

**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**

November 15, 2023 6:30 P.M.

1. Call to Order: President Linda Hiland called the meeting to order at 6:32 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Suzi Janowiak, Shelly Truttmann, Daniel Ramirez, Tiffany Kuenzi; Library Director Amy Trumble, and Village Liaison Larry Stuessy.
2. 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 (Library Director Evaluation).
3. Approval of Agenda: Stuessy moved to approve the agenda. Motion carried.
4. Comments & Questions from the Public: None.
5. Unfinished Business:
 - A. Discussion and Consideration: 2024 Holiday closures: Kuenzi made a motion to approve the NGPL holiday closures including the Saturday before Easter: March 30, 2024 and the Saturday after Thanksgiving: November 22, 2024. Motion carried.
 - B. Discussion and Consideration: Building project update
6. New Business:
 - A. Discussion and Consideration: Volunteer Policy Review: Truttmann made a motion to accept the NGPL volunteer guidelines and application form. Motion carried.
7. Bills and Finance Report:
 - A. Bills were presented and approved as follows:
 - \$ 3,746.02 dated Oct. 30, 2023
 - \$ 1,788.06 dated Nov. 14, 2023
 - B. Financial statement
8. Director's Report: See attachment.
9. Approval of Minutes:
 - A. October 18, 2023: Stuessy made a motion to approve as amended. Motion carried.
10. Reports / Discussion / Consideration:
 - A. Administration
 - CFSW Financial Report
 - B. Communication Team: The Post Messenger Recorder office is closing it's office in New Glarus and from now on the library will be the drop site for Submissions to the paper.
 - C. Grants Team: Nothing to report.
 - D. Partnership Team: See details in the Director's Report attachment.

- E. Village Board Liaison: Stuessy provided information regarding the Village Board's Capital Improvement Plan.
- F. Friends of the Library: Working on a t-shirt design for the 90th anniversary.
- G. President's Report: Nothing to report.
- 11. The Board will Convene into Closed Session: Janowiak made a motion to go into closed session. Motion carried by unanimous roll call vote.
- 12. The Board will Convene into Open Session: Truttmann made a motion to go into open session. Motion carried by unanimous roll call vote.
 - A. Results of Closed Session: Discussion and Consideration: Library Director Evaluation
- 13. Adjournment: Hiland adjourned the meeting at 7:10 P.M.

**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**

October 18, 2023 6:30 P.M.

- 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 Beth Blahut, Suzi Janowiak, Shelly Truttmann, Daniel Ramirez, Tiffany Kuenzi; Library Director Amy Trumble, and Village Liaison Larry Stuessy.
- 2. Approval of Agenda: Stuessy moved to approve the agenda with one correction; item 8. A. should read, "Sept. 20, 2023." Motion carried.
- 3. Comments & Questions from the Public: None.
- 4. Unfinished Business:
 - A. Discussion and Consideration: 2024 Budget revisions: We will wait until we hear from the Village Board before we vote to approve.
 - B. Discussion and Consideration: Building project update: Trumble shared the project update that she presented to the VB on Oct 17th.
- 5. New Business:
 - A. Discussion and Consideration: 2024 Library staff vacation: Blahut made a motion to use the Village's 2024 vacation schedule for full-time employees as per the Village Handbook. Motion carried.
 - B. Discussion and Consideration: 2024 Holiday closures: Truttmann made a motion to approve following the Village closures and additionally to approve closing the library on Sat March 30, 2024. Motion carried.
- 6. Bills and Finance Report:
 - A. Bills were presented and approved as follows:
 - \$ 3,000.06 dated Sept. 26, 2023
 - \$ 1,482.53 dated Oct. 11, 2023
 - B. Financial statement
- 7. Director's Report: See attached.
- 8. Approval of Minutes:
 - A. Sept. 20, 2023: Approved as distributed.
- 9. Reports / Discussion / Consideration:
 - A. Administration

- CFSW Financial Report
 - B. Communication Team: Nothing to report.
 - C. Grants Team: Looking into dulcimer grant opportunities.
 - D. Partnership Team: See Director's report for details.
 - E. Village Board Liaison: Stuessy shared with the Board a copy of the 5 Year Capital Improvement Plan passed by the Village Board at their Oct.17 meeting. It contains line items "2025 New Public Library (Prelim Engineering) \$44,000" and "2026 New Public Library (Construction) \$3,200,000 and "2027 New Public Library (Furniture, Fixtures & Equipment) (Project Estimate) \$300,000."
 - F. Friends of the Library: Discussing ways to celebrate the library's 90th anniversary.
 - G. President's Report. Evaluations due Monday Oct 23.
10. Adjournment: Hiland adjourned the meeting at 8:00 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**

September 20, 2023 6:30 P.M.

