

**VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Board Room
319 2nd Street, New Glarus WI 53574**

Wednesday, October 19, 2022 – 6:30 P.M.

Minutes

1. Call to Order: President Linda Hiland called the meeting to order at 6:31 P.M. Those present, in addition to Hiland, were trustees Daniel Ramirez, Beth Blahut; Director Amy Trumble; Village Liaison Henry Janisch. Absent: Suzi Janowiak, Shelly Truttman, Jody Hoesly
2. Approval of Agenda: Janisch moved to approve the agenda. Motion carried.
3. Comments & Questions from the Public: None.
4. Unfinished Business
 - A. Discussion and Consideration: Photography and filming policy request form: Blahut moved to approve the policy and form. Motion carried.
5. New Business
 - B. Discussion and Consideration: 2023 holidays: Janisch moved to approve the dates as written with the addition of closing the library on Saturday April 8, 2023. Motion carried.
6. Bills and Finance Report
 - A. Bills were presented and approved as follows:
 - \$ 9,224.14 dated September 27, 2022
 - \$ 4,819.51 dated October 11, 2022
 - B. Financial statement
7. Director's Report: See attached.
8. Approval of Minutes
 - A. September 21, 2022. Minutes approved with no corrections.
9. Reports / Discussion / Consideration:
 - A. Administration: Nothing to report.
 - CFSW Financial Report

- B. Communication Team: Will put out a press release about the middle school map exhibit in Village Hall to encourage viewing on election day.
 - C. Grants Team: Nothing to report.
 - D. Partnership Team: Nothing to report.
 - E. Village Board Liaison: Nothing to report.
 - F. Friends of the Library: Nothing to report.
 - G. President's Report: Hiland discussed the Board's procedures according to the 12th edition of *Robert's Rules of Order*. Hiland suggested that in 2023 the Board should review its bylaws, including procedures for electronic meetings. The December meeting date will be discussed at the Nov. meeting. Hiland and Janisch will be unable to attend if the meeting is on Dec 21st.
10. Adjournment: Hiland adjourned the meeting at 7:25 P.M.

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

**New Glarus Village Hall Community Room
319 2nd St, New Glarus WI 53574
Wednesday, June 1, 2022 at 7:00 PM**

1. Call to order: Linda Hiland called the meeting to order at 7:02 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Jody Hoesly, Shelly Truttman, Village Liaison Henry Janisch & newly hired Library Director Amy Trumble. Absent: trustee Suzi Janowiak.
2. Approval of the agenda: Hoesly moved to approve the agenda, 2nd by Janisch. Motion carried.
3. New Business
 - A. Discussion and Consideration: Resolution 22-01 Hiring of Library Director: Janisch made a motion to approve the resolution, 2nd by Hoesly. Motion carried.
 - B. Discussion and Consideration: Resolution 22-02 Hiring of Library Page C: Janisch made a motion to approve the resolution, 2nd by Ramirez. Motion carried.
 - C. Discussion and Consideration: Resolution 22-03 Temporary Revised Compensation for Assistant Director: Blahut made a motion to approve the resolution, 2nd by Truttman. Motion carried.
4. Adjournment: Hiland adjourned the meeting at 7:06 P.M.

Respectfully submitted,
Beth Blahut, Secretary

**VILLAGE OF NEW GLARUS
MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES
New Glarus Village Hall – Board Room
319 2nd Street, New Glarus WI 53574**

Wednesday, May 18, 2022 - 6:30 P.M.

