



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

**Wednesday, June 18, 2025
4:30 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 using Zoom, please join the meeting from your computer, tablet or smartphone by visiting <https://us06web.zoom.us/j/88546810878?pwd=aV48WWA0pawMy5Hyhd5NXHAIpt5I7K.1> . You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 885 4681 0878# 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 Deputy Clerk Kelly Cahill: kcahill@villageofcottagesgrove.gov. 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 About Any Subject That Is Not A Specific Agenda Item
4. Discuss And Consider Minutes From The May 21, 2025 Library Board Meeting

Documents:

[LIBRARY BOARD MINUTES 5.21.25.PDF](#)

5. Presentations To The Library Board
6. Old Business
7. New Business
 - a. Tracy Phillippi Resolution of Appreciation
 - b. Welcome and Introduction of Monica
 - c. Discuss Programming and Directions for Monica
 - d. Glen Grove Programming

Documents:

[TRACY_PHILLIPPI_LIBRARY_BOARD_RESOLUTION.PDF](#)

8. Programming Report
 - a. Discuss programming

Documents:

[!PROGRAM TRACKER_CKN.PDF](#)

9. Communications And Miscellaneous Business

- a. Consider approval of vouchers

Documents:

[LIBRARY OPERATING EXPENSES DETAIL - NON-PAYROLL.PDF](#)

10. Committee Reports

11. Library Board President's Report

- a. Correspondence Updates
- b. Community Night Out Booth
- c. Update on Investigation of Joint Village / Town Library Facility and/or Service Plan

12. Friends Report

- a. Fall 2025 All Community Read

13. Announcements

Future Meetings:

- a. **Library Board Wednesday, July 16, 2025 6pm VH**

14. Future Agenda Items

15. Adjournment

This agenda has been prepared by Staff and approved by the President 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
Wednesday May 21, 2025

MINUTES

1. **Call to Order**
Kelm-Nelson called the Library Board to order at 6:01 pm. This was a hybrid meeting.
2. **Determination of quorum and that the agenda was properly posted.**
It was determined that there was a quorum of members present and that the agenda was properly posted. Present were Cindi Kelm-Nelson, Erik Braun, JP Villavicencio, Alison Anger, Alison Weber, Lisa Sutter and Meaghan Swanson. Also present, Tracy Phillippi, Library Programming and Outreach Specialist; and Kelly Cahill, Deputy Clerk
3. **PUBLIC APPEARANCES – *Public's opportunity to speak*- None**
4. **Discuss and Consider the Minutes of Library Board Meeting on April 16, 2025.**
Motion by Villavicencio to approve the minutes from April 16, 2025, seconded by Anger. **Motion** carried with a voice vote of 6-0-1 Alison Weber Abstains.
5. **Presentations to the Library Board- None**
6. **Old Business**
 - a. **Discuss and consider Strategic Plan**
Motion by Braun to approve the Strategic Plan as presented seconded by Swanson. **Motion** carried with a voice vote of 7-0-0
 - b. **Discuss and consider Library Programming Code of Conduct**
Motion by Villavicencio to approve the Library Programming Code of Conduct as presented, seconded by Swanson. **Motion** carried with a voice vote of 7-0-0
7. **New Business**
 - a. **Discuss and consider Fall 2025 contract with McFarland Public Library**
Motion by Swanson to approve Fall 2025 contract with McFarland Public Library, seconded by Anger. **Motion** carried with a voice vote of 7-0-0
 - b. **Discuss inactivating Library Board Subcommittee- Community Engagement & Strategic Planning**
Motion by Swanson to inactivate Library Board Subcommittee-Community Engagement & Strategic Planning, seconded by Sutter. **Motion** carried with a voice vote of 7-0-0
 - c. **Discuss and consider 2026 capital requests for Village Board prioritization.**
Motion by Swanson to approve 2026 Capital request for Village Board prioritization, seconded by Sutter. **Motion** carried with a voice vote of 7-0-0
 - d. **Discuss direction and resources needed to investigate options for a joint Village: Town library facility and/or service plan.**
Need to have a conversation with Town before anything else. Then work on a concept of how collaboration between Village and Town would look like
 - e. **Discuss and consider rescheduling the August 20, 2025 Library Board meeting.**
Motion by Swanson to cancel the August 20, 2025 Library Board meeting, seconded by Sutter. **Motion** carried with a voice vote of 7-0-0
 - f. **Discuss and consider appointment of JP Villavicencio to Library Board President.**
Motion by Swanson to appoint JP Villavicencio to Library Board President, seconded by Sutter. **Motion** carried with a voice vote of 7-0-0
 - g. **Discuss and consider appointment of Lisa Sutter to Library Board Vice President.**
Motion by Swanson to appoint Lisa Sutter to Library Board Vice President, seconded by Anger. **Motion** carried with a voice vote of 7-0-0
8. **Programming Report**
 - a. **Discuss programming.**
Tracy gave a brief rundown of programming events
 - b. **Discuss and consider the hiring process for the Library Programming and Outreach Specialist.**
If not filled immediately it may hurt the programming events for the summer. Closed session discussion
9. **Communications and Miscellaneous Business**
 - a. **Consider approval of vouchers.**
Motion by Swanson to approve vouchers, seconded by Anger. **Motion** carried with a voice vote 7-0-0.
10. **Committee Reports-None**
11. **Library Board President's Report**
 - a. **Onboarding of new Village Board Trustees**

