

**Columbus Public Library
Library Board Meeting
Tuesday, January 16, 2024
Phyllis Luchsinger Callahan Meeting Room**

Pete Kaland called the hybrid in-person/Zoom meeting to order at 5:00 p.m.

Roll Call: Present in person or on Zoom: Pete Kaland, Amanda Wakeman, Dana Pike, Shirley Berkley, Merry Anderson, Sue Salter, Jim Schieble, Nora Vieau, Deb Haeffner, Trina Reid

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

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

Financial Report: CDAR 1 renews 2/29/24 at 5.20%; CDAR 2 will renew 1/18/24 at 5.20%. SCLS Foundation account up at year-end 2023. Merry moved and Nora seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$8,252.85 submitted. Budget appears to indicate revenues exceed expenditures but roof was not included in report so no overbudget. Dana moved and Deb seconded a motion to approve the bills. Motion carried.

Director's Report: Winter Reading Program has 275 people signed up to read every day and will end February 8. CPL was closed 3 days in January due to winter storm warnings. With several staff members living out of town, this proved to be a good decision.

Popular regular programs continue: Storytimes, Babies on Blankets, Crafternoon, STEAM, Pokemon and Lego Clubs. Three new programs added for young patrons: Toddler Yoga, Music and Motion, and History Club for Kids. Teen nights moved to afternoons to better fit teen schedules. For adults, Beginning Piano is full and starts January 19 to run the next four Fridays. It can be joined at home or in person. Technology 101 will meet January 23. The quarterly non-fiction book club is now monthly-3rd Wednesdays. The Third Thursday Afternoon Book Club continues to grow. The evening book club may end.

Of note: The monthly statistics report shows an increase in the demand for meeting rooms. Since adopting the new card policy, CPL has added 8 Dodge County patrons.

Columbia County Library Board and Directors met January 19 in Cambria. March meeting will be at CPL.

Goals: Create program evaluation process. Amanda met with program team to introduce this as a 2024 goal. Researching how other libraries evaluate their programs.

President's Report: None

Friends of the Library: Regular meeting cancelled due to weather. Half price clearance sale schedule for January 27 to reduce inventory.

Literacy Council Report: None

Correspondence: None

Committee Reports:

Personnel Committee: See New Business

Strategic Planning Committee: Did not meet

Building and Grounds Committee: Jim volunteered to follow up on the smell in the Annex. On a visit this month he reported the smell is noticeable but not overwhelming. Air flowing up the chimney may indicate insufficient air return. There is possible nesting material in the fireplace which would cost about \$1,000 to address. Heating the Annex costs approximately \$250-\$350 per month. A possible Focus on Energy analysis was suggested. An air purifier was purchased. At this point there are no further complaints from tenants. Jim will continue to monitor.

Trustee Training: The 2024 Trustee Training topics were distributed so members could select.

Dana presented Library Policies. The library's policies direct the daily functioning and the choices guided by those policies. Policies are internal which includes the governing board, operations and management; and, external i.e. how the library serves the public. Steps to developing a policy: 1) Initially drafted by the director, 2) Submitted to board for discussion, revision, approval, 3) Director assures that staff and public are informed, 4) Board reviews at least every 3 years. Developing a policy requires: time to address issues, prioritize community interests, research legal issues and make sure policy is understood, documenting in a policy manual. Policies must: comply legally, be reasonable – including penalties, be clear, and be non-discriminatory.

Unfinished Business: None. See Building and Grounds Committee for ongoing issue.

New Business:

Director Evaluation: Amanda will send out the packets as per the schedule. Evaluations are due to Sue by the February 20 Board meeting.

Library Page Position: We currently have a page at CPL working 3 days per week/2 hours per day under a Dept. of Vocational Rehab program. There was discussion about making this a regular CPL-funded position. Consistent with standard hiring policies, the position should be posted. Sue moved and Dana seconded a motion to post the Library Page position.

Adjournment: Jim moved and Deb seconded a motion to adjourn. Motion carried.
Meeting adjourned at 5:49 p.m..

Next scheduled board meeting – February 20, 2024, at 5:00.

Respectfully submitted.
Merry Anderson, Secretary