VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING

LIBRARY BOARD

Wednesday, January 19, 2022 Via Zoom
5:30 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://us06web.zoom.us/j/86518615409?pwd=SVk1V252T3IyMUJ0Sk8wZlJUR0RPdz09.
You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 865 1861 5409#. 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. If this is a teleconference, virtual or hybrid meeting, please review the Village of Cottage Grove's policy.

1. Call To Order

2. Determination Of Quorum And That The Agenda Was Properly Posted

3. PUBLIC APPEARANCES-Public's Opportunity To Speak About Any Subject That Is Not A Specific Agenda Item

4. Discuss And Consider Minutes From The December 15, 2021 Meeting.

   Documents:

   DECEMBER 15 MEETING MINUTES_CKN.PDF

5. New Business
   a. Discuss and consider Library Board bylaws

   b. Discuss and consider RFP for Financial Feasibility Consultant

   c. Discuss Library Board mission statement

   d. Discuss and consider Library Board email

   e. Discuss land development update/road/utilities

   Documents:

   3SL8330-LIBRARY BOARD BYLAWS_CLEAN.PDF
   LIBRARYRFP.DRAFT.PDF
   LIST OF FEASIBILITY STUDY CONSULTANTS.PDF
   MEMO_MISSION STATEMENT 2022.PDF

6. Friends Report

   Documents:

   1.19.22 FRIEND UPDATE TO THE CG LIBRARY BOARD.PDF

7. Announcements:
   a. Next meeting: February 16, 2022 at 5 p.m. via Zoom (this is a schedule change)

8. Future Agenda Items:

9. 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.
4. 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.
5. Any item on the agenda is subject to final action.

VILLAGE OF COTTAGE GROVE LIBRARY BOARD
Meeting Minutes of December 15, 2021
6:00pm Zoom Link

1. **Call to order:** This virtual meeting was called to order at 6:03 p.m. by Kelm-Nelson.

2. **Determine that a quorum is present and the agenda was properly posted.** It was determined that a quorum was present and that the agenda had been properly posted.

Board members present: Cindi Kelm-Nelson, Alison Anger, Stefan Wahe, Tracy Phillippi, Erik Braun, Stephanie Rossing (Monona Grove School Representative).
Also present: was Deputy Administrator/Director of Public Works JJ Larson.
Absent: was Melissa Ratcliff (Village Trustee)

3. **Public Appearances – Public's opportunity to speak to Committee Members about any item that is not a specific agenda item**. None.

4. **Approve Minutes: November 17, 2021:** Motion by Anger, seconded by Rosing. Motion carried with a unanimous voice vote of 7-0-0.

5. **Presentation:** No presentation was given.

6. **Old Business:** None

7. **Board Discussion Topics:**
   - **A. Review Library Board members and positions:** There was a final discussion of the roles and responsibilities which will be incorporated into the draft bylaws.
   - **B. Review library board mission/vision and bylaws:** There was discussion as to whether the bylaws should include the library director position or to be amended later. Library Director to be hired by Board; the Library Director performance will be reviewed annually by the President and Village administration. Draft bylaws will be referred to Legal.
   - **C. RFP for Financial Feasibility Consultant:** The Library Board will recruit bids for potential consultants to run the financial feasibility study in early 2022. Kelm-Nelson, Wahe, Larson will draft the RFP for review at the January meeting. Reviewed the list of targeted firms, will also post publicly. Discussion of other local municipalities which recently built library and questions/expertise/ to consider. Reviewed Madison RFP.

LB MEMBER ROLES - RESPONSIBILITIES_DRAFT.PDF

VILLAGE OF COTTAGE GROVE-LIBARY BOARD - BYLAWS - DRAFT - 2021-12-08.PDF

FEASIBILITY STUDY CONSULTANTS.PDF

REINDAHL-FEASIBILITY-RFP.PDF

8. Treasurer Report
   - **A.** None

9. Friends Report
   - **A.** Phillippi gave the Friends activity report. Discussion of "Giving Tuesday" 2021, many donations received. $7,550.00 earmarked for programming. Spring/Summer Community guide will advertise for Library. 50-60 active members; ongoing organization of committees and outreach. Cottage Grove Library Board members encouraged to attend Friends meetings.