AGENDA

Amended Monday, May 16, 2022

1. Call to Order: Linda Hiland called the meeting to order at 6:31 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Jody Hoesly, Suzi Janowiak, Shelly Truttman, Village Liaison Henry Janisch & Interim Library Director Erica Loeffelholz.
2. Approval of Agenda: Janowiak moved to approve the agenda, with the elimination of item 9.c. 2nd by Janisch. Motion carried.
3. Announcement:
 - A. The Library Board will convene into closed session called under WI State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Possible hiring of Library director).
4. Comments & Questions from the Public: None.
5. Old Business
 - A. Discussion and Consideration: Library Director Search to be discussed in closed session.
 - B. Discussion and Consideration: Library Board meeting schedule, location, masking: The Board will continue to meet once a month on the 3rd Wednesday of the month at 6:30 in the Board Room, wearing masks whenever the Board feels it prudent to do so.
 - C. Discussion and Consideration: Mowing of West side property: Truttman reported that Roger Arn agrees to mow the property.
 - D. Discussion and Consideration: Digital storage of library board files: Truttman and Hoesly will meet to further discuss details of the data storage and they will create a procedures document and share it with the Board at the July meeting.
 - E. Discussion and Consideration: Library Building Project update and selection of ad hoc: If the Library Board does not receive any updates from the Swiss Church's ad hoc committee about the Zwingli site by the end of May, Hiland will reach out to the Church's committee. The Library Board shall form a negotiating committee, composed of Hiland, Ramirez, & Janowiak to interact with the Swiss Church's ad hoc committee. The Board will reach out to the Village Board to ask if one trustee would join the negotiating committee.
6. New Business
 - A. Discussion and Consideration: Allocation of donation: The Library received a large donation and Janisch made a motion to allocate the funds as follows: 70% to the capital fund and 30% to the endowment. 2nd by Truttman, followed by discussion. Janisch amended, making a motion that the donation shall be deposited in total to the capital account at State Bank of Cross Plains for now and eventually the Board will deposit 30% of the funds in an endowment fund. 2nd by Truttman. Motion carried.

7. Bills and Finance Report
 - A. Bills were presented and approved as follows:
 - \$ 1,539.22 dated April 26, 2022
 - \$ 1,384.29 dated May 10, 2022
 - B. Financial statement
8. Director's Report: The Village Board approved the installation of the charging pole at Village Park. See attached for the entire report.
9. Approval of Minutes:
 - A. April 20, 2022: Janisch made a motion to approve the minutes. 2nd by Janowiak. Motion carried.
 - B. May 4, 2022: Janisch made a motion to approve the minutes. 2nd by Ramirez. Motion carried.
 - C. May 16, 2022: Janisch made a motion to approve the minutes. 2nd by Ramirez. Motion carried.
10. Reports / Discussion / Consideration:
 - A. Administration: The Board will plan to discuss the overall investment strategy in the near future
 - CFSW Financial Report
 - B. Communication Team: A press release will go out soon regarding the middle school map art exhibit
 - C. Grants Team: Nothing to report.
 - D. Partnership Team: The Library has partnered with other local entities in their summer programming this year.
 - E. Village Board Liaison: Nothing to report.
 - F. Friends of the Library: Book donation day was successful-the National Honors Society students assisted in hauling the books to storage. Friends will volunteer at various festivals this season.
 - G. President's Report: Hiland will not be able to attend the June meeting. Blahut will send thank you notes to the Swiss Center and the Village Crew for assisting with the used furniture storage and disposal this week.
11. The Board will Convene into Closed Session: Truttmann made a motion to go into closed session, 2nd by Janisch. Motion carried by unanimous roll-call vote.
12. The Board will Convene into Open Session: Blahut made a motion to go into open session, 2nd by Janisch. Motion carried by unanimous roll-call vote.
13. Adjournment: Hiland adjourned the meeting at 7:49 P.M.

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

**New Glarus Village Hall - Board Room
319 2nd Street, New Glarus, WI 53574
Monday, May 16 - 6:50 p.m.**

MINUTES

1. Call to order: Linda Hiland called the meeting to order at 6:57 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Shelly Truttman, Suzi Janowiak, Daniel Ramirez, Jody Hoesly, and Village Liaison Henry Janisch.
2. Approval of Agenda: Hoesly moved to approve the agenda. 2nd by Ramirez. Motion carried.
3. Announcement: The Library Board will be meeting in a Closed Session called under Wisconsin State Statute 19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. (Library Director Interviews)
4. Hoesly made a motion to go into closed session, 2nd by Janowiak. Motion carried by unanimous roll-call vote.
5. Janowiak made a motion to go into closed session, 2nd by Truttman. Motion carried by unanimous roll-call vote.
6. Hiland adjourned the meeting at 9:34 P.M.

