



**VILLAGE OF COTTAGE GROVE  
NOTICE OF PUBLIC MEETING  
Library Board**

Wednesday, October 19, 2022  
6:00 p.m.

This meeting will take place as a hybrid meeting both virtually via Zoom and in person at Village Hall at 221 E. Cottage Grove Road. If you are utilizing Zoom, please join the meeting from your computer, tablet or smartphone by visiting

<https://us06web.zoom.us/j/83550180101?pwd=Yjh4VnV6QXE2MFRzbEZwWUpacmJ5UT09>

You can also participate via phone by dialing 1 312 626 6799 and use [Meeting ID 835 5018 0101#](#). 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](mailto: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 September 21, 2022 Meeting.

Documents:

[LIBRARY BOARD MINUTES 9.21.22.PDF](#)

5. New Business
  - a. Discuss and consider 2023 draft budget request.
  - b. Update on local library visits, data collection, outreach database. Formal **Report. Outdoor space.**
  - c. Discuss 2023 Goals

6. Friends Report

Documents:

[OCTOBER 19 UPDATE TO THE CG LIBRARY BOARD.PDF](#)

7. Announcements:

a. Next Meeting (Trustee Training): October 26, 2022 @ 6 pm.

b. Next Meeting: November 16, 2022 @ 6 pm.

8. Future Agenda Items:

9. 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 September 21, 2022

1. **Call to Order.** The meeting was called to order at 6:00 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, Alison Anger, David Peterson, Erik Braun, Stephanie Rossing, Tracy Phillippi and Stefan Wahe. Also present was Deputy Administrator/Director of Public Works JJ Larson. David Peterson left the meeting at 6:52 p.m.
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 August 27, 2022 meeting. Motion** by Wahe to approve the minutes, seconded by Anger. Motion carried with a unanimous voice vote, 7-0-0.
5. **New Business**
  - a. **Update on local library visits, data collection, outreach database. Special use space discussion.** The Board members discussed a number of various options they would like to see for special use spaces in the library.
  - b. **Discuss and Consider Capital and operational scenarios to be recommended for the FMP and joint meeting.** Kelm-Nelson described the development of the three scenarios to be sent to Ehlers for consideration in the draft Financial Management Plan ahead of the joint Library Board, Budget Review, and Village Board meeting. Motion by Peterson to approve the Capital and operational scenarios to be recommended for the FMP for the joint meeting on the 26<sup>th</sup>, seconded by Wahe. Motion carried with a unanimous voice vote, 7-0-0.
  - c. **Discuss and Consider 2023 Budget: Revised budget requests and budget justification.** Kelm-Nelson presented the revised budget request memo. Motion by Rossing to approve the budget requests as presented, seconded by Phillippi. Motion carried with a unanimous voice vote, 6-0-0
  - d. **Discuss and Consider Review proposed position description for hiring a part-time library director as a consultant.** Kelm-Nelson presented the draft position description and reported that it had been reviewed by staff at Dane County and South-Central Libraries. **Motion** by Phillippi to approve the proposed position description for the part-time Library Director, seconded Wahe. Motion carried with a unanimous voice vote, 6-0-0.
  - e. **Discuss and Consider Committee appointments Motion** by Rossing, second by Wahe to approve the Committee appointments as presented. Motion carried with a unanimous voice vote, 6-0-0
  - f. **Update on UW Civil Engineering Capstone Project and student-led RFP.** Kelm-Nelson updated the Board on the project scope and timeline.
6. **Friends Report**  
Membership Meeting

*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.*

- UPCOMING: Thursday, October 13, 6:00 - 8:00 p.m., Friends Annual Social at Doundrins
  - We hope library board members can attend to mingle with Friends :)
- UPCOMING: Thursday, December, 8, 6:30 p.m., Speaker is Wisconsin Author Heidi Dusek

#### 2022 Programing Update

- Spooky Story Time in the Garden on the October 9th Full Moon, 5:00-6:00 p.m.
- Virtual Lunch & Learn: Build an Effective Resume and Land the Job with Mary Jo King- December 7, 12:00 p.m.
  - Could use help with promotion

#### 2023 priorities

- 100 Extraordinary Women
- Reducing expenses by navigating away from Salsa & Promote Local
- Programs: Lunch & Learns, Story Times, Earth Day, Partnership with Drumlin

#### Residences & Weekend Snack Packs

- Events Committee: running a challenge to visit all Little Free Libraries in Cottage

#### Grove

- Other Fundraising Opportunities: Library Giving Day
- Continue to grow membership

#### 7. Announcements:

- a. Special Meeting for Monday, September 26, 2022 @ 5:30 pm
- b. Next Meeting on October 19, 2022 @ 6:00 pm
- c. Next Meeting (Trustee Training) on October 26, 2022 @ 5:00 pm (corrected from agenda)

#### 8. Future Agenda Items

- a. Wendy from Fitchburg Library will present to the Board

#### 9. Adjournment

**Motion** by Phillippi, seconded by Rossing to adjourn the meeting at 7:18 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 October 19, 2022 Meeting**

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

### **Membership Meeting**

- RECAP: Thursday, October 13, 6:00 - 8:00 p.m., Friends Annual Social at Doundrins
  - [Three things you can do to advocate for a library now](#)
- UPCOMING: Thursday, December 8, 6:30 p.m., Speaker is Wisconsin Author Heidi Dusek

### **2022 Programing Update**

- RECAP: Spooky Story Time in the Garden on the October 9th Full Moon
  - Attended by 75 kids, 50 parents
- Virtual Lunch & Learn: Build an Effective Resume and Land the Job with Mary Jo King- December 7, 12:00 p.m.
  - Could use help with promotion

### **Events Committee:**

- Fall Reading Challenge
- Magnet giveaway

### **Other items:**

- Cindi & Stefan provided update to Friends committee members
- Painted Man Dance program with Dane County Library Service: November 9 at CGS Gym
- Giving Tuesday: November 29
  - Working on matching gift
  - All money raised between November 21-29 will support our 2023 programing