MINUTES

1. Call to Order: President Linda Hiland called the meeting to order at 6:30 P.M. Those present, in addition to Hiland, were trustees Shelly Truttmann, Daniel Ramirez and Beth Blahut; Library Director Amy Trumble; Village Board trustee Gof Thomson. Absent: Suzi Janowiak, Tiffany Kuenzi and Village Liaison Larry Stuessy.
2. Approval of Agenda: Truttmann moved to approve the agenda. Motion carried.
3. Comments & Questions from the Public: None.
4. Unfinished Business
 - A. Discussion and Consideration: Wisconsin Public Library Compensation Study: Overall the New Glarus Library staff wages are in line with similar libraries, though slightly low. We will resume the compensation discussion after the Village Board discusses the budget.
 - B. Discussion and Consideration: Building project update: Trumble drafted a letter to update donors on the project. We will mail it as soon as possible.
 - C. Discussion and Consideration: Staff development day: Truttmann

made a motion to approve closing the library on Wed. Oct. 25th so that staff can attend the staff development day. Motion carried.

D. Discussion and Consideration: Donation reallocation: Trumble reported that the funds were transferred to the capital expansion account at Lakeridge Bank on Sept. 6th.

E. Discussion and Consideration: CFSW Endowment Fund

5. New Business:

A. Discussion and Consideration: Approval of resolution to hire for the position of Page: Ramirez made a motion to approve the resolution to appoint Mia Sies as a library page. Motion carried.

6. Bills and Finance Report:

A. Bills were presented and approved as follows:

\$ 3,918.36 dated Aug. 25, 2023

\$ 762.36 dated Sept. 12, 2023

B. Financial statement

7. Director's Report: See attached

8. Approval of Minutes

A. August 16, 2023: Approved as distributed.

9. Reports / Discussion / Consideration:

A. Administration: Reports will be shared as soon as they're available.

· CFSW Financial Report

B. Communication Team: Nothing to report.

C. Grants Team: We did not receive the dulcimer grant. Blahut will investigate art grant opportunities.

D. Partnership Team: Trumble and staff continue to reach out in the community.

E. Village Board Liaison: Not present at the meeting.

F. Friends of the Library: They had another successful book sale.

G. President's Report: Hiland informed the Board that Trumble's annual review is overdue (it was due to take place in June). The Board will schedule the review in November and Trumble's next annual review in June 2024.

10. Adjournment: Hiland adjourned the meeting at 7:36 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**

August 16, 2023 6:30 P.M.

1. Call to Order: President Linda Hiland called the meeting to order at 6:34 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Suzi Janowiak, Tiffany Kuenzi; Library Director Amy Trumble, and Village Liaison Larry Stuessy. Absent: Shelly Truttman, Daniel Ramirez.
2. Approval of Agenda: Stuessy moved to approve the agenda. Motion carried.
3. Comments & Questions from the Public: None.
4. Unfinished Business
 - A. Discussion and Consideration: Wisconsin Public Library Compensation Study: The study has not yet been completed; the Board will discuss this next month.
 - B. Discussion and Consideration: Building project update: No updates. Village Administrator Lauren Freeman is actively seeking information about possible building sites.
5. New Business
 - A. Discussion and Consideration: Preliminary budget approval: The budget is very similar to last year's. The Board reviewed the preliminary budget and had no concerns.
6. Bills and Finance Report
 - A. Bills were presented and approved as follows:
 - \$ 2,226.15 dated July 25, 2023
 - \$ 1,359.70 dated Aug 9, 2023
 - B. Financial statement: Trumble will follow up to ensure that two large donations currently held in the village account are moved to the library's capital campaign account at Lakeridge Bank.
7. Director's Report: See attached.
8. Approval of Minutes
 - A. July 19, 2023: Approved as distributed.
9. Reports / Discussion / Consideration:
 - A. Administration
 - CFSW Financial Report
 - B. Communication Team: Nothing to report.
 - C. Grants Team: Nothing to report.
 - D. Partnership Team: Over 175 people attended the pie social at the Historical Society.
 - E. Village Board Liaison: Nothing to report.
 - F. Friends of the Library: Getting ready for the booksale and bakesale Sept 2 &
 - G. President's Report: Nothing to report.
10. Adjournment: Hiland adjourned the meeting at 7:03 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**

