

LIBRARY PLANNING COMMITTEE

Wednesday, September 23, 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/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**
- 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 business interview questions and outreach to businesses.
- 6) **New Business:**
 - a. Review survey completions.
- 7) **Approve minutes:**
 - a. September 2, 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, October 7, 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 2, 2020 Via Zoom 6:30p.m.

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/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 at 6:32 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 the final survey introduction video. **Motion by Kelm-Nelson to approve final video, second Haas. Motion Passed 5-0**
- b. Discuss and consider final survey questions. **Motion by Kelm-Nelson to approve final survey questions, second by Haas. Motion passed 5-0**
- c. Discuss and consider the timeline for survey availability, having the village send out survey links to the email list and Parks and Recreation email list, post on the Village website, and post on Village Facebook and Parks and Recreation Facebook pages and amounts **Motion by Schoenemann to post on September 15, October 1, and October 12th, second by Haas. Motion Passed 5-0**
- d. Discuss and consider language for emails, website and Facebook pages for survey link/info. **Motion by Peterson to approve communication language, second by Kelm-Nelson. Motion Passed 5-0**
- e. Discuss and consider community outreach of survey assignments. **Motion**

by Kelm-Nelson to approve outreach assignments, second by Haas. Motion Passes 5-0

f. Discuss and consider the FAQ/answer sheet. Peterson made the motion to table, Kelm-Nelson second. Motion Passed 5-0

6) New Business: None

7) Approve minutes:

a. August 19, 2020, Library Planning Committee Minutes Schoenemann motion to approve, Haas second. Motion Passed 5-0

8) Friends of Cottage Grove Library Report:

a. Monthly meeting - September 10, 6:30-7:30 via Zoom

b. Activities: support LPC in planning and implementing survey, offer survey at Bookmobile

9) Set tentative date for next meeting:

Monday September 14, 2020 NO

or Wednesday, September 23, 2020, at 6:30 p.m. via zoom

10) Future Agenda items: questions for businesses and outreach plan to businesses, update on survey responses, review outreach/survey data progress

11) Adjournment 7:30 pm Haas made the motion to adjourn, Kelm-Nelson second. Motion Passed 5-0

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