



Library Board Meeting Minutes

Tuesday, September 17, 2024 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Pete Kaland called the meeting to order at 5:02 p.m.

Roll Call, Introduction of Visitors, Public Input

Pete Kaland, Amanda Wakeman, Nora Vieau, Jim Schieble, Trina Reid, Dana Pike, Merry Anderson, Deb Haeffner

Absent: Shirley Berkley Sue Salter

Approval of Agenda for September 17, 2024

Dana moved and Nora seconded a motion to approve the Agenda. Motion carried.

Approval of Minutes

Jim moved and Dana seconded a motion to approve the Minutes. Motion carried.

1. August 20, 2024

Reports

2. Financial Secretary's Report

SCLS Foundation account continues to increase. CDAR 1 renewed 8/29/24 at 5.20%. Dana moved and Merry seconded a motion to approve the Financial Report. Motion carried.

3. Bills-\$3,863.74

Bills of \$3,863.74 submitted. Deb moved and Dana seconded a motion to approve the bills. Motion carried.

4. Budget Comparison

Currently projected to end year on or under budget.

5. Library Director's Report

8/28-Many patrons/visitors celebrated Sue Mathwich 25th anniversary with cupcakes.

8/29-Authors Jenny Kalvaitis and Kristen Whitson presented *We Will Always Be Here*.

Amanda and Deb from library and Shirley and Mary from Friends attended Columbus Elementary School Open House with pencils and other goodies for kids. Also dropped pencils off at Zion and St. Jerome's schools.

9/13 Adult Services hosted "No Good, Very Bad Art Night."

Youth Services hosted Back to School Bingo to generate family excitement for new year. Youth Programming has begun again with start of school year.

All four book clubs continue to be popular with a variety of demographics.

Book Dragons Writing lab is new monthly writing group for tweens.

Upcoming:

10/3-SCLS Foundation Cornerstone event at Waunakee Public Library; Sue Mathwich will be awarded for her service.

10/27-CPL will take part in Fire Station Trick-or-Treat event

January-Winter reading program begins with theme "Once Upon a Snowy Day."

Buildings: New cupboard added to program room. Thank you to Friends of the Library for funding. Two bats visited library; DPW removed.

Library lost power 9/7 during open hours. According to Columbus Utilities, a squirrel took out the power to four downtown city buildings. Service was restored but Otis had to get the elevator operational.

Amanda reported that the crosswalk lights should be installed in two weeks.

Amanda presented a portion of the Library Statistics Summary dashboard which includes a wide variety of data relative to other libraries. It is noted that CPL borrows significantly more from other libraries vs. CPL sending from our collection. This is due to our small circulation. Also, we must weed collection aggressively due to space. Although this data does not necessarily have a financial affect it underscores the need for a library expansion.

6. Library Director Goals

Amanda continues to work on updated personnel handbook. She also is on a committee of city employees and community leaders to collaborate on city events with a formal meeting on 10/10 in the library. Met with Jake Bisbee again to try to come up with a solution to make bathrooms more accessible as space is an issue. He will submit a proposal. Reviewed State of Wisconsin Retention policy and changed CPL practices to keep patron data more secure including shredding hard copy not needed for back-up. Also brainstormed with staff on winter programming ideas

7. President's Report

None

Friends of the Library

Did not receive Columbus Area Endowment grant for Annex access ramp. CPL Building & Grounds committee will review quote and options.

CORRECTION: It was noted in the August 20 minutes that representatives from the Friends attended the Columbus Elementary School Open House on 8/29. As this event had not yet occurred the Friends were actually scheduled to attend. See Library Director's Report.

Literacy Council

None

Correspondence

Received thank you from Sue Mathwich.

Committee Reports

8. Personnel Committee

Did not meet

9. Buildings & Grounds Committee

Did not Meet

Trustee Training

None

Unfinished Business

10. Annex Leases

Increases communicated to tenants. Cannot currently locate renter insurance documentation.
Potential renter expressed interest in vacated space.

11. Columbus Area Endowment Grant

CPL was awarded a \$4,000 grant to upgrade circulation desk contingent on detailed local bid.
However, there may not be a local vendor able to accept the project. Amanda will follow up.

New Business

None

Adjourn

Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:06 p.m..

Next scheduled board meeting—October 15, at 5:00 p.m.