**July 19, 2023 6:30 P.M.
MINUTES**

1. Call to Order: Vice-president Ramirez called the meeting to order at 6:31 P.M. Those present, in addition to Ramirez, were trustees Beth Blahut, Suzi Janowiak, Tiffany Kuenzi, and Shelly Truttmann; Library Director Amy Trumble, and Village Liaison Larry Stuessy. Absent: Linda Hiland.
2. Approval of Agenda: Janowiak moved to approve the agenda. Motion carried.
3. Comments & Questions from the Public: None.
4. Unfinished Business
 - A. Discussion and Consideration: Donation reallocation: Truttmann made a motion that the board should move two large donations currently held in the village account to the library's capital campaign account at Lakeridge Bank. Motion carried.
 - B. Discussion and Consideration: Building project update: Nothing new to report at this time.
5. New Business
 - A. Discussion and Consideration: Wisconsin Public Library Compensation Study: The DPI study was due to be released on June 30th but the release has been delayed. Stuessy made a motion to revisit this issue next month, as unfinished business; the board will review the DPI study at that time.
6. Bills and Finance Report
 - A. Bills were presented and approved as follows:
 - \$ 2,290.84 dated June 27, 2023
 - \$ 822.83 dated July 11, 2023
 - B. Financial statement
7. Director's Report: See attached.
8. Approval of Minutes
 - A. Final draft minutes of June 21, 2023 were approved as received.
9. Reports / Discussion / Consideration:

- A. Administration
 - CFSW Financial Report: Latest statement not available yet.
 - B. Communication Team: Nothing to report.
 - C. Grants Team: Community Impact Grant results will be available in August.
 - D. Partnership Team: Nothing to report.
 - E. Village Board Liaison: Stuessy has been reaching out to community members in search of potential building sites.
 - F. Friends of the Library: Nothing to report.
 - G. President's Report: Nothing to report.
10. Adjournment: Ramirez adjourned the meeting at 7:17 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**

June 21, 2023 6:30 P.M.

MINUTES

1. Call to Order: Hiland called the meeting to order at 6:33 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Suzi Janowiak, Tiffany Kuenzi, and Shelly Truttmann; Library Director Amy Trumble, and Village Liaison Larry Stuessy.
2. Approval of Agenda: Janowiak made a motion to approve the agenda. Motion carried.
3. Comments & Questions from the Public: None.
4. Unfinished Business
 - A. Discussion and Consideration: Planning for SCLS adjusted move dates: SCLS move dates will be June 28-July 1. During this period, NGPL will utilize the Village Hall's internet. The only limit on services will be that the public will not have access to the computers at this time.
 - B. Discussion and Consideration: Building project update: Board members and Village Administrator Lauren Freeman continue to gather information regarding potential building sites.
 - C. Discussion and Consideration: Donation reallocation: Blahut made a motion to postpone a decision on reallocation until next month, and to base the decision on further research on best investments. Motion carried.
5. New Business
 - A. Discussion and Consideration: Updated Collection Development Policy: Janowiak made a motion to approve the updated policy. Motion carried. Trumble will add the updated policies to the library website.

- B. Discussion and Consideration: Capital Improvement Plan
 - C. Discussion and Consideration: 2024 Budget: Trumble will receive a Wisconsin libraries wage study by the end of the month. The study will be used to inform the Board on budget decisions.
6. Bills and Finance Report
- A. Bills were presented and approved as follows:
 - \$ 3,102.88 dated May 23, 2023
 - \$ 1,964.46 dated June 13, 2023
 - B. Financial statement
7. Director's Report: See attached.
8. Approval of Minutes:
- A. Final draft minutes of May 17, 2023 were approved as received.
9. Reports / Discussion / Consideration:
- A. Administration
 - 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: They volunteered to clean up garbage for \$500. They will pay for the cement work for the public charging station at Village Park.
 - G. President's Report: Hiland will be out of town for the July meeting; Ramirez will lead the meeting.
10. Adjournment: Hiland adjourned the meeting at 7:41 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, April 19, 2023 6:30 P.M.

