

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.