10. Next Meeting: Wednesday, January 19, 2021 at 6:00 PM Via Zoom

- **A.** February meeting: Wednesday, February 16 at 5:00 PM which is a schedule change.

11. Future Agenda Items:

- **A.** Educational exercise with college Civil Engineers, and supported by professional Engineers, may be volunteering their time in Fall of 2022
- **B.** Possible formation of Nominating committee by next annual meeting, in November 2022; possible formation of ad hoc RFP committee.

12. Adjournment: Motion by Rossing, seconded by Wahe, to adjourn at 6:53 PM.

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim discussion of the subjects and conversations that took place.

BYLAWS OF
VILLAGE OF COTTAGE GROVE COMMUNITY LIBRARY BOARD

Article I
Identification

This entity shall be called the Library Board of the Village of Cottage Grove Community Library Board ("Board"), located in Cottage Grove Wisconsin, established by the Village of Cottage Grove, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute as well as the Village of Cottage Grove Ordinance Chapter 12-12

Article II
Membership

Section 1. The Board shall be comprised of seven members; five shall be citizen members, one shall be the school district administrator for the School District of Monona Grove or their representative, and one shall be a Village Board member.

Section 2. All appointments shall be for three-year terms. Appointments are made by the Village President and approved by the Village Board. Vacancies shall be filled for unexpired terms in the same manner as regular appointments are made. Term expirations should be staggered over three different years.

Section 3. No compensation shall be paid to members of the Board, but they may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if authorized by the Board.

Section 4. When a resignation occurs, the Village Board shall appoint someone to fill the unexpired term. Citizen members and the Village Board member shall serve no more than two full consecutive terms. If a trustee is appointed to serve an unexpired term of office exceeding two years, it shall be considered a full term. A school district representative may serve more than two consecutive terms. Any member who moves out of the Village shall be responsible for notifying the President and Village President. Upon receipt of such notification, the position shall be declared vacant.

Section 5. It is expected that all Board members will attend all meetings. When an absence is unavoidable, the Board member shall notify either the Board President or the Library Director prior to the meeting. Members shall be allowed three (3) absences from regular meetings within a calendar year. Late arrival or early departure from a meeting may be considered an absence as determined by a Board vote. When one member's absences exceed the stated allowance, the President of the Board shall inform the Village President.

Article III
Officers

Section 1. The officers shall be a President, a Vice President, a Treasurer, and a Secretary elected from among the appointed members at the annual meeting of the Board. No member shall hold more than one office at a time. Vacancies in office shall be filled by vote at the next regular meeting of the Board after the vacancy occurs.

Section 2. Nominations for officers shall be made from the floor at the annual meeting.

Section 3. Officers shall serve a term of one year from the annual meeting at which they are elected and until their successors are duly elected.

Section 4. The President shall preside at meetings of the Board, authorize calls for special meetings, make appointments to committees (subject to Board confirmation), execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of President. In conjunction with the Village Administrator, the President shall conduct a review of the Library Director during even-numbered years, and more often if needed.

Section 5. The Vice President, in the event of the absence or disability of the President, or of a vacancy in that office shall assume and perform the duties and functions of the President. In the absence of the President and Vice President, the Treasurer shall perform the duties and functions of the President.

Section 6. The Secretary will notify the Village Board of any vacancies on the Board and handle all correspondence for the Board. The Secretary shall keep minutes of all Board meetings.

Section 7. The Treasurer shall co-sign with the Village President all purchase orders drawn on funds held by the committee over $2,500, and perform such duties as assigned by the Board. In the absence of the Treasurer, the President or Vice President may sign purchase orders.

Section 8. The Board by a majority vote shall appoint the Library Directory once plans and funding are approved by the Village. The Board shall establish the role and duties of the Library Director.

Article IV
Meetings

Section 1. Regular Meetings. Regular meetings of the Board shall be scheduled each month, the date and hour to be set by the Board at its annual meeting. Once established at the annual meeting, the date and hour of a meeting may be modified by a majority vote of the Board at a regular meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in November of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

Section 4. Minutes. Minutes of all meetings shall, at a minimum, shall indicate Board members present, all items of business, all motions (except those that were withdrawn), and the result of all votes taken. Approved Board minutes shall be posted on the Village of Cottage Grove website.

