VILLAGE OF COTTAGE GROVE ***NOTICE OF PUBLIC MEETING***

LIBRARY PLANNING COMMITTEE

Wednesday, October 7, 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/91453537203 *. You can also participate via phone by dialing* 1 312 626 6799 *and use Meeting ID:* 914 5353 7203#. *When asked for your Participant ID, just press #, when asked for the Passcode enter 221.*

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

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. Review business outreach.
   b. Review survey outreach and completions.

6) **New Business:**
   a. Discuss presentation to the Village Board with survey results.

7) **Approve minutes:**
   a. September 23, 2020, Library Planning Committee Minutes

8) **Friends of Cottage Grove Library Report:**
   a. Monthly meetings
   b. Activities

9) **Set tentative date for next meeting**: potentially Wednesday, October 21, at 5 p.m. or October 28, 2020, at 6:30 p.m. via zoom

10) **Future Agenda items:**

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.

VILLAGE OF COTTAGE GROVE *NOTICE OF PUBLIC MEETING* LIBRARY PLANNING COMMITTEE

Wednesday, September 23, 2020 Via Zoom 6:30 p.m.

Draft - Minutes

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/91480211829 *You can also participate via phone by dialing* 1 312 626 6799 *and use Meeting ID* 914 8021 1829# *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 Meeting called to order at 6:30 p.m.

2) Quorum and roll call: Melissa Ratcliff, Cindi Kelm-Nelson, Tiffany Haas, Anne Schoenemann and David Peterson.

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. Discuss and consider business interview questions and outreach to businesses. Haas motion to approve business interview questions on Google forms and contact at least 25 businesses. Peterson second. Motion Passed 5-0

6) New Business:

a. Review survey completions. As of today, we have almost 400 surveys completed with over 130 comments submitted.

7) Approve minutes:

a. September 2, 2020, Library Planning Committee Minutes. Kelm-Nelson motion to approve the minutes. Peterson second. Motion passed 5-0

8) Friends of Cottage Grove Library Report:

a. Monthly meetings: Next Friends' meeting 10/8/20

b. Activities: Passing out survey link at the Book mobile on Wednesdays. Banner for sign and postcards sent. Flyers and letters to previous donors in process.

9) **Set tentative date for next meeting**: Wednesday, October 7, 2020, at 6:30 p.m. via zoom

10) Future Agenda items: Business interview completion update; Survey completion update; Final outreach before survey closure; Plan timeline and to do's for report to Board.

11) Adjournment Kelm-Nelson motion to adjourn. Haas second. Motion passed 5-0. Meeting adjourned at 7:30 p.m.