



Library Board Meeting Minutes

Tuesday, November 19, 2024 at 5:00 PM

Columbus Public Library - 223 W. James Street

Call to Order

Pete Kaland called the meeting to order at 5:01 p.m.

Roll Call, Introduction of Visitors, Public Input

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

Absent: Jim Schieble

Notice of Open Meeting

Approval of Agenda

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

Approval of Minutes

Shirley moved and Nora seconded a motion to approve the Minutes. Motion carried.

1. October 15, 2024 Library Board Minutes

Reports

2. Financial Secretary's Report

SCLS Foundation down \$7,572 from last month. Negative in checking account reflects funds withdrawn for Annex weatherization. Dana moved and Deb seconded a motion to approve Financial Secretary report.

3. Bills- \$2,593.53

Bills of \$2,593.53 submitted. Deb moved and Nora seconded a motion to approve the bills. Motion carried

4. Budget Comparison

Payroll, front desk and bathroom upgrades will complete budget cycle on target.

5. Library Director's Report

CPL was selected to receive a \$5,000 grant from the Public Library Association for Digital Literacy. Grant will be used for programs teaching adults how to safely/securely use the internet and phones. The program curriculum was prepared in conjunction with AT&T and must reach a minimum of 30 people.

CPL participated in Trunk-or-Treat with Columbus PTO and Safe Trick-or-Treat at the Fire Station. CPL also handed out candy at storytime.

Royal Guernsey Creamery joined CPL for a well-attended STEAM program on States of Matter with Butter.

Trivia Night for Adults attracted “a ton of” attendees and requests for this program to be repeated.

Youth Services continues to have great attendance for Storytime and Music & Motion programs. They also are visiting local schools and daycares monthly. One Storytime per month will visit At Home Again Assisted Living which is a big hit with families and residents.

Our collection now includes adult/family board games and a disc golf game set. We also have cut back on magazine subscriptions will provide more space to add requested items.

Helen is meeting with homeschool families to develop a homeschool program at the library specifically for them. The Literacy Council offered to help.

Upcoming Programs:

12/8-CPL will participate in warm-up to the Holiday Train at the Community Center

12/14-CPL will participate in Downtown Holiday Hop sponsored by the Chamber of Commerce. Families can stop by the library to make several crafts

January-Adult Subscription Service begins. Adults can complete a form indicating their reading favorites. Librarians will then select books based on individual lists for patrons to pick up. This program is successful at Portage and will eventually include a combination of CPL collection and interlibrary loan books.

January-Winter Reading Program begins with the theme “Once Upon a Snowy Day.”

Meetings:

11/10-Amanda attended Celebration of Philanthropy hosted by the Columbus Area Endowment and accepted the CPL award for the circulation desk upgrade

11/14-First of monthly Community Services meetings for City of Columbus

11/15-Columbia County Library Board and Directors at Lodi Public Library

Note. The January Board meeting will be in the Annex as the program room will be in use.

Buildings: Circulation desk upgrade underway. Annex art studio rented to a photographer and all studios are full with no waiting list. Michelle Martin now responsible for liaison with artists and CPL.

6. Library Director Goals

As noted, circulation desk upgrade nearly completed. Completed course “Working with Your Library Board” offered by UW iSchool. As noted, board game collection and disc golf set added per patron suggestion box.

7. President's Report

None

Literacy Council

White board assembled by Gary Schuhmacher.

Friends of the Library

Culling books for big January sale. FOL will participate in 11/30 Wine Walk.

Correspondence

None

Committee Reports

Personnel and Building & Grounds Committees did not meet

Trustee Training

8. Making Sense & Cents of a Library Building Project: The Library Trustee Role

Deb Haeffner presented "Making Sense & Cents of a Library Building Project: The Library Trustee Role"

There is a need for more space. Now what?

Do a space needs assessment and refine based on other libraries. Building Process Overview includes hiring an architect, selecting a site, creating and refining concept drawings, fundraising and financing, development of bid drawings and specifications and state approval. Historic buildings like CPL have a longer approval process. Bidding can take 4-6 weeks.

Role of the Board: Encourage director to evaluate space needs every 3-5 years consistent with an up-to-date Strategic Plan. Board needs to let staff and community input direct the plan but also may criticize. Remember, it is a COMMUNITY library which requires a shared vision, stakeholder involvement, listening to ideas and opinions, and respectful responses. Board must also establish and maintain community relationships and be transparent about design decisions and costs. Process involves planning for today without sacrificing tomorrow. Expressing thanks to staff and community is important.

Board can support project by being supportive, advocating with leaders and the public, acknowledging staff is already working and may need additional help, and consider hiring a construction manager.

Some policies must be established/updated e.g. naming rights and meeting room policy.

Expectations regarding fundraising must be communicated including materials, volunteering as board members are not expected to be part of a campaign, contributing personally, and identifying donors and stakeholders.

Unfinished Business

none

New Business

9. Staff Christmas Gifts

We have twelve recipients who are eligible. Nora moved and Dana seconded a motion to approve a total not to exceed \$500 to be divided among staff based on years of service. Motion carried.

10. Redbud Players Annex Agreement

A representative of the group demanded additional storage space in the Annex based on an assumed agreement. Currently there is no policy and no known agreement. Redbud does currently have items in storage at the Annex which will continue but the Annex must remain locked with a key requested from the front desk during regular library hours. Nora will act as liaison with the group

Adjourn

Nora moved and Dana seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:05 p.m..

Next scheduled board meeting—December 17, at 5:00 p.m.