Section 5. Special Meetings. Special meetings may be called at the direction of the President or shall be called at the written request of two members, for the transaction of business as stated in the call for the meeting.

Section 6. Quorum. A quorum shall consist of four members of the Board present in person or via video conferencing.

Section 7. Open Meetings Law Compliance. All Board meetings and all committee meetings shall be held in compliance with Wisconsin's open meetings law (Wisconsin Statutes Sections 19.81 to 19.98).

Section 8. Parliamentary Authority. The rules contained in *Robert's Rules of Order,* latest revised edition, shall guide the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board. However, failure to comply with *Robert's Rules of Order* shall not invalidate any action taken by the Board.

Article V
Committees

Section 1. Standing committees will be identified by the Board President with the approval of the Board. These By-Laws will be updated to reflect standing committees that exceed a single term. Examples of standing committees include but are not limited to Personnel, Facilities, or Strategic Planning.

Section 2. Ad Hoc Committees. Ad hoc committees for the study of special problems shall be appointed by the President, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 3. No committee shall have other than advisory powers.

Article VI
Duties of the Library Board

Section 1. Legal responsibility for the operation of the Village of Cottage Grove Public Library is vested in the Board. Subject to state and federal law, the Board has the power to determine rules and regulations governing the establishment of a public library and the further operations and services.

Section 2. Upon establishment of the public library, the Board shall select, appoint, supervise, and evaluate a properly certified and competent Library Director.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget. However, Village appropriations are subject to Village Board approval.

Section 4. The Board shall have exclusive control of the expenditure of all moneys collected, donated, or appropriated for the library fund. The library fund shall be annually audited.

Section 5. The Board shall approve all expenditures of more than $2,500.

Section 6. Upon establishment of the public library, The Board shall regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 7. The Board shall approve and submit the required annual report to the Division for Libraries and Technology and the Village Board.

Section 8. The Board shall conduct strategic planning processes for the library.

Section 9. The Board shall have exclusive charge, control, and custody of all lands, buildings, money, or other property devised, bequeathed, given, or granted to, or otherwise acquired or leased by, for library purposes.

Article VII
Library Director

The Library Director shall be appointed by the Board. The Library Director shall be the executive officer of the library under the direction, supervision, and review of the Board, and subject to the policies established by the Board. The Library Director shall direct and supervise staff, and is responsible for the care and maintenance of library property, an adequate selection of books and materials that maintains the efficiency of library service to the public, and for its financial operation within the limitations of the budgeted appropriation. The Library Director shall make recommendations to the Board of such policies and procedures that will promote the efficiency of the library. Unless excused by the Board, the Library Director shall attend all Board meetings, but shall have no vote.

Article VIII
Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Village of Cottage Grove Public Library in which they have a direct or indirect financial interest.

Section 2. A Board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member (as defined by Wis. Stat. § 19.42(7)), or an organization with which the Board member is associated (as defined by Wis. Stat. § 19.42(2)) has a substantial financial interest.

Section 3. A Board member may not receive anything of value that could reasonably be expected to influence their vote or other official action.

Article IX

General

Section 1. An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The President may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds of the members of the Board are present and two-thirds of those present so approve.

Article IIX
Amendments

Amendments to these bylaws may be proposed at any regular meeting. These bylaws may be amended at any regular meeting of the Board by two-thirds (2/3) vote of all members of the Board. Written notice of the proposed amendment shall have been provided to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Approved by the Board of Trustees of the Village of Cottage Grove on the [DATE].

Adopted this __ day of _____, 2022.

VILLAGE OF COTTAGE GROVE

_____

John Williams, Village President

Attest:

_____

Lisa Kalata, Village Clerk

Request For Proposals

DATE: **January 20, 2022**

FROM: Village of Cottage Grove Library Board
Cynthia Kelm-Nelson - Board President
JJ Larson - Deputy Village Administrator

RE: **Library Financial Feasibility Study - Village of Cottage Grove Library Board**

Introduction/Background

The Village of Cottage Grove Library Board is seeking proposals to conduct a financial feasibility study to raise funds to construct a new library facility within the Village. The current and continued planning is for a 24,670 sq ft on the Village's west side on the land owned and maintained by the Friends of the Cottage Grove Library Inc. At present, the projected total capital project cost is approximately $12 million. We are looking for an experienced partner in planning and conducting fundraising feasibility studies and familiarity with the local fundraising environment. This includes familiarity with Dane County and surrounding municipalities that comprise the library's potential service population. The financial feasibility plan must assess our status, potential capital campaign fundraising capacity, and recommend a strategy and timeline to maximize fundraising efforts.