Kelm-Nelson created a PowerPoint for VB trustees

12. Friends Report

a. Fall 2025 All Community Read author selection

Phillippi revealed name and read bio of the author that has agreed to attend the All Community Read this fall.

13. Closed Session: This Closed Session Is regarding hiring and compensation of a Library Outreach and Programming Specialist. The Village of Cottage Grove Library Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion by Kelm-Nelson at 6:46pm to enter Closed Session regarding hiring and compensation of a Library Outreach and Programming Specialist. The Village of Cottage Grove Library Board will enter into Closed Session pursuant to Wisconsin State Statute §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, seconded by Braun. **Motion** carried with a roll call Vote: Kelm-Nelson Aye, Weber Aye, Anger Aye, Braun Aye, Villavicencio Aye, Sutter Aye, Swanson, Aye

14. Discuss and consider closed session items

Motion by Anger at 7:06pm to reconvene open session, seconded by Swanson. **Motion** carried with a roll call vote: Kelm-Nelson Aye, Weber Aye, Anger Aye, Braun Aye, Villavicencio Aye, Sutter Aye, Swanson, Aye

Motion by Sutter to have Library Board President work with the Village Board to offer the position of Library Outreach and Programming Specialist to Monica DeCarlo, seconded by Swanson. **Motion** carried with a voice vote of 7-0-0

15. Announcements

Future Meetings:

a. Library Board Wednesday, June 18, 2025 6pm VH

16. Future Agenda Items

17. Adjournment

Motion by Kelm-Nelson to adjourn at 7:08pm, second by Sutter. **Motion** carried with a voice vote of 7-0-0

**Kelly Cahill, Deputy Clerk
Village of Cottage Grove
Approved:**

These minutes represent the general subject matter discussed in this meeting but do not reflect a verbatim documentation of the subjects and conversations that took place.

RESOLUTION OF APPRECIATION

Honoring Tracy Phillippi for Outstanding Service as Library Programming and Outreach Specialist

WHEREAS, Tracy Phillippi has served the Cottage Grove Library Board with dedication and distinction in her role as Library Programming and Outreach Specialist; and

WHEREAS, Tracy has played a central role in developing, organizing, and hosting a wide range of creative, inclusive, and high-impact library programs that brought people of all ages together to learn, connect, and grow; and

WHEREAS, through her leadership and tireless enthusiasm, she has transformed the library's programming into a vibrant reflection of the community's interests and needs, consistently drawing strong participation and fostering a deeper connection between the library programming and its patrons; and

