



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

Thursday, November 17, 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. 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 October 19, 2022 Meeting.

Documents:

[LIBRARY BOARD MINUTES 10.19.22.PDF](#)

5. New Business
 - a. Presentation from UW Civil Engineering Capstone UG Students.
 - b. Discuss 2023 Goals.
 - c. Discuss and consider formation of Policy Committee.
 - d. Discuss and consider \$200 to Promote Local and ProAdSpec for graphic design of the Library Board timelines to be used at outreach starting December 17.

Documents:

[LIBRARY BOARD 2023 GOALS_DRAFT CKN.PDF](#)

[POLICY COMMITTEE_CKN.PDF](#)

6. Friends Report

Documents:

[NOVEMBER 16 UPDATE TO THE CG LIBRARY BOARD.PDF](#)

7. Announcements:

- a. November: Thursday 11/17 6pm VH & zoom (w/UW students)
- b. December: Wednesday 12/21 6pm VH & zoom (w/facilities members)
- c. January: Wednesday 1/15 6pm VH & zoom

8. Future Agenda Items:

- a. Final report from library visits.
- b. Facilities committee overview.

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 October 19, 2022

1. **Call to Order.** The meeting was called to order at 6:01 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, Finance Director Cameron Sawyer, Communications Manager Gabe Altenbernd and one member of the public.
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 September 21, 2022 meeting. Motion** by Braun to approve the minutes, seconded by Wahe. Motion carried with a unanimous voice vote, 7-0-0.
5. **New Business**
 - a. **Discuss and consider 2023 draft budget request.** Finance Director Sawyer explained the process he went through with President Kelm-Nelson to format the Library Board’s budget requests into the system similar to other Village departments.
 - b. **Update on local library visits, data collection, outreach database. Formal Report. Outdoor space.** The members discussed their library visits and discussion followed on how to best organize and present the data. Braun will compile the data into a report and the Facility Committee will use the data in their work. There was then discussion around potential outdoor space options. Kelm-Nelson asked Peterson to update the Library Board on the request to have FGM Architects revisit the facility study. Peterson explained that the original facility needs study only incorporated existing services and the Board would like them to revisit the study with a library included. There was also discussion around potential historical space and the possibility there was money donated in 2008 towards such a space.
 - c. **Discuss 2023 Goals.** Kelm-Nelson stated the goals would help guide the work and could be put on the website for transparency. Peterson asked if there are any carry-over goals that should be included. Wahe discussed the need for clarification around requirements for the sub-committees in the coming year and that the sub-committees should begin work on their goals right away in the new year with the intent to have them complete by March. Discussion followed about which sub-Committee would handle each stated goal. Plan is to bring the document back in November. Peterson gave an update on the status of the Village Board’s budget process.
6. **Friends Report**

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

7. Announcements:

- a. Next Meeting (Trustee Training): October 26, 2022 @ 6 pm.
- b. Next Meeting: November 16, 2022 @ 6:00 pm

8. Future Agenda Items

- a. Presentation of senior thesis
- b. Work on goals

9. Adjournment

Motion by Wage, seconded by Peterson to adjourn the meeting at 7:32 p.m. Motion carried with a unanimous voice vote, 7-0-0.

Draft Library Board 2023 Goals:

This represents a draft of the library goals previously discussed by the board and is subject to change.

December

Facilities Committee: Review of prior research and final library visit reports with Library Board.

- LB to appoint Policy Committee
- Recommendation on proposed library scope to guide 2023 capital planning

January

Programming Committee: Written programming policy

- MOU between McFarland and CG boards for programming

Facilities Committee: Village Space Needs(?): should be done with a librarian consultant/SCLS

Planning Committee: Planning begins with Sweeny Group (January-August)

- **LB Timeline Goal #1: Initiation, schedule, and governance of committees (space, time, rules)**
- **LB Timeline Goal #3: Initiation of impact fee research plan**
- Development of a communication plan with Village's Communication director
- Revise Consultant RFP with Village's legal team
- Work to determine administrative support goals and time

Other: Meeting with Historical Society to determine potential space requests

February

Facilities committee: recommend RFP and targeted list; Deb to start attending meetings; discuss space needs

Planning Committee: Planning continues with Sweeny Group

- Librarian Panel at LB meeting
- Post RFP for Architect (Facilities Committee) + do they have an interior designer
- FAQ to share between Village and Friends
- Town of Cottage Grove: statement for town annual newsletter
- **LB Timeline Goal #4: Begin Programming with McFarland Public Library in CG**
- IVY Group Consulting (February-June):
 - I. Onsite focus groups
 - II. Community Conversation/Town Hall
 - III. Research Summit
 - IV. Data Dive

Other: Chamber of Commerce luncheon presentation w/ Friends Inc.

