

VILLAGE OF COTTAGE GROVE  
**Library Board**  
**Tuesday March 19, 2024**

**MINUTES**

**1. Call to Order**

Cindi Kelm-Nelson called the Library Board to order at 6:05 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. Cindi Kelm-Nelson; Erik Braun; David Peterson; Alison Anger; Stefan Wahe; Meaghan Swanson (zoom). Also present, Tracy Phillippi, Library Programming and Outreach Specialist; Cameron Sawyer, Finance Director; Kelly Cahill, Village Deputy Clerk. Absent and excused was Lisa Sutter (MGSD representative).

**3. PUBLIC APPEARANCES – *Public's opportunity to speak*- None**

**4. Discuss and Consider the Minutes of Library Board Meeting on January 17, 2024.**

**Motion** by Peterson to approve the minutes from January 17, 2024, seconded by Anger . **Motion** carried with a voice vote of 6-0-0.

**5. Old Business**

**a. Discuss strategic planning.**

Went through list of strengths, weaknesses opportunities, and threats for the library project.

**6. New Business**

**a. Discuss and consider policy about vendor and programming fees.**

**Motion** by Wahe to accept policy as written, seconded by Kelm-Nelson **Motion** carried with a voice vote of 6-0-0

**b. Discuss and consider updating the Facilities subcommittee structure.**

Kelm-Nelson reported that last year several high school students had been interested in serving on the committees, but given the projected timeline for the Library restructuring the committee to meet quorum is needed but will add youth involvement into the Library Board policy manual. **Motion** to approve facility subcommittee structure by Wahe, seconded by Anger, **Motion** carried with a voice vote of 6-0-0

**7. Programming Report**

**a. Discuss Programming**

Monthly newsletter is now active and link to register can be found on the Library Board website. Year to date, 68 programs through August, exceeds 2023. Working with Parks and Recreation to help facilitate some programming space. Monona Library swap (CG to go to Monona/Monona to do Critter Storytime) will occur this summer.

**8. Communications and Miscellaneous Business**

**a. Discuss 2023 year end financials.**

Carry over balance into 2024 \$5,409; all grant/foundation money. Reviewed revenues and expenditures to date.

**b. Discuss recommendation to staff on how to communicate payment to performers**

Possibility of using the facilities subcommittee for paying bills on alternate LB meeting month. Recommend paying bills Thursdays after any meeting, Kelm-Nelson and Phillippi to continue to communicate with Sawyer).

**c. Consider approval of vouchers**

**Motion** to approve vouchers by Kelm-Nelson, seconded by Wahe. **Motion** carried with a voice vote of 6-0-0.

**9. Committee Reports**

**a. Facilities Subcommittee report.** Kelm-Nelson reported the committee worked on a SWOT with space specifics.

**b. Discuss and consider recommendation on Fundamental Way planning**

**Motion** to approve Fundamental Way Planning as on the current, unedited certified map by Peterson, seconded by Wahe **Motion** carried with a voice vote of 6-0-0

**10. Library Board President's Report**

Realtor in Cottage Grove that is interested in helping find interim space and determining next steps for planning..  
Result of Dane Arts grant submission will be in April. Dollar General grant due next month.

**11. Friends Report** - Earth day with Your Friends is Saturday April 20, partners with Village; Next meeting April 11, 2024 6:30PM at Oakstone Rec and is a brainstorming session.

**12. Announcements**

Future Meetings:

1. Facilities Subcommittee Wednesday, April 17th 6pm Village Hall
2. Library Board Wednesday, May 15th 6pm Village Hall

**13. Future Agenda Items:** Define Objectives and Goals for Strategic Planning.

New Village board members, “train” them for library specifics; keep in contact with Sawyer on programming payments.

**14. Adjournment**

**Motion** by Braun to adjourn at 7:46PM, seconded by Peterson. **Motion** carried with a voice vote of 6-0-0

**Kelly Cahill, Village 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.**

DRAFT