

VILLAGE OF COTTAGE GROVE
MEETING

NOTICE OF PUBLIC

LIBRARY BOARD

Wednesday, May 18, 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>. 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 April 20, 2022 Meeting.

Documents:

[LIBRARY BOARD MINUTES 4.20.22.PDF](#)

5. New Business
 - a. Update on financial feasibility study.
 - b. Discuss committee formation
 - c. Local library list and coordination of visits and data collection.
 - d. Architect list
 - e. Library Director PVL draft
 - f. Book Drop Box

Documents:

[LIBRARIES IN DANE COUNTY.PDF](#)
[EXAMPLE COMMITTEES.PDF](#)
[LIST OF LIBRARY ARCHITECTS.PDF](#)

6. Friends Report

Documents:

[MAY 18 UPDATE TO THE CG LIBRARY BOARD.PDF](#)

7. Announcements:

- a. Next meeting: June 15, 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 April 20, 2022

1. **Call to Order.** The meeting was called to order at 6:07 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, Tracy Phillippi, Stephanie Rossing, Erik Braun arrived at 6:08 p.m. and Stefan Wahe arrived at 6:10 p.m. Also present was Tracie Miller with South Central Library System and 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 March 16, 2022 meeting. Motion** by Ratcliff to approve the minutes, seconded by Phillippi. Motion carried with a unanimous voice vote, 6-0-0.
5. **New Business**
 - a. **Tracie Miller, Public Administration Consultant with South Central Library System.** Tracie Miller gave an overview of the services that her organization provides libraries in the South Central Library System. Members also asked questions on her recommended next steps as the Board moves forward with planning the Village’s library. Miller recommended developing a clearer picture of what the Board and community want to see in the future library. She recommended visiting newer libraries throughout the state would be a good place for members to start.
 - b. **Update on Financial Feasibility Study progress.** Kelm-Nelson reported that the next step in the feasibility study is the brainstorming session that will be held in the coming weeks with the Sweeney Group.
6. **Friends Report**

Upcoming Membership Meeting

 - Thursday, June 9, 6:30 p.m. at Fireman’s Park. Speaker ideas?

2022 Programing Update

 - Post event Survey
 - March 15 -Estate Planning Workshop
 - 23 live attendees
 - 42 post-event views
 - April 23- Earth Day with your Friends at Cottage Grove School Forest & Prairie
 - Flyers
 - Volunteer Sign Up (volunteers get Friends t-shirt)
 - New Partner: Cottage Grove Area Historical Society
 - May 19 - Adding age-appropriate books to the Optimist Club’s weekend lunch bags & promoting other summer reading programs
 - June 11 - Toddler story hour about gardening at the Glacial Drumlin School community garden with a strawberry snack and craft

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.

- Fall - Kevin Henkes book bilingual reading / release at Summit Credit Union

Committee Updates

- *Membership Committee* is focusing on renewal of annual memberships, creating a youth membership and ordering t-shirts for event volunteers and considering an online store for Friends Merch
- *Events Committee* created a community event display including: tablecloth, sandwich board, tri-fold with photos and educational materials. Participated in the Optimist Club Easter Egg Hunt and will be looking for volunteers at future events.

Other

- Friends interviewed three candidates for Village Board
- Please sign up for our newsletter to receive up-to-date information from Friends!

7. Announcements

- a. Next meeting date is Wednesday, May 18, 2022 at 6 p.m.

8. Future Agenda Items

- a. Discuss Library research/site visits
- b. Discussion on Committee formation/facility sub-committee
- c. Discussion on future hiring of Library position

9. Adjournment

Motion by Wahe, seconded by Ratcliff to adjourn the meeting at 7:21 p.m. Motion carried with a unanimous voice vote, 7-0-0.

Libraries in Dane County

- Contact Person/Info
 - Operating Costs
 - Facilities (likes, dislikes, should have done)
 - List of spaces/key programming
1. Belleville
Belleville Public Library
<http://www.bellevillelibrary-wi.org>
 2. Black Earth
Black Earth Public Library
<http://www.blackearthlibrary.org>
 3. Cambridge
Cambridge Community Library
<http://www.cambridgecc.org>
 4. Cross Plains
Rosemary Garfoot Public Library, Cross Plains
<http://www.rgpl.org>
 5. Dane County Library Service
<http://www.dcls.info>
 6. Deerfield
Deerfield Public Library
<https://www.deerfieldpubliclibrary.org>
 7. Deforest
DeForest Area Public Library
<http://www.deforestlibrary.org>
 8. Fitchburg
Fitchburg Public Library
<https://www.fitchburgwi.gov/822/Library>
 9. Madison Public Library - Central Branch
<http://www.madisonpubliclibrary.org/central>
 10. Madison Public Library - Dream Bus
<http://www.dreambus.org>
 11. Madison Public Library - Alicia Ashman Branch
<http://www.madisonpubliclibrary.org/alicia-ashman>

