

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

Wednesday, June 16, 2021 - 6:30 P.M.

MINUTES

1. Call to Order: President Linda Hiland called the meeting to order at 6:33 PM. Those present, in addition to Hiland, were trustees Beth Blahut, Jody Hoesly, Suzi Janowiak, Shelly Truttmann, Kaylee Walters, and Village Board Liaison Tammy Newberry. Also present, Library Director Holly Lague.
2. Approval of Agenda – Tammy Newberry moved to approve the agenda, second by Shelly Truttmann. Motion carried.
3. Comments & Questions from the Public
 - A. None.
4. Old Business
 - A. Discussion and Consideration: Library Building Project
 - i. Shelly Truttmann provided an update on behalf of the negotiation team regarding current progress and status of the Library Building Project. Truttmann reported that the Village Board would like to have a public listening session, and so the negotiation team reached out to the Shepherd of the Hills negotiation team to determine if details of the MOU and amended draft purchase agreement should be shared with the public or be brought to an open session at the Village Board meeting. Janet Sherven, Council president at Shepherd of the Hills, has communicated with the Shepherd council and collectively decided that the details of the MOU and purchase agreement should remain confidential at this time. Truttmann explained that the negotiation team recommends that the Village Board halts plans for a public hearing until more progress is made with Shepherd of the Hills. Holly Lague will communicate this recommendation with Drake Daily so that no public hearing is scheduled or announced at this time. Truttmann also shared that Shepherd of the Hills would like to have another town hall meeting with their congregation as well.
 - ii. Holly Lague reviewed the FAQ document with the Library Board line-by-line to confirm and approve the Library Board's responses to the FAQs, and the Library Board expressed gratitude for Director Lague's work on finalizing the FAQ document.
 1. Linda Hiland questioned if the Village Board and Drake Daily had access to the FAQ responses, and the Library Board confirmed they did. Tammy Newberry will mention the FAQ responses to the Village Board at the next meeting when she updates the Village Board on other general library updates and news as the Library Board liaison.
 2. Linda Hiland questioned if Shepherd of the Hills had received a copy of the FAQ, and Shelly Truttmann confirmed that they were sent the initial document, and she will send the updated version to Shepherd of the Hills when it is published.
 3. Holly Lague will make the changes as discussed and will date the FAQ with changes made, as suggested by Jody Hoesly.
 4. The Library Board suggested that the negotiating team emphasize again to the Shepherd of the Hills negotiating team that any one from the Library Board would be willing to come to their town hall meeting to answer any questions they may have.
 - iii. Linda Hiland requested that each member of the Library Board comment on how they feel the proposed plans for the library building project are going as a pulse check. Each Library Board member commented, and the general summary of comments are as follows:
 1. There is more support than criticisms of the new proposed location and the Library Board should stay the course as there is a 3:1 support in feedback received and 2:1 support among direct residents of the proposed location.
 2. Communication among all parties has been going very well.
 3. Support for focusing on making the green space public.

4. More should be discussed and determined regarding parking spots in future discussions if the project progresses.
 5. Linda Hiland urged the Library Board to be diligent about staying on topic within closed sessions due to the seriousness of the topics to be discussed and transparency with the public.
 - a. The Library Board further discussed the importance of Linda Hiland's recusal from discussions on the library building project in regard to the purchase agreement, negotiation team updates, edits to non-compromising details of the purchase agreement, or any presentation to the Village, including design of the building. The Library Board unanimously agreed that Linda Hiland should continue to recuse herself from any such discussions.
 - iv. The Library Board generally agreed that there should be no further work with Dimension IV until the purchase agreement has been finalized in order to protect library building funds.
- B. Discussion and Consideration: Phased Reopening of the Library
- i. Holly Lague reported that the Village Hall changed its COVID policy to reflect CDC guidelines where masks are required only for unvaccinated people. The Library will follow suit with the rest of the building, but in order to optimize comfort for vulnerable populations, will still require library staff to wear masks and will reserve Tuesdays and Thursdays for browsing by appointment for families that need the safer option.
 - ii. Storage of Furniture
 1. Holly Lague summarized the furniture that was recently moved from the Swiss Center, and the Library Board discussed options and timelines for storage for the remaining furniture.
 - iii. American Rescue Plan
 1. Jody Hoesly reported to the Library Board that there is a survey distributed for Green County residents to complete regarding the American Rescue Plan, which lets residents comment on how they envision money to be spent by their leaders to support the community. The Library Board briefly reviewed the survey and agreed to fill it out and leave comments on how the project can support the library.
 - iv. Timeline of Building Project
 1. Library Board discussed the changing timeline for going to bid on the proposed library building project and the possibility of increased costs of building over the course of the winter. After discussion, the Library Board generally agreed that the timeline may continue to change based on weather and other administrative details, and so to take each process step by step rather than focusing on a timeline.
 - v. Donor Outreach
 1. Suzi Janowiak summarized a recent donor who withdrew their donation to the building project. The Library Board reviewed the steps they took to publish and inform those involved in the library building project of new plans, and agreed that Suzi Janowiak can organize Mary Funseth and Mark Janowiak to call donors to inform them of the current focus of the library building project and the opportunity with Shepherd of the Hills property.
 - a. Jody Hoesly will gather the list of donors of \$10,000 or over to give to Suzi Janowiak.
 - b. A letter to the anonymous donor will be written and sent to the lawyer to distribute to the anonymous donor to keep this donor updated on progress and current focus.
5. Bills & Finance Report
 - A. Library Board reviewed and signed bills as they were distributed.
 - i. Packet # 1: June 8, 2021 for \$10,403.15
 - ii. Packet #2: June 15, 2021 for \$4,766.41
 6. Directors Report
 - A. No questions.
 7. Approval of Minutes
 - A. Library Board will table approval of May 19 minutes until the next meeting.

