

VILLAGE OF COTTAGE GROVE LIBRARY BOARD

Meeting Minutes of December 15, 2021

6:00pm Zoom Link

1. **Call to order:** This virtual meeting was called to order at 6:03 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: Cindi Kelm-Nelson, Alison Anger, Stefan Wahe, Tracy Phillippi, Erik Braun, Stephanie Rossing (Monona Grove School Representative).
Also present: was Deputy Administrator/Director of Public Works JJ Larson.
Absent: was Melissa Ratcliff (Village Trustee)
3. **Public Appearances – Public’s opportunity to speak to Committee Members about any item that is not a specific agenda item.** None.
4. **Approve Minutes: November 17, 2021:** Motion by Anger, seconded by Rosing. Motion carried with a unanimous voice vote of 7-0-0.
5. **Presentation:** No presentation was given.
6. **Old Business:** None
7. **Board Discussion Topics:**
 - A. **Review Library Board members and positions:** There was a final discussion of the roles and responsibilities which will be incorporated into the draft bylaws.
 - B. **Review library board mission/vision and bylaws:** There was discussion as to whether the bylaws should include the library director position or to be amended later. Library Director to be hired by Board; the Library Director performance will be reviewed annually by the President and Village administration. Draft bylaws will be referred to Legal.
 - C. **RFP for Financial Feasibility Consultant:** The Library Board will recruit bids for potential consultants to run the financial feasibility study in early 2022. Kelm-Nelson, Wahe, Larson will draft the RFP for review at the January meeting. Reviewed the list of targeted firms, will also post publicly. Discussion of other local municipalities which recently built library and questions/expertise/ to consider. Reviewed Madison RFP.

[LB MEMBER ROLES - RESPONSIBILITIES_DRAFT.PDF](#)

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[FEASIBILITY STUDY CONSULTANTS.PDF](#)

[REINDAHL-FEASIBILITY-RFP.PDF](#)

8. Treasurer Report
 - A. None
9. Friends Report
 - A. Phillippi gave the Friends activity report. Discussion of “Giving Tuesday” 2021, many donations received. \$7,550.00 earmarked for programming. Spring/Summer Community guide will advertise for Library. 50-60 active members; ongoing organization of committees and outreach. Cottage Grove Library Board members encouraged to attend Friends meetings.

10. Next Meeting: Wednesday, January 19, 2021 at 6:00 PM Via Zoom

A. February meeting: Wednesday, February 16 at 5:00 PM which is a schedule change.

11. Future Agenda Items:

A. Educational exercise with college Civil Engineers, and supported by professional Engineers, may be volunteering their time in Fall of 2022

B. Possible formation of Nominating committee by next annual meeting, in November 2022; possible formation of ad hoc RFP committee.

12. Adjournment: Motion by Rossing, seconded by Wahe, to adjourn at 6:53 PM.

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.