About the Project

The Village of Cottage Grove is one of the few municipalities, and yet the largest, in Dane County that does not have a community library nor does the Village offer forms of library programming, have dedicated historical society space, or a senior/community center. This gap in service is substantial as a public library and the services it provides have been shown to benefit the community. The future library will provide a safe space for all residents to gather and learn, engage with their community, and express their culture. The library will be highly visible in the developing Village. There are several childcare facilities and four schools within the Village. Thus, a nearby library would also improve the community's access to early literacy resources. The proposed location is a short walk from the upper elementary school and the middle school.

Library planning is the top priority of the Village Board of Trustees. For the past two years, the Village's Library Planning Committee has been tasked with researching the initial phases of building a library. In 2020, the committee met with local experts, researched other public library campaigns in Dane County, and developed a ten-question peer-reviewed survey to gather responses from people living and working in the Cottage Grove community. Results showed a high level of interest in the project (>70%). Supported by the data reviewed from the 816 household and 15 business responses regarding the importance of a library in our community. The committee was then tasked with continuing the research phases, including financial data. Presented in 2021, the operational and capital costs of building a physical library in the Village of Cottage Grove were determined using (1) the population data and projections through the year 2040, (2) our current library usage, and (3) a space needs assessment. These values were used to calculate minimum requirements for operation and square footage needs for a building. The Village has received approval from the Department

of Public Instruction, formed a Library Board, and has the current goal of completing a financial feasibility study by July 31, 2022.

Required Proposal Content

(A) Firm Information: Provide firm's name, address, website, and telephone number. Include name, title and email address of the individual who will serve as firm's primary contact, as well as the names of relevant project team members. Include a brief description and history of your firm. Proposals should include a list of 3-5 references for similar projects that your firm has completed.

(B) History, Experience and Track Record: Provide a summary of the qualifications, experience, and skills your team members offer this project. Please outline what library experience, if any, your firm has. In addition, list the three most recent feasibility studies that led to capital campaigns or in which the firm recommended another course. Include the overall goal of each project, the amount raised (if applicable) and what, if any, factors contributed to the shortfall or surplus. Please include information on the area if not in Dane County.

(C) Project Plan: Please provide a written proposal describing all areas of service that your firm would provide. The topics below should be addressed and any other relevant items you deem necessary to plan a successful project. The Library Board views key deliverables as: findings (*e.g.,* reactions to the project, participant interest, preliminary gift intention, and major donor prospects), analysis (*e.g.,* internal and external campaign readiness, quantitative analysis of gift intentions and potential campaign success), and recommendations (*e.g.,* problems, solutions and proposed timelines). In brief, please address the following:

- Provide an overview of the plan and schedule of the feasibility study and a RACI diagram identifying roles and responsibilities. Include percent of time your key proposal staff will physically spend in our community.

- Situation Analysis. Utilizing various methods, including those listed above, inventory assets, challenges, and opportunities related to the campaign. Identify strengths and weaknesses with respect to attaining goals. Propose strategies for implementation.

- Donor Prospects and Volunteer Prospects Lists. Within the lists, identify priority prospects across a full and diverse range of donor and solicitation levels.
    - Testing of basic planning assumptions with potential donors. How do potential donors view the library project in the Village of Cottage Grove? Do they consider the goal of creating a modern library facility important enough to place on their priority giving list?
    - Expansion of prospect list. Develop a prospective donor list to include a balance of lead donors, major donors, private foundations, grants, Village funds, and potentially direct mail public solicitations.

- An analysis demonstrating confidence in the success of fundraising goals and anticipated timeframe for achievement.
    - Determining potential campaign support. By assessing prospective donors and evaluating solicitation capabilities of Board members and key staff, determine a realistic campaign goal and timeframe.

