

**Columbus Public Library
Library Board Meeting
Tuesday, November 21, 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, Pete Kaland, Sue Salter, Jim Schieble, Shirley Berkley, Dana Pike, Nora Vieau, Deb Haeffner, Merry Anderson. Absent: Trina Reid

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

Disposition of Minutes: Deb moved and Sue seconded a motion to approve the Minutes as revised. Motion carried.

Financial Report: CDAR 2 renews 1/18/24 at 5.2%. SCLS Foundation account reflects loss of \$6,901.11. Merry moved and Dana seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$7,373.22 submitted. Jim moved and Deb seconded a motion to approve the bills. Motion carried.

Director's Report: Preschool programs remain popular though with school in session elementary school level programs have lower attendance so staff looking at a different weeknight would be better. DINOvember centered on a dinosaur theme was a big hit. Staff planning for Holiday Train on 12/4.

Adult programs well attended with a Badger Talk by Bob McGrath on meditation and a talk by Susan Running on mindfulness. We will host an arts and crafts swap meet in December. The Annex basement was cleaned for supplies. Huma Siddiqui will present a cooking demo on 12/16. On December 14 the Eric Cotter Agency will sponsor a photo with Santa event with photographer Kate Bender. Price is a new, unwrapped gift for the N.I.C.C. Foundation. Downtown businesses will donate cookies and milk. Photos will be taken by the fireplace.

CPL received a \$2,500 grant from Enbridge to update the conference room with a large screen TV plus cart and new tables. CPL also received a \$1,000 grant from the UW Center for East Asian Studies for materials and programming focused on East Asian Culture.

The smell in the Annex has continued to be a problem with Shirley reporting that some people left the Book Sale due to the odor. A plumber, WE Energies, DPW and TAS Heating investigated the problem. Apparently other downtown buildings have the same problem. This was determined most likely to be due to lack of water going through the sewer system. It is a wastewater problem out of the CPL's control. Columbus Utilities will add a chemical to the line to help with the smell. It was suggested to invite someone from the utility to our January meeting to explain the problem and answer questions.

Catherine, Helen and Amanda attended the WI Library Association Conference in Middleton. All-Directors meeting on 11/16 was in the new SCLS headquarters in Madison. Columbia County Board and Directors meeting was 11/14 in Randolph.

Goals:

Goal #1 – Create new strategic plan.

Draft plan presented for comment. Some suggestions including updating history section and some revisions to Objectives and Actions.

President's Report: None

Friends of the Library: Sales going well. FOL made a lead donation of \$1,500 and is now fundraising for a new cabinet in the meeting room.

Literacy Council Report: Online tutor training now available from Wisconsin Literacy, Inc.

Correspondence: None

Committee Reports:

Personnel Committee: The timeline for the annual Director Evaluation was presented. Jan.= Evaluation packet sent to Board members

Feb.=Board members complete and return

Feb./Mar.= Personnel committee reviews and discusses, Director submits goals, Board approves goals. Jim moved and Shirley seconded a motion to approve the timeline and evaluation instrument.

Because Amanda started at CPL in the middle of the year her goals included some of Lindsey's. November now marks the end of Amanda's six-month probation period so a 6-month evaluation is due 11/30. As we are just beginning the next evaluation cycle in January the Board will provide this evaluation at the December meeting.

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

Building and Grounds Committee: See Director's Report

Trustee Training: TE 20. Deb explained accessibility relative to ADA. Since the 1970s Wisconsin has followed higher standards in new buildings. The challenge has been assuring that older buildings comply. This includes everything from curb cuts outside to carpets, lighting and doors – handles only, no knobs – family and gender-free restrooms. Accessibility also includes paths and adequate turning radius spaces for walkers, wheelchairs etc. At CPL the tables have been replaced and we are planning to adjust the height of one end of the checkout counter. Note. The ends of our counter are not original to the building so making them lower does not affect the historical significance. Some libraries are going to 60" high shelving to accommodate people who cannot reach high shelves. This reduces shelf space and therefore requires more floor space. At CPL the women's bathroom cannot accommodate wheelchairs and walkers.

Unfinished Business:

2024 Budget Update: City approved requested funds.

Strategic Plan Draft: See Director's Report. In addition, members recommended that monthly board meetings relate to Strategic Plan. Members should submit additional input to Deb and a final will be submitted for approval.

Annex Leases/Rent: Tabled due to sewer smell; will assess if DPW treatment fixes the problem before increasing rents.

December Holiday Party: Library staff, volunteers and city guests will be invited at 5:30 p.m. following abbreviated Board meeting. Jim moved and Deb seconded a motion to approve \$420 for staff gifts. Gift based on hours worked and years of service. Motion carried.

New Business:

The previous Circulation Policy required people whose address is outside the SCLS area to get their library card from their System area. Because Columbus is in the corner of three counties, one of which is outside

SCLS, this resulted in an inconvenience for some patrons who live in Columbus but had to get their card from the Beaver Dam Public Library in order to use CPL. (All library cards are free.) Therefore, the following Circulation Policy Revision was submitted for review and comment. This policy is based on wording from libraries in similar geographic situations.

Wisconsin residents who live outside of the South Central Library System (Adams, Columbia, Dane, Green, Portage, Sauk, and Wood Counties) may get a Columbus Library card at no cost. This card enables you to check out books, CDs, DVDs and Blu-rays, magazines, and other physical materials held by the libraries in the South Central Library System. You may also request items through Outerlibrary Loan. This card grants remote access to our online databases. This card does not grant access to eBooks and other digital materials through Wisconsin's Digital Library, including Libby. This is a policy of the Wisconsin Public Library Consortium and is not a decision made at the local level. We recommend visiting a library in your county of residence to obtain a card that will allow you to borrow materials from this resource.

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

Additional agenda item: We currently have a volunteer page who is paid by the Department of Vocational Rehabilitation (DVR). This person will now be considered a DVR hire and continue to be paid by DVR.

Adjournment: Dana moved and Jim seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:35 p.m..

Next scheduled board meeting – November 21, 2023, at 5:00.

Respectfully submitted.
Merry Anderson, Secretary