,230	9,164
	Public WiFi sessions	3,739	10,772	13,584	48,480
	Public computer sessions	3	3	228	250
	Online Tools & Databases	79	172	141	617
	Website Visits	1,895	4,957	4,152	17,309
	Library Visits	815	2,115	6,010	10,034
	Average Patrons per Day	30	29	102	47
	Patrons Added	2	12	28	63
	Items Added	181	554	731	2,096
	Items Deleted	36	627	886	1,840

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	25,136.83	
Interest	1.82	
Deposit		
Withdrawal		
End. Balance		25,138.65

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

Beg. Balance	1,064.21	
Withdrawal		
Deposit		
Interest	0.08	
End. Balance		1,064.29

SUBTOTAL [25-11520]

26,202.94

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

Beg. Balance	20,212.45	
Interest	2.39	
End Balance		20,214.84

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

Beg. Balance (funded 9/28) [Town Impact fees]	137,320.87	
Deposit (Exeter donation)		
Interest	16.22	
End Balance		137,337.09

TOTAL LIBRARY INVESTMENTS	183,754.87
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FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 1/31/21		1,011,737.71
Interest/Dividend Income		22.61
Less fees		-102.28
Less Withdrawals		
Gifts/Pledges received		2,025.00
SPENDABLE CASH Available 2/28/21		1,013,683.04
Library Operations Fund		
Balance 1/31/21		26,746.47
Gifts/Pledges received		
Interest Income		0.59
Disbursements (Fees)		0.00
Balance 2/28/21		26,747.06
Spendable Balance 2/28/21		26,547.06
Library Endowment Fund		
Beginning Balance 1/31/21		30,651.81
Contributions		
Investment Activity		573.62
Investment fees		0.00
BALANCE 1/31/21 [NON-CASH]		31,225.43
Spendable Balance 1/31/21		1,882.88