- B. June 2, 2021 minutes--Holly Lague introduced a minor change to the minutes. Shelly Truttmann motioned to approve the June 2 minutes with the change as discussed, Suzi Janowiak seconded, and the motion carried.
- 8. Adjournment. President Linda Hiland adjourned the meeting at 8:31 pm.

Respectfully submitted, Kaylee Walters, Library Trustee



Director's Report – June 16, 2021

Holly Lague, Director

Library Services

Our first few weeks of indoor services have gone very well. We've had a lot of families with kids come in, and many of our regulars who are just so glad to be in the library again. We did our best to take the guesswork out of expectations: a table with our mask policy and colorful paper masks for children and adults greets patrons prior to entering; most of the seating has been moved to storage, opening up walkways and encouraging shorter visits until we can safely function again as a gathering place. Special thanks to Erica and Brooke for setting up book displays and redoing our bulletin board to be engaging and welcoming as folks enter.

Summer Library Program

Excitement is building for the Summer Library Program activities. We have near-daily inquiries about the take-home crafts, which will begin June 21. Brooke put up the first Story Walks this past weekend in Village Park and at the elementary school.

Programs

Our weekly trivia question series – Local Literary questions for all ages, plus a question just for kids – wrapped up at the end of May. Overall 42 adults participated and 96 kids. Several businesses chose to donate their prizes, while the Chamber generously sponsored the rest and Culver's provided free kids meals. We're hoping to bring it back in the fall.

Turnout was low for the Friends of the Library outdoor Trivia by Daylight fundraiser, but we haven't given up hope that a family-friendly trivia event could be a welcome addition to the general popularity of trivia in town. We'll try again with a few tweaks to the plan and marketing.

Erica was invited to lead a local history presentation at Glarner Lodge. She showed old photographs of New Glarus people and places to 12 participants, including one ringer of an attendee who knew all the names and family lines, enriching the event much to everyone's delight. Erica shared the presentation file with Lodge staff so the residents could continue to access it.



Program Participation	2021 May Participants	2021 Avg/Prog	2020 Avg/Prog
Children's/Teen Events	59	17	32
Adult/General Events	23	12	18
Children's/Teen "self-serve"	121	34	70
Adults "self-serve"	39	11	25



STATISTICS		2021 May	2021 YTD	2020 YTD	2020 Total
	Items Borrowed	2,124	13,647	11,421	28,029
	% Village of New Glarus	56.1%	47.7%	44.5%	47.3%
	% Town of New Glarus	21.5%	22.6%	24.5%	22.5%
	% Town of York	9.3%	11.8%	8.8%	11.5%
	% Other Green County	6.4%	8.6%	11.9%	11.3%
	% Dane County	5.7%	6.9%	7.5%	5.6%
	% Other	1.0%	2.5%	2.9%	1.8%
	eBooks/e-Audio Borrowed	787	3,925	3,865	9,164
	Public WiFi sessions	4,358	19,719	18,072	48,480
	Public computer sessions	2	8	228	250
	Online Tools & Databases	117	517	205	617
	Website Visits	1,630	8,319	7,532	17,309
	Library Visits	661	3,525	6,195	10,034
	Average Patrons per Day	26	29	69	47
	Patrons Added	2	17	34	63
	Items Added	167	891	1,044	2,096
	Items Deleted	270	1,492	917	1,840

LIBRARY

SAVINGS #2775 (APY .10%)

Beg. Balance	25,140.30	
Interest	1.52	
Deposit		
Withdrawal (Dimension IV)	-4,762.50	
End. Balance		20,379.32

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

Beg. Balance	1,064.36	
Withdrawal	-56.00	
Deposit		
Interest	0.06	
End. Balance		1,008.42

SUBTOTAL [25-11520] 21,387.74

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

Beg. Balance	20,216.67	
Interest	1.55	
End Balance		20,218.22

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

Beg. Balance (funded 9/28) [Town Impact fees]	137,349.51	
Deposit (Exeter donation)		
Interest	10.54	
End Balance		137,360.05

TOTAL LIBRARY INVESTMENTS 178,966.01

FOR INFORMATIONAL PURPOSES (Not recorded in Village accounting)

Community Foundation of Southern WI [most recent information available]

Library Capital Campaign Fund		
CASH Deposits thru 3/31/21		1,013,700.58
Interest/Dividend Income		401.22
Less fees		-29.25
Less Withdrawals		
Gifts/Pledges received		200.00
SPENDABLE CASH Available 4/31/21		<u>1,014,272.55</u>
Library Operations Fund		
Balance 3/31/21		26,665.49
Gifts/Pledges received		
Interest Income		0.42
Disbursements (Fees)		0.00
Balance 4/30/21		<u>26,665.91</u>
Spendable Balance 4/30/21		<u>26,465.91</u>
Library Endowment Fund		
Beginning Balance 3/31/21		31,711.87
Contributions		
Investment Activity		1,002.51
Investment fees		0.00
BALANCE 4/30/21 [NON-CASH]		<u>32,714.38</u>
Spendable Balance 4/30/21		<u>1,882.88</u>