12. Madison Public Library - Hawthorne Branch
<http://www.madisonpubliclibrary.org/hawthorne>
13. Madison Public Library - Lakeview Branch
<http://www.madisonpubliclibrary.org/lakeview>
14. Madison Public Library - Meadowridge Branch
<http://www.madisonpubliclibrary.org/meadowridge>
15. Madison Public Library - Monroe Street
<http://www.madisonpubliclibrary.org/monroe-street>
16. Madison Public Library - Pinney Branch
<http://www.madisonpubliclibrary.org/pinney>
17. Madison Public Library - Sequoya Branch
<http://www.madisonpubliclibrary.org/sequoya>
18. Madison Public Library - Goodman South Madison Branch
<http://www.madisonpubliclibrary.org/goodman-south>
19. Marshall
Marshall Community Library
<http://www.marlib.org>
20. Mazomanie
Mazomanie Free Library
<http://www.mazolibrary.org>
21. McFarland
E.D. Locke Public Library, McFarland
<http://www.mcfarlandlibrary.org>
22. Middleton
Middleton Public Library
<http://www.midlibrary.org>
23. Monona
Monona Public Library
<http://www.mononalibrary.org>
24. Mount Horeb
Mount Horeb Public Library
<http://www.mhpl.org>
25. Oregon
Oregon Public Library
<http://www.oregonpubliclibrary.org>

26. Stoughton
Stoughton Public Library
<http://www.stoughtonpubliclibrary.org>

27. Sun Prairie
Sun Prairie Public Library
<http://www.sunlib.org>

28. Verona
Verona Public Library
<http://www.veronapubliclibrary.org>

29. Waunakee
Waunakee Public Library
<http://www.waunakeepubliclibrary.org>

Example Committees:

- LB Policy Committee
- LB Finance Committee
- LB Facility Committee
 - Sustainability and Building
- LB Public Relations Committees
- LB Capital Campaign Committee

- Ad Hoc committees as needed: Strategic Planning, Solar and Leed Certification, Diversity and Inclusion (e.g. Assistive Technology Lending Library Status)

Recommended List of Library Architects

****Plunkett Raysich, Mike Bahr: (608) 240-9900 <https://www.prarch.com/>*

Dimension IV, Jim Gersich: (608) 829-4444 <http://www.dimensionivmadison.com/>

River Architects, Val Schute: (608)785-2217 <http://www.river-architects.com/team/>

Eppstein Uhen <https://www.eua.com/>

FEH Associates, Inc <https://fehdesign.com/>

MSA Professional Services, Inc <https://www.msa-ps.com/>

Studio GC

**** Previous architect*

Library Planning Websites

<https://www.demcointeriors.com/blog/designing-community-10-essential-library-spaces/>

<https://www.openingthebook.com/library-design/library-space-planning>

***OPN is not recommended by SCLS**

**Friends of the Cottage Grove Library Update to the Cottage Grove Library Board
May 18, 2022 Meeting**
Prepared by: Tracy Philippi, President of the Friends of the Cottage Grove Library

Upcoming Membership Meeting

- Thursday, June 9, 6:30 p.m. at Fireman's Park. Speaker is local middle-school author [Laura Bird](#).

2022 Programing Update

- [Post event Survey](#)
- **April 23-** Earth Day with your Friends at Cottage Grove School Forest & Prairie
 - 225-250 people attended
- **May 19** - Adding 134 age appropriate books to the Optimist Club's weekend lunch bags & promoting other summer reading programs
- **June 11, 9:30 a.m.** - Toddler story hour about gardening at the Glacial Drumlin School community garden with a strawberry snack and craft
 - 1-2 volunteers needed
- **Fall** - Kevin Henkes book bilingual reading / release at Summit Credit Union

Committee Updates

- *Membership Committee* is focusing on renewal of annual memberships, creating a youth membership and ordering t-shirts for event volunteers and considering an online store for Friends Merch
- *Events Committee* created a community event display including: table cloth, sandwich board, tri-fold with photos and educational materials. Committee is looking for volunteers at future events.