WHEREAS, Tracy's passion for outreach and her ability to build meaningful partnerships have expanded the reach of library services, ensuring that programs and resources are accessible to all members of the community; and

WHEREAS, her work has positively impacted countless individuals, whether through storytimes that sparked a love of reading, workshops that empowered lifelong learners, or community events that brought neighbors together in celebration and discovery; and

WHEREAS, Tracy's warmth, professionalism, and commitment to public service have enriched the Library Board's mission and inspired her colleagues and community members alike;

NOW, THEREFORE, BE IT RESOLVED, that the Cottage Grove Library Board extends its deepest gratitude and appreciation to Tracy Phillippi for her outstanding service, with special recognition for her leadership in hosting exceptional programming that has helped define the library programming as a hub of community life; and

BE IT FURTHER RESOLVED, that her legacy of excellence in programming and outreach will continue to influence and guide the Library Board's vision for the future.

Adopted this 18th day of June 2025

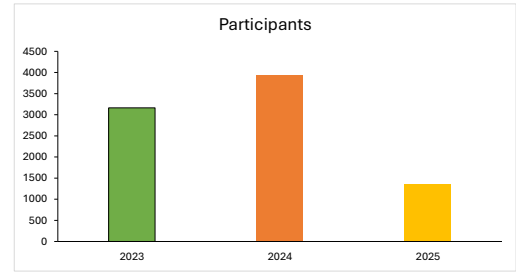
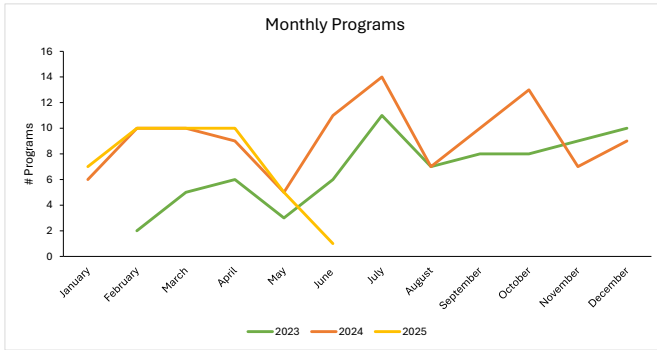
On behalf of the Cottage Grove Library Board

JP Villavicencio
President, Village of Cottage Grove Library Board

| 2023 | | | | | | | | | | | | | |
|------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------|
| | January | February | March | April | May | June | July | August | September | October | November | December | TOTALS |
| 2023 | | 2 | 5 | 6 | 3 | 6 | 11 | 7 | 8 | 8 | 9 | 10 | 75 |
| 2023 | | 98 | 140 | 442 | 106 | 431 | 482 | 152 | 405 | 221 | 349 | 337 | 3163 |

| 2024 | | | | | | | | | | | | | |
|------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------|
| | January | February | March | April | May | June | July | August | September | October | November | December | TOTALS |
| 2024 | 6 | 10 | 10 | 9 | 5 | 11 | 14 | 7 | 10 | 13 | 7 | 9 | 111 |
| 2024 | 173 | 320 | 461 | 338 | 125 | 626 | 467 | 136 | 272 | 315 | 275 | 426 | 3934 |

| 2025 | | | | | | | | | | | | | |
|------|---------|----------|-------|-------|-----|------|------|--------|-----------|---------|----------|----------|--------|
| | January | February | March | April | May | June | July | August | September | October | November | December | TOTALS |
| 2025 | 7 | 10 | 10 | 10 | 5 | 1 | | | | | | | 43 |
| 2025 | 305 | 263 | 240 | 275 | 126 | 150 | | | | | | | 1359 |



