

LIBRARY PLANNING COMMITTEE

Wednesday, February 5, 2020  
6:30 p.m.

Municipal Services Building  
210 Progress Drive

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:** Mark Ibach with South Central Library System (SCLS) and Tracy Herold with Dane County Library Service (DCLS) with information on possible costs of operating and building a library and discussion regarding features in libraries.
- 5) **Old Business:**
  - a. Little Free Libraries: Facebook and Website Posts, Responses, and Parks Map
- 6) **New Business.**
- 7) **Approve minutes:**
  - a. January 13, 2020, Library Planning Committee.  
[1-13-20 Library Planning Committee Minutes.docx](#)
- 8) **Friends of Cottage Grove Library Report:**
  - a. Monthly meetings
  - b. Activities
- 9) **Set tentative date for next meeting:** Wednesday, March 4, 2020, at 4:30 p.m. at Madison Community Foundation, 111 N. Fairchild Street, Suite 260, Madison, and then Madison Public Library, 201 W. Mifflin Street, in Madison after the presentation at Madison Community Foundation.
- 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

Monday, January 13, 2020  
6:30 p.m.

Municipal Services Building  
210 Progress Drive

**AGENDA: - DRAFT MEETING MINUTES by Anne Schoenemann.**

1) Call Meeting to Order by Melissa Ratcliff at 6:30 pm

2) Quorum and roll call:

Present: Tiffany Haas, Cindi Kelm-Nelson, Melissa Ratcliff, Anne Schoenemann.

Absent: David Peterson (excused)

3) Public Appearances: Public's opportunity to speak about any subject that is not a specific agenda item. **None**

4) **Presentation:** Michelle Roach with Promote Local regarding communication and outreach.

- a. Michelle Roach is a member of the CG Chamber of Commerce and owns Promote Local, a communication and outreach company for nonprofits. Her team supports messaging and building a movement. Some current clients are connected to organizations that support people with disabilities. Michelle's work connects nicely with desires of Friends and LPC - raise awareness, build community involvement, build social media, grow strong organizations, surveying, educating leaders and influencers, and run large conferences. Michelle sees this initiative as more than building a library but as a way to enrich lives in CG and create the foundation, via the library, to build the economy and wellbeing of our community. Friends approved hiring Promote Local on a project by project basis for a year.
- b. Communication and Outreach Planning - create content through print, digital and video.
- c. Create and disseminate survey (physical and digital) with smart data implementation plus if need be mailers or by phone and face to face canvassing. LPC will determine the level of community support for building a library. Face to Face focus groups are led by specific questions to understand needs and wants of the community.
- d. Create database - collect and maintain contact lists.
- e. Education - facilitate mission, vision, values; communication and outreach workshop (measurable goals, timeline, develop leadership)
- f. Promote Local can also support capital campaign and a 5 year plan.

5) **Old Business:**

- a. Discuss and Consider forming a subcommittee regarding outreach (Tabled at

**10) Future Agenda items:**

- a) Develop timeline with Friends and Promote Local;
- b) Madison Community Foundation has a great powerpoint on libraries in the 21st century. March 4th go to MCF for a powerpoint presentation then tour Madison Central Library;
- c) Melissa Ratcliff will invite Mark Ibach from SCLS to share current library data to add to letter of intent for DPI;
- d) Tiffany Haas has spoken with school librarians in Cottage Grove who are very excited to get a library here as it would help them in teaching children and they had provided her with several research articles indicating all the benefits of having a library in a community as a library helps with services for families, children, and seniors, and it supports building healthy communities. LPC members indicated they would like to hear from school librarians regarding their experiences and information about our community and would work on setting it up for them to come to the April LPC meeting.
- e) Create list of people to interview that talk about library needs and wishes.
- f) Additional people/companies to reach out to

**11) Adjournment:** Cindi Kelm-Nelson made a motion to adjourn at 7:40 p.m., Tiffany Haas second. Motion passed 4-0.

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