

LIBRARY PLANNING COMMITTEE

Wednesday, August 5, 2020

Via Zoom

6:30 p.m.

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/95811187082>

You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 958 1118 7082# When asked for your Participant ID, just press #

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: ikalata@village.cottage-grove.wi.us

AGENDA

- 1) **Call Meeting to Order**
- 2) **Quorum and roll call**
- 3) **Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item.
- 4) **Presentation:**
- 5) **Old Business:**
 - a. Discuss and consider final survey questions;
 - b. Discuss and consider community outreach of survey.
- 6) **New Business:**
 - a. Discuss business survey.
 - b. Discussion survey introduction video and transcript
- 7) **Approve minutes:**
 - a. July 22, 2020, Library Planning Committee Minutes
- 8) **Friends of Cottage Grove Library Report:**
 - a. Monthly meetings
 - b. Activities
- 9) **Set tentative date for next meeting:** Wednesday, August 19, 2020, at 6:30 p.m. via zoom
- 10) **Future Agenda items:** survey intro
- 11) **Adjournment**

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action.

LIBRARY PLANNING COMMITTEE

Wednesday, July 22, 2020
6:30 p.m.

DRAFT - MINUTES

Via Zoom

AGENDA

- 1) **Call Meeting to Order** – Called to order at 6:37 p.m.
- 2) **Quorum and roll call** – Melissa Ratcliff, David Peterson, Cindi Kelm-Nelson, and Tiffany Haas present. Anne Schoenemann absent and excused.
- 3) **Public Appearances:** Public’s opportunity to speak about any subject that is not a specific agenda item. **None.**
- 4) **Presentation:** **None.**
- 5) **Old Business:**
 - a. Review Survey and discuss outreach opportunities. Members and Michelle Roach with Promote Local went over the 10 survey questions. Discussion on using survey monkey as the platform. Promote Local will work on an outline and draft of the intro video up to 2 minutes with captioning and then a transcript to read instead of watching the video to be read/watched prior to taking the survey and objectively states the purpose of the survey. Survey monkey allows us to track the IP addresses so that it makes it more difficult for someone to take it more than once. The survey is geared toward one adult person taking it per household.
Discussed where the link would be distributed and will come up with a list of groups that we could contact to ask them to distribute to their members. Also discussion of it being shared on the Village website and FB page, Friends of Cottage Grove Library FB page and members, Newspaper, Chamber, LinkedIn, Cottage Grove Historical Society, daycares, schools, senior centers, and other local groups
- 6) **New Business:** None.
- 7) **Approve minutes:**
 - a. July 13, 2020, Library Planning Committee meeting. Motion by David Peterson to approve, second by Cindi Kelm-Nelson. Motion passed 4-0-0.
- 8) **Friends of Cottage Grove Library Report:** Nothing new since last meeting.
 - a. Monthly meetings
 - b. Activities
- 9) **Set tentative date for next meeting:** Wednesday, August 5, 2020, at 6:30 p.m. via zoom

10) Future Agenda items: survey intro; discuss separate business survey, outreach opportunities

11) Adjournment. Motion by Tiffany Haas to adjourn, second by David Peterson. Motion passed 4-0-0. Meeting adjourned at 7:41 p.m.