

**Columbus Public Library
Library Board Meeting
Tuesday, June 20, 2023
Phyllis Luchsinger Callahan Meeting Room**

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

Roll Call: Present in person: Amanda Wakeman, Sue Salter, Deb Haeffner, Trina Reid, Nora Vieau, Jim Schieble, Merry Anderson. Absent: Dana Pike

Adoption of the Agenda: Jim moved and Nora seconded a motion to approve the Agenda. Motion carried.

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

Financial Report: CDAR 2 renews 7/20/23 at 4.1%. SCLS Foundation account continues to reflect market volatility; down \$4,400 from last month but up \$10,000 from 6/22. Nora moved and Sue seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$6,235.72 presented. Jim moved and Nora seconded a motion to approve the bills. Motion carried.

CPL received \$218,878.91 subsidy from City, \$71,121.09 less than budget. We usually receive this funding in August; Amanda will check on \$4,362.39 higher than budgeted amount from County.

Director's Report: CPL staff in Fall River to sign up people for library cards; investigating possible book drop at bank there.

Sage Rastenis resigned to accept a position in Illinois. New substitute will be hired to help with staff on vacation in August.

Summer Reading Program: 220 participants signed up – 54 future readers, 105 children, 15 teen, 46 adult. Susan and Helen are visiting schools to promote program. Positive feedback on new programs which include planting a Victory Garden at Community Center, Friends of the Library Garden Tour, Storytime at Astico Park, and Read to a Senior at Home Again. CPL hosted Ragtime duo Cherry and Jerry in the Annex with good attendance and lots of fun. Book Clubs continue through summer – afternoon book club, book and movie club, quarterly non-fiction club.

Still working with roofing company to complete small, apparently unfinished spot and fix broken downstairs window. Water stained tiles in entryway and programming room replaced. DPW contacted about installing outdoor solar table currently stored in Annex garage. Canales Flooring contacted to repair carpet under leaking radiator.

Strategic Planning Committee met in June to review survey results; survey closed June 16.

Goals: Goal #4—Improve organizational and communications systems for CPL Board. New Gmail accounts have been created for all Board members. Minutes and agendas from 2023 added to drive folder and are accessible to everyone. Amanda will provide training for anyone requesting assistance.

President's Report: See Unfinished Business

Friends of the Library: None

Literacy Council Report: Purchased \$41.35 materials—math flash cards, books.

Correspondence: None

Committee Reports:

Personnel Committee: Did not meet.

Strategic Planning Committee: Met to discuss tabulating survey responses.

Building and Grounds Committee: Determining if roof project is complete as there is a black area in the entryway that appears unfinished.

Trustee Training: Jim presented “The Trustee Job Description”

Trustees are participants as members of the library team. Their role is to protect and advance the interests of the broader community by governing library operations, and to promote the development of the library.

Trustee qualifications include: commitment to being a trustee; providing services; attending and being active in meetings; being familiar with WI library law, standards, principles and practices; providing equitable access to knowledge, information, and diversity of ideas; and freedom of expression.

Trustee responsibilities include: preparing for and attending meetings; budgeting and funding; advocating for staff; assisting in hiring, supervision, and evaluation; assessing community needs and advocating for the library; being familiar with principles of intellectual freedom and equitable provision of services; strategic planning; and attending relevant conferences and training opportunities.

Trustees should avoid trivialities, short term bias, being reactive vs. proactive, rehashing old topics, micromanagement, and lack of clarity regarding authority.

Unfinished Business:

Library Roof: On-going; see Buildings and Grounds Committee

Crosswalk Safety: Pursuant to the letter sent to the City Council last month requesting safety lights for library patrons crossing James Street, Brandon Bledsoe responded with an email to Amanda that a "pair of signs" would cost \$6,300 and that the cost might be shared between CPL and the City. He suggested that representatives from the school district be contacted to see if they would be interested in similar signs as they also have busy crosswalks at all schools. Police Chief also should be involved. This cost would be about \$68,000 and the WisDOT would have to be involved because of the connecting highway issue i.e., James Street. Upon discussion the Board concluded that its role is to identify the problem and it is now in City Council hands.

Board Gmail accounts: Completed; see Director's Report

New Business:

Resignation of Library Substitute Sage Rastenis: Job will be posted and filled.

Resignation of Trustee Joanna Binsfeld: Shirley Berkely nominated to serve out 2-year term. Sue moved and Nora seconded a motion to confirm nomination. Motion carried. City Council will vote on confirmation at tonight's meeting. Nora and Jim were contacted and renamed to the Board.

Publication of CPL Board Minutes: See Director's Report; posted from January 2023 and will be posted going forward.

Plans for June 29-July 1 technology shutdown: During the time SCLS will move to its new location in Madison, there will be a technology shutdown. This means no WIFI for patrons and the library will close early on 6/29 and closed completely on 7/1. Some internet services will not be available but there will be two hotspots for staff. Checkouts and check-ins will be OK.

Adjournment: Nora moved and Jim seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:21 p.m..

Next scheduled board meeting July 18, 2023.

Respectfully submitted.
Merry Anderson, Secretary