March

Facilities Committee: Interview Architect firms, make recommendation to Library Board

Planning Committee: Planning continues with Sweeny Group

- Committee goals/timelines are defined and presented at LB meeting
- Stakeholder analysis at the LB meeting
- Discuss space needs (pros and cons of shared spaces with other depts)
- Proclamations for Village and Town for Library weeks/Bookmobile support

Other: Discussion with School Board

April

Timeline Goal #2: Facilities Committee: space needs worksheets, formal program statement with SCLS

- Bookmobile and Library Week (April 23-29; "For a Richer, Fuller Life, Read")
- Survey of patrons at the bookmobile: ("how important is a community library to you")
- **Timeline Goal #5: Trustee Training**
- Update LB vision

May

Facilities Committee: Space needs, design work begins

- Discuss Dual-Function Rooms
- Finalize RFP for library consultant and post

June

- IVY Group: final presentation to the LB
- *Consultant:* Onboard library consultant: meeting attendance, programming, strategic planning, staffing
- IVY Group: A staffing strategy study (to better understand how to organize the library as a department, and how staffing would contribute to overall operational costs).

July

Facilities Committee: Revise construction and operational costs

Planning Committee: Sweeny Group final presentation to LB

- Sign agreement with Foundation to gain pledge and donation privileges
- *Consultant:* propose staffing organizational chart, collections

August

Facilities Committee: finalize program statement, preliminary site study with facility footprint, concept of site with access, parking, and building

Planning Committee: Sweeny Group final presentation to LB

Budget Committee: meets and provides recommendation to the Library Board

- Initial budget requests for 2024
- Library Board to approve the Program Statement
- Library Board to approve the Impact Fee Study Draft
- *Consultant:* revise operational costs, collections

September

Facilities Committee: revise building costs

- Library board to approve new website design
- Library board to form: Capital Campaign Committee and Public Relations Committee
- Initiation of 100 Extraordinary Women Campaign
- *Consultant:* advise on budget for 2024, programming

October

- **Timeline Goal #5: Trustee Training**
- Formal budget request due to Village
- Community and stakeholder feedback on design concept

November

- Concept drawings approved and project costs estimates refined
- Ask for authority for the construction of a new library in Cottage Grove be at the direction of the Library Board 43.52(3), 43.58(1), 43.58(7)(e).

December

- Renewal of appointments to LB
- Goal setting for 2024

Policy Committee: A library cannot operate successfully without policies that assure consistent and equitable treatment of all users while at the same time protecting the resources of the institution. Developing and adopting these policies is another important responsibility of a library board. The duties of this committee are to develop essential library policies and advise and recommend decisions or processes relating to library policies, practices, and procedures that impact library services, locations, or resources. As needs, processes, and services change within the library, there will be a need to review, revise, and add policies. The policy committee will establish a routine procedure for reviewing policies to be sure that they remain current and that Library Board trustees remain educated on the position of the library.

The following resources may also aid in developing and approving library policies:

Trustee Essential 10: Developing Essential Library Policies
<https://dpi.wi.gov/sites/default/files/imce/pld/pdf/handbook.pdf>

Chair:

LB Representative:

LB Representative:

LB Director:

Citizen Member:

Citizen Member:

**Friends of the Cottage Grove Library Update to the Cottage Grove Library Board
November 16, 2022 Meeting
Prepared by: Tracy Philippi, President of the Friends of the Cottage Grove Library**

Membership Meeting

- UPCOMING: Thursday, December, 8, 6:30 p.m., Speaker is Wisconsin Author Heidi Dusek

2022 Programing Update

- 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
- PTO/Friends Candle-lit walk through the School Forest, December 17

Membership Committee:

- Youth-senior partnership
- Swag sale in April during Library Giving Week

Other items:

- Friends received \$3750 from Steve Stricker Foundation for 2023 programming
- Giving Tuesday - all gifts made between November 22-29 will be matched up to \$3,000
 - **How you can help:**
 - Share Friends eblasts & FB content with network
 - Make a donation to the Friends