

**Columbus Public Library
Library Board Meeting
Tuesday, April 18, 2023
Phyllis Luchsinger Callahan Meeting Room**

Nora Vieau called the meeting to order at 5:01 p.m.

Roll Call: Present in person: Lindsey Ganz, Joanne, Binsfeld, Sue Salter, Deb Haeffner, Trina Reid, Nora Vieau, Merry Anderson, Jim Schieble, Dana Pike, Pete Kaland

Adoption of the Agenda: Joanna moved and Deb seconded a motion to approve the agenda. Motion carried.

Disposition of Minutes: Deb moved and Dana seconded a motion to approve the minutes. Motion carried.

Financial Report: CDAR renews 6/01/23 at 4.03%. SCLS Foundation account improved slightly. Sue moved and Deb seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$28,111.42 includes down payment for Library and Annex roof repair; will appear on next budget report. Jim moved and Deb seconded a motion to approve the bills. Motion carried.

Director's Report: The Columbia County funds are not reflected on the budget report. Although the check was issued, it may need to be reissued.

We welcomed Alexa Schultz as new library clerk. She will begin training in May. Printers on both levels replaced due to age. New copier installed 4/17. New technology allows us to offer scan to email options to staff and patrons. Grandfather clock stopped and workings taken to repair shop.

Helen Wirka, Youth Services Coordinator, worked with Columbus Schools to co-sponsor Pizza and Pathways, a mini career fair for teens held at the high school to learn about career opportunities. Attendance was 71. Catherine Walters Brick, Adult Services Coordinator organized an in-person Frank Lloyd Wright presentation with Kieran Murphy along with a coordinated display of Wright-inspired wood artwork by Bob Skare. Attendance was 19.

Great Lakes scheduled a walk-through of the Library and Annex roofs with the acting city administrator to discuss replacement project.

Strategic Planning Committee met to discuss details of distributing community survey and recommended having survey open from May 1 through June 16, 2023. Jim moved and Deb seconded a motion to open the survey through these dates as recommended. Motion carried.

Goals: Goal #2— maintain library buildings so they remain structurally sound and safe for staff and patron. Proposal received from Great Lakes Roofing has been signed and down payment processed with bills through the City.

President's Report: Pete shared a citizen concern about emails relative to the Library Director job search being sent to a board member's personal email. Board determined setting up trustee email accounts should be investigated and proceed. Citizen also asked whether City Human Resources should do job search. CPL is authorized to be responsible for its own staffing.

Friends of the Library: None

Literacy Council Report: None

Correspondence: None

Committee Reports:

Personnel Committee: Committee conducted exit interview with Lindsey. Serving as Director was a positive experience for Lindsey and her accomplishments were noted. Key issues are importance of advocating for the library at the county level and Board stepping up to help with building maintenance issues. Lindsey resigns to return to teaching so she can spend more time with family. Interview on file in the Library.

Strategic Planning Committee: See Director's Report and Unfinished Business

Building and Grounds Committee: Did not meet.

Trustee Training: Pete presented Who Runs the Library

The Library Board runs the Library under State law while the City owns the Library. Board is responsible for supervision of the Library and controlling expenses. Its exclusive duty is to manage the Library vs. other city departments. The Board decides what services are provided. Trustees should not communicate with staff re: grievances independent of the Director as there is a staff grievance procedure.

The Library Director oversees day-to-day operations, the budget and collections, personnel training and building maintenance. The Director makes purchase decisions. City Hall has no control over approved expenditures. The City's chief municipal officer (Mayor) approves the appointment of Trustees. The Library can only hold private funds.

Unfinished Business:

Library Roof: See Director's Report

Strategic Plan Survey: See Director's Report. The survey will be on the website, Facebook and in hard copy at the Library. Board members will promote and tally results.

New Business:

Crosswalk Safety: Merry presented draft letter for discussion. Will revise recommending safety lights be installed at Spring St. and Dickason Blvd. intersections.

Birthday-Staff Appreciation for City Employees: The City will be providing a regular recognition lunch with prizes for city employees and asked CPL Board to approve for our employees. Sue moved and Dana seconded a motion for Library staff to participate. Motion carried.

Interim Director: Discussed need to hire an interim director. As the date of this Board meeting also was deadline for applicants and there were promising candidates, the Hiring Committee members present recommended not to hire an interim director at this point.

Expiring Library Board Members: Sue Salter-County representative, Jim Schieble and Nora Vieau will continue service to the Board. Anyone interested in becoming a Board member should apply on the City website.

Adjournment: Dana moved and Jim seconded a motion to adjourn. Motion carried. Meeting adjourned at 7:15 p.m..

Next scheduled board meeting May 16, 2023.

Respectfully submitted.

Merry Anderson, Secretary