MINUTES

1. Call to Order: Hiland called the meeting to order at 6:34 P.M. Those present, in addition to Hiland, were trustees Daniel Ramirez, Suzi Janowiak, Shelly Truttmann, Tiffany Kuenzi, Library Director Amy Trumble, Village Liaison Larry Stuessy. Absent: Beth Blahut.
2. Approval of Agenda: Truttmann made a motion to approve the agenda. Motion carried.
3. Comments & Questions from the Public: None.
4. Unfinished Business:
 - A. Discussion and Consideration: Building Project : The Board is considering the next steps for the project. Current options are still on the table.
5. New Business:
 - A. Discussion and Consideration: Planning for SCLS headquarters moving day: May 26-30 potential interruption to library services. Truttmann made a motion that: Due to SCLS move and potential service outage, at the library directors discretion, she may schedule a staff work day

and or close the library at the end of May. Motion carried.

B. Discussion and Consideration: Digital scanner policy review: Postpone until May meeting to amend the policy.

6. Bills and Finance Report:

A. Bills were presented and approved as follows:

\$ 900.69 dated Apr. 11, 2023

\$ 2431.76 dated Mar. 28, 2023

B. Financial statement

7. Director's Report: See attached.

8. Approval of Minutes:

A. Final draft minutes of March 15th, 2023 were approved as received.

9. Reports / Discussion / Consideration:

A. Administration : Janowiak made a motion to have Shelly Truttmann and Tiffany Kuenzi be on the admin team. Motion carried.

· CFSW Financial Report: See attached

B. Communication Team: Preparing public statement regarding current state of the building project

C. Grants Team: Community Impact Fund opportunity. Director will consider. D. Partnership Team:

E. Village Board Liaison:

F. Friends of the Library:

G. President's Report: update board contact information

10. Adjournment: Hiland adjourned the meeting at 8:05 P.M.

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, March 15, 2023 6:30 P.M.

MINUTES

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, Daniel Ramirez, Suzi Janowiak, Shelly Truttmann, Tiffany Kuenzi, Library Director Amy Trumble, Village Liaison Henry Janisch.

2. Approval of Agenda: Truttmann made a motion to approve the agenda. Motion carried.

3. Comments & Questions from the Public: None.

4. New Business:

A. Discussion and Consideration: WLA staff development day: At the next meeting Trumble will request approval to close the library for one day in Oct. for staff to attend the event.

B. Discussion and Consideration: Building project update: The outcome of the Swiss Church's congregational vote was to not sell property to the library. The

Board will need to decide next steps for the project.

C. Discussion and Consideration: Library video camera: Trumble will look into how to operate the cameras and will continue to use the cameras to monitor specific locations.

D. Discussion and Consideration: Adjacent County Reimbursement Requests: Kuenzi made a motion to grant permission to SCLS to request adjacent county reimbursements. Truttmann seconded. Motion carried.

5. Bills and Finance Report:

A. Bills were presented and approved as follows:

\$ 2,505.01 dated Feb. 28, 2023

\$ 1,669.73 dated Mar. 14, 2023

B. Financial statement

6. Director's Report: See attached.

7. Approval of Minutes:

A. Final draft minutes of February 15th, 2023 were approved as received.

8. Reports / Discussion / Consideration:

A. Ad Hoc Report: Team is not needed; the discussion is over.

B. Administration

· CFSW Financial Report: Pending- Will be sent to Board ASAP.

C. Communication Team: Trumble and Blahut will meet to discuss messaging.

D. Grants Team: Nothing to report.

E. Partnership Team: Trumble reached out to the NG Home regarding book delivery. She is sending reports to Exeter and York Townships.

F. Village Board Liaison: Nothing to report.

G. Friends of the Library: They're discussing donations to children's programming. The group is growing.

H. President's Report: Truttmann's and Ramirez' current terms on the Library Board will expire soon. Each is an appointed official, not elected.

9. Adjournment: Hiland adjourned the meeting at 7:36 P.M.

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, February 15, 2023 6:30 P.M.

MINUTES

1. Call to Order: Hiland called the meeting to order at 6:30 P.M. Those present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Shelly Truttmann, Tiffany Kuenzi, Library Director Amy Trumble, Village Liaison Henry Janisch. Absent: Trustee Suzi Janowiak.