- A communication plan between the Library Board, Friends of the Cottage Grove Library, and your organization.
    - Identify other potential campaign leadership volunteers. Interview potential volunteers to determine their individual solicitation capability.

- Consultation with the Village's advisors (Ehlers) on revised financial and tax impacts.

(D) Schedule and Timeline: Proposals should include the proposed work schedule, timeline and deliverables resulting from the feasibility study. Cost proposals must consist of the cost for all work related to tasks and deliverables.

Evaluation Process

Proposals will be evaluated based on the following (in no particular order):

- Qualifications and experience of the firm in working with library boards, municipalities and relevant stakeholders.
- Qualifications and experience of specific staff assigned to the project.
- References: Experiences of other clients receiving similar services from your firm.

Anticipated Timeline

- The Library Board would like to conclude the feasibility study by July 31, 2022.

- Distribution of RFP: January 20th, 2022
- Proposal deadline: February 18th, 2022 (5:00 p.m.)
- Proposal review: Feb 21st - March 4th, 2022
- Interviews: March 7th - 10th, 2022
- Finalists present to the Library Board: anticipated March 17th, 2022 meeting
- Selection: TBD, but likely March 17th, 2022

Submission and Inquiries

Please contact the Village Deputy Administrator (contact details below) with any questions you may have regarding the project or RFP. Please submit your proposal by 5pm on March 1, 2022. Submit via e-mail, using the subject line "Library Feasibility Study" to:

JJ Larson, Director of Public Works & Utilities/Deputy Administrator
Phone: 608-839-5813
Email: jlarson@village.cottage-grove.wi.us
Village of Cottage Grove Library Board
210 Progress Drive, Suite 2
Cottage Grove, WI 53527
www.vi.cottagegrove.wi.gov

Right to Reject

The Village of Cottage Grove reserves the right to reject any and all proposals and to accept the proposal deemed most advantageous to the Village.

Library Strategies (MN)
Steve Goldberg
McDonald Schaefer
Amanda White
Strand
MSA
Aperio
Convergent
Hartsook
MGI

Mission of the Cottage Grove Library Board

A local public library is more than a building, it is a central component of our future community services. Libraries provides powerful resources for businesses, residents, and visitors alike. It is a place to meet and be informed, feel included, create opportunities, and support literacy and education.

The mission of Cottage Grove Library Board is to continue the research and planning phases to demonstrate commitment to build a library under the guidance of the minimum standards set forth by the State of Wisconsin. The Library Board will represent the public in its stewardship and decisions for the library and the greater community it will serve. Our goals include working on obtaining the required funds for the library, finding ways to work with the community and connect with public groups, and making sure that the needs and interests of the community are at the forefront of decision making.

Friends of the Cottage Grove Library Update to the Cottage Grove Library Board
January 19, 2022 Meeting
Prepared by: Tracy Philippi, President of the Friends of the Cottage Grove Library

Upcoming Membership Meeting

- Thursday, February 10, 6:30 p.m. at Drumlin Residences. Our guest speaker will be Tracy Herold, Executive Director of the Dane County Library Service.

2022 Programing

- Friends fundraised $7550 for library programming in 2022
- Tentative Plan
    - **March** - Virtual Estate Planning Workshop
    - **April** - Friends Nature Series at Cottage Grove School Forest featring 1) guided nature walk, 2) recycled art play & 3) educational event about composting
    - **May** - Adding age appropriate books to the Optimist Club's weekend lunch bags & promoting other summer reading programs
    - **June** - Toddler story hour about gardening at the Glacial Drumlin School community garden
    - **Fall** - Kevin Henkes book bilingual reading / release at Summit Credit Union

Committee Recruitment & Development

- Promote Local hosted a virtual focus group on January 10th at 6:00 p.m. for committee members. The goal is to create a unified voice from which to do our work. Promote Local will be creating a on-ramping video for new committee members as they join.
- Committees will meet every other month and as needed

Community Involvement

- Friends are sponsoring the February 24 Chamber Lunch, Tracy Philippi will be speaking.
- We would like one member to attend each Chamber Meeting to represent the Friends. Is anyone on the Library Board able to attend?