

LIBRARY PLANNING COMMITTEE

Wednesday, September 2, 2020
6:30 p.m.

Via Zoom

AGENDA

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/96512769150> You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 965 1276 9150# 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: lkalata@village.cottage-grove.wi.us

- 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 introduction video.
 - b. Discuss and consider final survey questions.
 - c. Discuss and consider timeline for survey availability, having village send out survey link to email list and Parks and Recreation email list, post on Village website, and post on Village Facebook and Parks and Recreation Facebook pages and amounts.
 - d. Discuss and consider language for emails, website and Facebook pages for survey link/info.
 - e. Discuss and consider community outreach of survey assignments.
 - f. Discuss and consider FAQ/answer sheet.
- 6) **New Business:**
- 7) **Approve minutes:**
 - a. August 19, 2020, Library Planning Committee Minutes
- 8) **Friends of Cottage Grove Library Report:**
 - a. Monthly meetings
 - b. Activities
- 9) **Set tentative date for next meeting:** Monday September 14, 2020 or Wednesday, September 23, 2020, at 6:30 p.m. via zoom
- 10) **Future Agenda items:** questions for businesses and outreach to businesses.
- 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

AMENDED

Wednesday, August 19, 2020
6:30 p.m.

Via Zoom

Minutes Draft

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/98175777620>

You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 981 7577 7620 # When asked for your Participant ID, just press #

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- 1) **Call Meeting to Order at 6:31 pm**
- 2) **Quorum and roll call: Melissa Ratcliff, Cindi Kelm-Nelson, Tiffany Haas and Anne Schoenemann. David Peterson absent and excused.**
- 3) **Public Appearances and Guests:** Public's opportunity to speak about any subject that is not a specific agenda item. **None.** Guest: **Michelle Roach, Promote Local**
- 4) **Presentation: None**
- 5) **Old Business:**
 - a. Discuss and consider final survey questions. **Reviewed comments and suggestions from outside experts. Cindi made the motion to table the survey discussion, Tiffany second, Motion Passed.**
 - b. Discuss and consider community outreach of survey. **Sept 2 the LPC meeting will go through steps to reach the community (use CG guide). Cindi made the motion to table the outreach plan discussion, Tiffany second, Motion Passed.**
 - c. Discuss reaching out to businesses, phone interview questions and talking points for discussion with local business owners. **Cindi will finalize the contact list.**

- d. Discuss and consider survey introduction video. Michelle Roach: took photo of group, video is at a rough cut, need visuals? draft to us by Aug. 21st. Feedback Sunday pm to Sarah and re-record next week. Cindi made the motion to table the survey introduction video, Tiffany second, Motion Passed.

6) New Business:

- a. Discuss timeline and outreach plan and Frequently Asked Questions Document Finalized some dates and projects. Anne will finalize FAQ's - purpose to link on Friends website and social media as well as provide common answers to library questions.
- b. Review Village Board Priorities - Village Library as one of 6 priorities

7) Approve minutes:

- a. August 5, 2020, Library Planning Committee Minutes Cindi made the motion to approve the minutes, Tiffany second, Motion Passed.

8) Friends of Cottage Grove Library Report:

- a. Monthly meetings: Sept 10th at 6:30
- b. Activities: behind the scenes planning

9) Set tentative date for next meeting(s): Wednesday, September 2, 2020, at 6:30 p.m. via zoom, Sept. 14 tentative or Sept 23 alternative, Oct. 7.

10)Future Agenda items:

- a. Survey questions and video, community outreach plan, timeline, and FAQ's
- b. Friends report and meeting dates

11)Adjournment Cindi made the motion to adjourn, Tiffany second. Motion Passed. At 8:22 pm

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