2. Approval of Agenda: Janisch made a motion to approve the agenda. Motion carried.

3. Comments & Questions from the Public: None.

4. New Business:

A. Discussion and Consideration: Annual Report to Wisconsin Department of Public Instruction:

Blahut made a motion to agree with the statement, "The New Glarus Public Library Board of Trustees hereby states that in 2022 the South Central Library System did provide effective leadership and adequately met the needs of the library." Motion carried.
Truttmann made a motion to approve the final draft of the Annual Report. Motion carried.

B. Discussion: Review of library accounts: Trumble will send Board members a document created by Kevin Budsberg with notes by Holly Lague summarizing the various library accounts (for informational purposes). Current treasurer Truttmann and previous treasurer Kevin Budsberg will meet with Hiland and Trumble to clarify the functions of the various accounts.

5. Bills and Finance Report:

A. Bills were presented and approved as follows:

\$ 3,325.81 dated Jan. 31, 2023

\$ 1,377.57 dated Feb. 14, 2023

B. Financial statement

6. Director's Report: See attached.

7. Approval of Minutes:

A. Final draft minutes of January 18, 2023 were approved as sent.

8. Reports / Discussion / Consideration:

A. Ad Hoc Report: Nothing to report.

B. Administration

· CFSW Financial Report

C. Communication Team: Nothing to report.

D. Grants Team: Nothing to report.

E. Partnership Team: Nothing to report.

F. Village Board Liaison: Nothing to report.

G. Friends of the Library: Movie night last Fri. was a success. There will be a book donation day in March.

H. President's Report: Nothing to report.

9. Adjournment: Hiland adjourned the meeting at 7:24 P.M.

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, January 18, 2023 6:30 P.M.

MINUTES

1. Call to Order: Hiland called the meeting to order at 6:31 P.M. Those

present, in addition to Hiland, were trustees Beth Blahut, Daniel Ramirez, Shelly Truttman, Tiffany Kuenzi, outgoing trustee Jody Hoesly, & Library Director Amy Trumble. Absent: Trustee Suzi Janowiak & Village Liaison Henry Janisch.

2. 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 (Library Director Evaluation).

3. Approval of Agenda: Blahut made a motion to approve the agenda. Motion carried.

4. Comments & Questions from the Public: None.

5. New Business:

A. Discussion and Consideration: Resolution 23-01 Recognizing Library Board Trustee Jody Hoesly: Resolution approved by unanimous consent vote. (resolution is attached).

B. Discussion and Consideration: Final 2023 Library Budget: Truttman made a motion to approve the Library's 2023 Budget. Motion carried.

C. Discussion and Consideration: DPI Annual Report: Trumble will complete it by the Feb deadline.

6. Bills and Finance Report:

A. Bills were presented and approved as follows:

\$18,456.90 dated Jan. 11, 2023

B. Financial statement

7. Director's Report: See attached.

8. Approval of Minutes: Approved as distributed with one minor correction.

A. December 12, 2022

9. Reports / Discussion / Consideration:

A. Ad Hoc Report: The church's consistory voted on the Zwingli site options on Jan. 9th. The congregation will vote on Feb 19th.

B. Administration: The administration of CFSW funds has gone through technological and organizational changes over the past 10 years; Hoesly and Truttman consolidated and organized various files for current and future management. Truttman motioned to grant access to both the Library Board's Admin Box Account & the CFSW Fund Portal for the Board's Treasurer & Admin Member. Motion carried. The Board will consider a new admin member in the next

couple of months to replace Hoesly in that role.

· CFSW Financial Report

C. Communication Team: Nothing to report.

D. Grants Team: Nothing to report.

E. Partnership Team: Nothing to report.

F. Village Board Liaison. No report.

G. Friends of the Library: Hosting movie night in Community Room Feb 10th. Considering helping to fund cement for the public charging station.

H. President's Report: Nothing to report.

10. The Board will Convene into Closed Session: Truttmann made a motion to go into closed session, 2nd by Ramirez. Motion carried by unanimous roll-call vote.

11. The Board will Convene into Open Session: Blahut made a motion to go into open session, 2nd by Truttmann. Motion carried by unanimous roll-call vote.

A. Results of Closed Session: Discussion and Consideration:

Library Director Evaluation: Hiland moved that the Board of Trustees is very pleased with Amy Trumble's performance as Library Director. She has successfully completed the probationary period and the Board supports her tenure as director. Motion carried.

12. Adjournment: Hiland adjourned the meeting at 7:44 P.M.

Beth Blahut, Secretary