| Date | Journal | Reference | Description | Debit Amount | Credit Amount | Balance |
|-------------|---------|-----------|---|-----------------|---------------|-----------------|
| * | | | 01/01/2025 (00/25) Balance | .00 | .00 | .00 |
| 02/16/2025* | CD7 | 30.0022 | Amazon Supplies | 146.74 | .00 | 146.74 |
| 02/16/2025* | CD7 | 30.0023 | Inkworks | 142.28 | .00 | 289.02 |
| 02/16/2025* | CD7 | 30.0024 | Henry Vilas Zoo | 200.00 | .00 | 489.02 |
| 02/20/2025* | AP | 281.0001 | Novel Motion Circus LLC | 300.00 | .00 | 789.02 |
| 02/20/2025* | AP | 282.0001 | Ferrier, Brandon | 200.00 | .00 | 989.02 |
| 02/20/2025* | AP | 443.0001 | D Bar Bakery | 200.00 | .00 | 1,189.02 |
| * | | | 01/31/2025 (01/25) Period Totals *** | 1,189.02 | .00 | 1,189.02 |
| * | | | | | | |
| 02/20/2025* | AP | 51.0001 | The Curious Crafter LLC | 200.00 | .00 | 1,389.02 |
| 03/17/2025* | CD7 | 26.0037 | Facebook | 80.96 | .00 | 1,469.98 |
| 03/17/2025* | CD7 | 26.0038 | Amazon Supplies | 95.57 | .00 | 1,565.55 |
| 03/17/2025* | CD7 | 26.0039 | Inkworks | 144.31 | .00 | 1,709.86 |
| 03/17/2025* | CD7 | 26.0040 | Penguin Random House | 189.90 | .00 | 1,899.76 |
| 03/20/2025* | AP | 129.0001 | Zurawski, Katie | 200.00 | .00 | 2,099.76 |
| 03/20/2025* | AP | 130.0001 | Bird, Laura Anne | 200.00 | .00 | 2,299.76 |
| * | | | 02/28/2025 (02/25) Period Totals *** | 1,110.74 | .00 | 2,299.76 |
| * | | | | | | |
| 04/16/2025* | CD7 | 25.0029 | Amazon Supplies | 109.45 | .00 | 2,409.21 |
| 04/16/2025* | CD7 | 25.0030 | Facebook | 64.39 | .00 | 2,473.60 |
| 04/17/2025* | AP | 174.0001 | Franklin, Lucas | 150.00 | .00 | 2,623.60 |
| 04/17/2025* | AP | 178.0001 | Saeger, Jaclyn | 200.00 | .00 | 2,823.60 |

| Date | Journal | Reference | Description | Debit Amount | Credit Amount | Balance |
|-------------|---------|-----------|---|-----------------|---------------|-----------------|
| * | | | 03/31/2025 (03/25) Period Totals *** | 523.84 | .00 | 2,823.60 |
| * | | | | | | |
| 05/16/2025* | CD7 | 24.0034 | Facebook | 116.40 | .00 | 2,940.00 |
| 05/16/2025* | CD7 | 24.0035 | Amazon Supplies | 367.05 | .00 | 3,307.05 |
| 05/16/2025* | CD7 | 24.0036 | ALA Membership Dues | 190.00 | .00 | 3,497.05 |
| 05/22/2025* | AP | 135.0001 | Village of McFarland | 800.00 | .00 | 4,297.05 |
| 05/22/2025* | AP | 230.0001 | Samantha Cora Christian Haas LLC | 100.00 | .00 | 4,397.05 |
| 05/22/2025* | AP | 233.0001 | Cao, Leslie | 100.00 | .00 | 4,497.05 |
| * | | | 04/30/2025 (04/25) Period Totals *** | 1,673.45 | .00 | 4,497.05 |
| * | | | | | | |
| 06/16/2025* | CD7 | 33.0030 | Facebook | 114.34 | .00 | 4,611.39 |
| 06/16/2025* | CD7 | 33.0031 | Amazon Supplies | 15.90 | .00 | 4,627.29 |
| 06/16/2025* | CD7 | 33.0032 | Wisconsin Library Association | 63.00 | .00 | 4,690.29 |
| * | | | 05/31/2025 (05/25) Period Totals *** | 193.24 | .00 | 4,690.29 |