

**Columbus Public Library
Library Board Meeting
Tuesday, February 20, 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: Nora moved and Dana 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 renewed 1/18/24 at 5.20%. SCLS Foundation account up \$42,315 at year-end 2023. Dana moved and Deb seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$34,046.47 submitted and reflect SCLS annual fee. Nora moved and Sue seconded a motion to approve the bills. Motion carried.

Director's Report: Sue Salter has been nominated to serve on the Columbia County Library Board.

Current library statistics indicate increases in all categories: number of items borrowed, digital items borrowed, books by mail, use of public Wi-Fi, public computer use, wireless printing and faxing, use of community rooms, and number of patrons.

Winter reading program ended 2/8 with nearly 300 participants. Summer reading program theme will be "Adventure Begins in Your Library." Two new youth programs, Toddler Yoga and Music and Motion, are a hit. New history club had good turnout. STEAM program featured potatoes with every attendee receiving a free bag of potatoes from Alsum Produce. The piano class, which ended 2/9, was at maximum capacity. Pat Trapp presented a program on peonies. Book clubs are growing with many new people. Monthly Family Pizza and Board Game Night is well attended and will be sponsored by Columbia Wind for the rest of the year.

Building issues under control. Currently seeking quotes for some woodworking projects. The top of the Christmas tree on the library lawn blew off in the storm. DPW evaluating to determine if it should come down or can be saved.

CPL will host Columbia County Library Board and Directors meeting 3/1. Four staff will join an SCLS virtual session on circulation policies 2/28.

Goals: Program evaluation process on-going.

President's Report: Sue and Pete met to update CPL history on the website. Pete asked for update on pedestrian crossing lights presented to City Council last year. Trina will check but believes lights were budgeted.

Friends of the Library: Clearance sale on-going to reduce inventory while donations also continue. Even with prices low at \$2-3/bag sales totaled \$209.

Literacy Council Report: The Council received a \$300 grant from the United Fund of Columbus, Wisconsin and \$400 from the friends and family of Lynne Wilken. Both gifts will be acknowledged and, with input from volunteer tutors, be used to purchase a white board. See addendum.

Correspondence: See Literacy Council Report

Committee Reports:

Personnel Committee: Collecting Director evaluations which will be compiled and presented at the March meeting.

Strategic Planning Committee: Updating data and editing

Building and Grounds Committee: Smell in Annex seems to be minimal. Jim is checking on the heating and cooling cost to determine if investing in improvements e.g. new windows will save money. The stairway to the attic is a major source of heat loss.

Trustee Training: Amanda presented "Here to Stay: Recruiting and Retaining Dedicated Library Workers."

Employees stay because professional development is provided and compensated. It is important to know each employees' strengths/interests, e.g. creative and flexible or structured and prefers repetitive tasks.

What cannot be changed but affects employees: childcare, gas/transportation costs, number of people available, amount of funding, healthcare/living costs/inflation
What can be changed: wages offered, hours open, services/programs offered, benefits offered, how positions are advertised.

The Library Board: meets regularly to discuss evaluations, budgets, and policies, volunteers, fundraises, and publicly advocates for the library.

The Library Board does not: run the library, manage staff & volunteers, approve collection purchases, or act against the best interests of the library.

The Library Board only has authority when acting as a body and is in session. Individual board members do not have authority over staff or operations although responsibilities may be allocated.

Unfinished Business: Pending approval, Keara Stibb was hired for the Library Page position. Jim moved and Deb seconded a motion to approve the hire. Motion carried.

New Business:

Review and Approval of the CPL Annual Report. Completion of this document is required by the Wisconsin Department of Public Instruction. Board approved addition of comment re: gratitude for SCLS support in director hiring process and strategic planning process. Dana moved and Sue seconded a motion to approve the report and added language. Motion carried.

Equipment for Outdoor Programs. Board discussed using some library funds for programs that will attract people to the lawn for music, art/craft activities, playtimes etc. Items suggested for purchase include a PA system, tent, portable stage. Pete, Jim and Merry will serve on an ad hoc outdoor program committee.

Adjournment: Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:00 p.m..

Next scheduled board meeting – March 19, 2024, at 5:00.

Respectfully submitted.

Merry Anderson, Secretary

Literacy Council Addendum – Email sent to volunteer tutors

I am sending a financial report because we have lots of great news and now that we are officially part of the library I want to make sure to keep the director and board informed. This is a report and you don't have to do anything although your feedback is invited and welcome relative to the use of the two gifts and bank statement as noted below. If I miss sending this to anyone, please let me know so I can update the mailing list.

1. The annual \$70 fee to Wisconsin Literacy, Inc. has been paid but is not yet reflected in the current bank statement.
2. The current bank balance as of 1/31/24 is \$4,262.69. These funds are currently in a regular checking account. While this is not a huge amount perhaps we could actually earn some interest by investing \$2,000 in a Certificate of Deposit. Our only recurring expense is the above noted membership so liquidity is not an issue. Your thoughts invited.
3. We received \$300 from the United Fund of Wisconsin. I will deposit this grant and complete and return the required contract this week.
4. We received a \$400 gift from the estate of Lynne Wilken. Lynne recently passed away. She was among the original group of Literacy Council tutors and the group was very important to her. I had a wonderful talk with her daughter Laura and acknowledged the gift by phone with her husband Leslie. I will send a written note of appreciation to the family this week. I discussed with both the possibility of using this gift to purchase a white board for our Annex office which I previously discussed with the CPL Board. They like the idea but want the Council to use the gift as we see fit. Again, your thoughts, suggestions and ideas welcome.

Thank you.