

**Columbus Public Library
Library Board Meeting
Tuesday, March 19, 2024
Phyllis Luchsinger Callahan Meeting Room**

Pete Kaland called the in-person meeting to order at 5:02 p.m.

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

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

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

Financial Report: CDAR 2 renews 4/18/24 at 5.20%. SCLS Foundation account up slightly. We will transfer \$5,000 from the CPL account to the Friends of the Library account at SCLS Foundation. Nora moved and Sue seconded a motion to approve the financial report. Motion carried.

Approval of Bills: Bills of \$9,263.27 submitted. Jim moved and Deb seconded a motion to approve the bills. Motion carried.

Director's Report: CPL was chosen as part of the Libraries Transforming Communities (LTC): Accessible Small and Rural Communities, an American Library Association initiative that provides community engagement and accessibility resources to small and rural libraries to help them better serve people with disabilities. We received a \$10,000 grant to make restrooms and circulation desk more accessible for all patrons with one year to complete the projects. CPL also will have a community book discussion and meal to kick off the initiative, date to be determined.

Helen and Susan are going to multiple preschools and daycares each month for outreach. Amanda and Susan did storytimes at Little Adventures to celebrate Read Across America. Toddler Yoga returns in March and Music and Motion classes continue to be well-attended. Four book clubs meet monthly. Seed library was a hit with hundreds of seed packets picked up the first week. Reagan presented a program on seed starting.

Women's restroom toilet not flushing; #1 Plumbing stopped by and snaked it. DPW patched and painted wall to repair drywall damage caused by adhesive.

Meetings:

CPL hosted Columbia County Library Board 3/1

Susan, Sue, Helen, Amanda attended SCL Circulation Policy Refresher webinar 2/28

Deb and Catherine watched at a later date

Pat, Heather both reading *Reference Librarianship: Notes from the Trenches*
Amanda attending 4 webinars as mandatory part of LTC grant
Helen attended webinar "Readers' Advisory: Ideas and Practice"
Pat attended "Culture of Accessibility and Inclusion: Going Beyond ADA in Your Public Library"
All SCLS Directors meeting 3/21
Catherine, Amanda attending UW iSchool online class "Libraries and the Customer Experience"

Goals: Program evaluation process on-going. Currently testing Project Outcome. A patron suggestion box has been posted.

President's Report: Pete thanked board for gift card.

Friends of the Library: Friends received 501(c) (3) designation. Donation of sports memorabilia received. Sales are strong and several Friends will visit other area libraries.

Literacy Council Report: None

Correspondence: None

Committee Reports:

Personnel Committee: Director Evaluation

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Strategic Planning Committee: Accepted with minor edits/corrections. Jim moved and Dana seconded motion to approve the Strategic Plan. Motion carried.

Building and Grounds Committee: Jim met with DPW. Columbia County Coalition looking for contractor to look at tightening the stairs to the attic to prevent heat loss.

Trustee Training: Pete presented two topics: 1.) Board and Open Meetings Law and 2.) Board and Public Records Law

1. Meetings notices must be posted 24 hours in advance, 2 hours in emergencies, in a minimum of one public place and include time, date, place, subjects to be acted on (agenda). There must be a contact for people with disabilities and meeting must be accessible to the public. Board may discuss public comments but cannot act. All discussions must take place during public attendance. The meeting purpose is to engage in the business of the entity and the number of members must be sufficient to determine a course of action. Use of emails is discouraged when communicating issues and use of "Reply" is discouraged. Emails can be considered subject to Open Records Law. The Library Director can send information to the board. Minutes must be kept and available to the public and include all members present, motions, and votes. Any board member can request a roll call vote except for election of officers. According to State Statute §19.85 (1) (c) closed sessions may be called for the dismissals, demotions and/or discipline

as well as promotions, compensation and evaluations. Closed meetings cannot be used to discuss salary scales.

2. According to Public Records Law everyone has the right to receive/inspect any public record in any format. The Library Director and Board President are responsible for responding to requests. Records must be retained for 7 years. "Other" and "Miscellaneous" on agendas are prohibited.

Unfinished Business: None

New Business:

The terms of Library Board Members Merry Anderson and Deb Haeffner are expiring. Both agreed to continue their service. Dana Pike, school representative, is appointed by the school superintendent and will continue to serve.

Library Director goals presented. Dana moved and Deb seconded a motion to approve the goals. Motion carried.

Convene to closed session per §19.85(1)(c) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility: Shirley moved and Nora seconded a motion to adjourn to closed session. Motion carried.

Adjournment: In Open Session Jim moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:20 p.m..

Next scheduled board meeting – April 16, 2024, at 5:00.

Respectfully submitted.

Merry Anderson, Secretary