VILLAGE OF NEW GLARUS

MEETING OF THE NEW GLARUS PUBLIC LIBRARY BOARD OF TRUSTEES

New Glarus Village Hall – Community Room 319 2nd Street, New Glarus WI 53574

Wednesday, January 19, 2022 - 6:30 P.M.

1. Call to Order: Hiland called the meeting to order at 6:32 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Shelly Truttman, Daniel Ramirez, Jody Hoesly, Village Liaison Henry Janisch and Interim Library Director Erica Loeffelholz. Absent: trustee Suzi Janowiak.
2. Approval of Agenda: Truttman moved to approve the agenda. 2nd by Ramirez. Motion carried.
3. Announcement:
 - A. The Library Board will convene into closed session called under WI State Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility (Review applications for library director candidates).
4. Comments & Questions from the Public: None.
5. Old Business:
 - A. Discussion and Consideration: Library Director Search
It has come to the attention of the Board that to comply with SCLS rules, Loeffelholz needs to apply for a Grade II temporary certificate for the library director position. Loeffelholz is speaking with SCLS's Continuing Education Coordinator Jean Anderson on Jan 20th to discuss the certification process.
 - B. Discussion and Consideration: Library Building Project - Request from Swiss Church Consistory
In December Hiland and Truttman met with Bonnie Klassy, president of Swiss Church's consistory. Klassy requested that the Board provide a sketch of the new library building on the Swiss

Church site to share with the congregation. The architects would provide a sketch without extra costs at this time. If we use the sketch for the project it will then be included in the cost of a building project. There was further discussion, including the idea of using salvaged materials from the Zwingli building for the new construction (perhaps the bricks) to retain a historic connection to the old building. Records have been reviewed and there are no limitations due to the historic status of the Zwingli building. Hiland will contact the architects to ask if the lot size is adequate for the new building and if so, she'll ask them to draw a sketch of the building's footprint.

C. Discussion: Payment of Dimension IV Invoice

The Board was mistakenly sent an invoice for services that were already paid for. After the error was discovered, the check that had been sent was voided and now everything is squared away.

6. New Business:

A. Discussion and Consideration: Library Board meeting schedule

Janisch made a motion to meet once a month for two months and then the Board would review the plan in March; meetings would occur as follows: Feb 16 and March 16. 2nd by Truttmann. Motion carried.

7. Bills and Finance Report:

A. Bills

Bills were presented and approved as follows:

Expenses for 2021:

\$5,551.86 dated December 27, 2021; \$19,401.16 dated January 10, 2022

Expenses for 2022:

\$248.98 dated December 27, 2021

B. Financial Statement

8. Director's Report: See attached.

9. Approval of Minutes:

A. December 15, 2021

Hiland moved to approve the minutes. 2nd by Truttmann. Motion carried.

10. Reports / Discussion / Consideration:

A. Administration Team: Nothing to report.

- CFSW Financial Report

B. Communication Team: Nothing to report.

C. Grants Team: Nothing to report.

D. Partnership Team: Nothing to report.

E. Village Board Liaison: Nothing to report.

F. Friends of the Library: Meeting on Jan 20th. They'll discuss Trivia events.

G. President's Report: Nothing to report.

11. The Board will Convene into Closed Session:

Janisch made a motion to go into closed session, 2nd by Ramirez. Motion carried by unanimous roll-call vote

12. The Board will Convene into Open Session:

Hoesly made a motion to go into open session, 2nd by Truttmann. Motion carried by unanimous roll-call vote

A. Results of Closed Session: Discussion & Consideration: Review applications

for library director candidates

Blahut will contact the candidate with the Board's decision. The Board will continue its search for Library Director.

13. Adjournment: Hiland adjourned the meeting at 7:51 pm.

Respectfully submitted, Beth Blahut, Secretary