



Library Board Meeting Minutes

Tuesday, March 18, 2025 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Pete Kaland called the meeting to order at 5:00 p.m.

Roll Call of Members, Introduction of Visitors, Public Input

Present: Pete Kaland, Amanda Wakeman, Sue Salter, Trina Reid, Nora Vieau, Merry Anderson, Jim Schieble, Dana Pike, Deb Haeffner, Shirley Berkley

Approval of Agenda for March 18, 2025

Jim moved and Deb seconded a motion to approve the Agenda. Motion carried.

Approval of Minutes

Sue moved and Deb seconded a motion to approve the February 2025 Minutes. Motion carried

1. February 18, 2025 Board Meeting Minutes

Reports

2. Financial Secretary's Report

Waiting for current CDAR balance; CDAR2 renews 2/27/25 at 5.20%. SCLS Foundation account down \$1,733.59. Dana moved and Shirley seconded a motion to approve Financial Secretary report. Motion carried.

3. Bills- \$16,067.12

Bills of \$16,067.12 submitted includes \$1,187.98 for new water heater. Deb moved and Jim seconded a motion to approve the bills. Motion carried.

4. Budget Comparison

Budget does not reflect actual expenses at this point.

5. Library Director's Report

Youth Programs:

Youth Services Department continues strong relationship with Home Again Assisted Living and with the Homeschool group.

Book Dragons Writing Lab meeting monthly.

All programs—Storytime, Music & Motion, Crafternoon, Pokémon, Lego Club and Babies on Blankets—continue to be well-attended.

Adult Programs:

Tech Tuesdays started with information gathering in first week and one-on-one smartphone instruction in week 2. Scams are top interest with Farmers & Merchants Bank program planned for week 3.

March 4-Joys of Seed Tapes program with Ardyce Piehl and Kate Rietmann from the Columbia County Master Gardeners.

Upcoming Programs:

March-Valerie Biel will present a tween creative writing workshop.

March 19-Stitching Stars Crochet Club first day; expecting large group

March 20-Frog-themed youth program to celebrate Fred Dartt Day

March 20-Author Robert Root talking about his book *Walking Home Ground: In the Footsteps of Muir, Leopold, and Derleth*.

March 26-Kristen Hart will host monthly adult craft nights.

April 1-Chad Lewis presentation on Wisconsin's Gangster Past

Meetings:

City Community Services departments continue to meet monthly. Group continues to go over events that support each other. This summer group will be advertising and presenting several events together.

March 20-At the SCLS meeting Directors will get a report from the ILS committee about the option of switching from BiblioVation to a new ILS system.

April-Amanda will present a sectional with two other directors at the Wisconsin Association of Public Libraries Conference in Oshkosh. The topic will be starting a Friends of the Library group.

April-Columbia County Libraries will host a "Library Tour." Patrons are encouraged to visit at least 6 of the 10 participating libraries and can be entered to win a gift basket.

Building and Grounds:

There was a small leak in the entryway due to a popped nail in the flashing. Great Lakes Roofing repaired at no cost as roof is under warranty. Bathroom remodel is underway.

Library Stats: Visits are up 3.25%; Community Use of Rooms is up 30%. Patrons added is down 16%.

6. Library Director Goals

Attended a planning session for City of Columbus departments. Each department must prepare a strategic plan.

Bathroom remodeling underway. See Building and Grounds

7. President's Report

None

Literacy Council

8. Name on Literacy Council Bank Account

CLC received \$300 from the United Fund of Columbus, Wisconsin, Inc.

Merry requested that the current addressee on the monthly bank statement be changed to CLC Coordinator/Library Director. Jim moved and Dana seconded a motion to change the CLC addressee name. Motion carried.

9. Move Literacy Council Funds into CD

Merry also requested that the Board approve transferring \$3,000 from the CLC regular savings account (current account balance is \$5,208) to a longer term, higher earning CD. Jim moved and Dana seconded a motion to approve the transfer of funds. Motion carried.

Friends of the Library

Two new members welcomed. Currently working on culling and moving stock. FOL holding membership drive during National Library Week.

Correspondence

Committee Reports

Personnel Committee: Director evaluations received and reviewed.

Unfinished Business

New Business

10. Space Needs Assessment

Space Needs Assessment-Deb presented projected data and a current modification of plans for an addition that was prepared several years ago. This initial plan assumed demolition of the Annex with the addition constructed in the existing parking lot. The modification adds more study/meeting rooms.

Despite recent efforts to make the most of limited space, the Space Needs Assessment identified the following areas in need of more space: program/meeting rooms, study rooms, collection and staff areas.

Currently any program that attracts a large audience must seat people on both floors with one floor virtual, hold programs outdoors, or move to a different facility e.g. Community Center.

CPL's study/meeting spaces are limited, constantly booked, and limited to smaller audiences. Currently spaces are used for tutoring, tele-health calls, interviews, test proctoring, group study, book groups, teen and adult craft and club groups, board and staff meetings, training and more.

The collection must be weeded constantly to add new books and audio/visual materials. Current shelving is too tall and aisles too narrow for ADA accessibility. There is no room for reading/study either in chairs or at tables. The public has asked for a larger collection but there is no room.

A patron survey notes a desire for more space for children to play and interact, continuation of programs both in person and virtual with space for larger programs and a bigger collection. The

survey also indicated the top four library services (in order) are: borrowing materials, internet and wi-fi, programs for all ages, and public meeting spaces.

Data: Based on WI Dept. of Administration projections the areas CPL serves (City of Columbus, Fountain Prairie, Fall River, Elba, Town of Columbus) will grow from 9,899 in 2023 to 11,340 by 2040.

Currently CPL has the smallest square footage—6,200—of 24 libraries in comparable size communities. By comparison the Waupaca and Prairie du Chien libraries have 24,000 and 18,974 square feet respectively. The next smallest libraries are Mayville and Union Grove at 7,200 square feet each. To meet projected needs and patron expectations a 10,959 square foot addition is desired.

11. Convene to closed session per 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss the annual evaluation of the Library Director

Convened to closed session per 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which governmental body has jurisdiction or exercises responsibility, specifically to discuss the annual evaluation of the Library Director.

Reconvene into Open Session

Adjourn

Jim moved and Dana seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:48 p.m.

Next Meeting: April 15, 2025

Next scheduled board meeting—April 15, 2025, at 5:00 p.m. in the Library.

These minutes are subject to approval at the April 15 Board Meeting.