

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

LIBRARY BOARD

Wednesday, March 16, 2022

6:00 p.m.

This meeting will take place as a virtual meeting via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/87063427291?pwd=ZzFOdndLaTVFQXM1V05NSW5qMnVFQT09>

You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 870 6342 7291#](#) 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.
4. Discuss And Consider Minutes From The February 19, 2022 Meeting.

Documents:

[LIBRARY BOARD MINUTES 2.16.22.PDF](#)

5. New Business
 - a. Financial Feasibility Study: proposals and interviews
 - b. Discuss meeting format moving forward

6. Friends Report

Documents:

[MARCH 15 FRIENDS UPDATE TO THE CG LIBRARY BOARD.PDF](#)

7. Announcements:
 - a. Next meeting: April 20, 2022 @ 6 pm.
8. Future Agenda Items:
9. Closed Session: This Closed Session Is For Negotiating Terms For Contract Of Services- Financial Feasibility Study The Village Of Cottage Grove Library Board Will Enter Into Closed Session Pursuant To Wisconsin State Statute §19.85 (1)(E) Deliberating Or Negotiating The Purchasing Of Public Properties, The Investing Of Public Funds, Or Conducting Other Specified Public Business, Whenever Competitive Or Bargaining Reasons Require A Closed Session.
10. Reconvene Into Open Session And Possible Consideration Of Closed Session Items.
11. Adjournment

This agenda has been prepared by Staff and approved by the Chair of the Library Board for use at the meeting as listed above. Any item on the agenda is subject to final action. Notice: Persons needing special accommodations should call 608-839-4704 at least 24 hours prior to the meeting. 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.

VILLAGE OF COTTAGE GROVE LIBRARY BOARD

Meeting Minutes of February 16, 2022

1. **Call to Order.** This virtual meeting was called to order at 5:02 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 were Cindi Kelm-Nelson, Melissa Ratcliff, Alison Anger, Stefan Wahe, Tracy Phillippi, Stephanie Rossing (Monona Grove School Representative) arrived at 5:12 p.m. Erik Braun was absent. Also present was Deputy Administrator/Director of Public Works JJ Larson.
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.** None.
4. **Discuss and consider the minutes from the January 19, 2022 meeting. Motion** by Ratcliff to approve the minutes, seconded by Wahe. Motion carried with a unanimous voice vote, 5-0-0.
5. **New Business**
 - a. **Discuss library board website content.** Kelm-Nelson presented the materials included in the packet for consideration. Discussion followed about the importance of making all the material available to the public through the website. Wahe asked about utilizing the website in the future once the capital campaign is underway, Kelm-Nelson explained that yes it would be used as a way to communicate on ways to donate, the status of the campaign and other relevant information. Wahe recommended presenting materials under the headings; “About,” How to contact,” “Current and Ongoing Initiatives,” and “Historical Documents,” with the Timeline document posted to the front of the webpage. **Motion** by Ratcliff to approve the website content as presented and discussed, seconded by Wahe. Motion carried with a unanimous voice vote, 6-0-0.
 - b. **Discuss Civil Engineering Course Educational Opportunity.** Kelm-Nelson described that the program is Civil Engineering undergrad teams working with mentors from engineering firms to develop plans, specifications, cost estimates for planned projects. Kelm-Nelson explained that there is no cost for the project, and that it was brought to the UW Engineering Department by a Village resident. Discussion followed that it would be valuable for the UW students. There is no approval needed.
 - c. **RFP progress update.** Kelm-Nelson stated that the small group will meet in March to evaluate and discuss the proposals and that we’ve received five proposals to date, with the deadline for submission being February 18th. Phillippi asked about costs; Kelm-Nelson responded that some have been over budget, but that there’s been a good range, and that we can reach out to firms with questions and information. Wahe asked about how they would be evaluated, and discussion followed about process. The group would work together to develop a rubric for evaluation.
 - d. **Discuss ongoing resident data collection.** Kelm-Nelson discussed previous efforts to collect resident data. Discussion followed on ways the Board could continue to collect and track resident data; including cooperative efforts with the Friends group, various ways to track

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.

community engagement, and installing drop boxes at the Municipal Services Building. Phillippi offered to share a draft of the Friend's "post-event survey" at a future Board meeting. Phillippi also reported that the Friend's group will be tracking their volunteer hours and sharing that information with the Board.

6. Friends Report

Upcoming Membership Meeting

- Thursday, April 10, 6:30 p.m. at Pinney Library with behind-the-scenes tour with YS librarian Robin Krueger

2022 Programing Update

- Friends fundraised \$7550 for library programming in 2022
- Event page will be up & running on Friends website by Feb 15
 - **March** - Virtual Estate Planning Workshop with Peter Osman
 - **April** - Friends Nature Series at Cottage Grove School Forest featuring 1) guided nature walk & story time, 2) recycled art play & 3) educational event about composting
NEW: Partnering with the Village Sustainability committee on compost pick-up
 - **Week of May 16-** 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 with a strawberry snack and craft
 - **Fall** - Kevin Henkes book bilingual reading / release at Summit Credit Union

Committee Recruitment & Development

- Committee on-ramping video completed by April 14
- The Membership Committee hosted the first meeting on February 15. Focusing on setting goals and creating a business membership; it was decided to table pursuit of a business membership until after the Feasibility Study is complete.

Community Involvement

- Friends are sponsoring the February 24 Chamber Lunch, Tracy Philippi will be speaking.

7. Announcements

- a. Next meeting date is Wednesday, March 16, 2022 at 6 p.m. the meeting may be held in-person.

8. Future Agenda Items

- a. Feasibility study proposal review and firm selection.

9. Adjournment

Motion by Ratcliff, seconded by Rossing to adjourn the meeting at 5:57 p.m. Motion carried with a unanimous voice vote, 6-0-0.

Friends of the Cottage Grove Library Update to the Cottage Grove Library Board March 16, 2022 Meeting

Prepared by: Tracy Philippi, President of the Friends of the Cottage Grove Library

Upcoming Membership Meeting

- Thursday, April 14, 6:30 p.m. at Pinney Library with behind-the-scenes tour with YS librarian Robin Krueger

2022 Programing Update

1. [Post event Survey](#)
2. **March 15** - Recap on Estate Planning Workshop & Glacial Drumlin screening
3. **April 23-** Earth Day with your Friends at Cottage Grove School Forest
 - **Need** 6 foot tables & household trash
 - [Volunteer Sign Up](#)
4. **Week of May 16-** Adding age appropriate books to the Optimist Club's weekend lunch bags & promoting other summer reading programs
5. **June 11** - Toddler story hour about gardening at the Glacial Drumlin School community garden with a strawberry snack and craft
6. **Fall** - Kevin Henkes book bilingual reading / release at Summit Credit Union

Committee Updates

- Committee on-ramping video will be completed by April 14
- *Membership Committee* is focusing on renewal of annual memberships, creating a youth membership and ordering t-shirts for new members and event volunteers
- *Events Committee* is ordering display materials for external events and hosting their first meeting on March 17

Please sign up for our [newsletter](#) to receive up-to-date information from the Friends!