

LIBRARY PLANNING COMMITTEE

Wednesday, February 3, 2021
5:30 p.m.

Via Zoom

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/94077862433?pwd=T2Y1UXpQc2V3V3FDSzBWUExUc2pJZz09>. You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID: 940 7786 2433#. 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:**
 - a. Tracy Herold, DCLS
- 5) **Old Business:**
 - a. Discuss timeline.
 - b. Review DPI letters/previous submittal.
- 6) **New Business:**
 - a. Discuss and consider next steps for this committee to continue the process of gathering information for submittal to DPI per Village Board.
- 7) **Approve minutes:**
 - a. January 6, 2021, Library Planning Committee Minutes
- 8) **Next meeting:** tentatively Wednesday, March 3, 2021, at 5:30 p.m.
- 9) **Future Agenda items:**
- 10) **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, January 6, 2021
6:30 p.m.

Via Zoom

DRAFT MINUTES

- 1) **Call Meeting to Order** – Called to order at 6:30 p.m.
- 2) **Quorum and roll call** – Members present: David Peterson, Cindi Kelm-Nelson, Stephanie Rossing, Alison Anger, and Melissa Ratcliff. Quorum present.
- 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 presentation to Village Board. *Went well, glad to continue our research and gathering information.*
- 6) **New Business:**
 - a. Discuss and consider roles on committee and appoint chair and secretary. *Ratcliff resigned as Chair. Schoenemann was secretary but no longer on the committee. Ratcliff nominated Kelm-Nelson for chair. No other nominations. Motion by Ratcliff to approve Kelm-Nelson as chair, second by Peterson. Motion passed 5-0-0. Nomination by Kelm-Nelson for Ratcliff to be secretary. No other nominations for secretary. Motion by Kelm-Nelson, second by Rossing to approve Ratcliff as secretary. Motion passed 5-0-0.*
 - b. Discuss and consider next steps for this committee to continue the process of gathering information for submittal to DPI per Village Board. *Need to review financials, information required for submittal to DPI. Have representative from DPI-DLT come to next LPC meeting for information on requirements for submittal and what order steps should be taken.*
 - c. Review DPI letters/submittals. *Reviewed other submittals to DPI.*
 - d. Discuss timeline. *Further meetings include DCLS, SCLS, Ehlers, and Friends of Cottage Grove Library to obtain additional information. Have an idea of a budget ask for 2022 budget by May/June, 2021.*
- 7) **Approve minutes:**
 - a. December 14, 2020, Library Planning Committee Minutes. *Ratcliff motion to approve minutes, second by Peterson. Motion passed 5-0-0.*
- 8) **Friends of Cottage Grove Library Report:** *none.*
 - a. Monthly meetings
 - b. Activities
- 9) **Next meeting:** tentatively Wednesday, February 3, 2021, at 6:30 p.m. *Changed time to 5:30 p.m. on Wednesday, February 3, 2021, but this date could change based on availability of DPI representative.*

- 10) **Future Agenda items:** DPI submittal requirements, financials, meeting with DPI, DCLS, SCLS, Ehlers, and Friends of Cottage Grove Library, legal requirements.
- 11) **Adjournment.** Motion by Peterson to adjourn, seconded by Ratcliff. Motion passed 5-0-0. Meeting adjourned at 7:18 p.m.