

**Columbus Public Library
Library Board Meeting
Tuesday, February 21, 2023
Phyllis Luchsinger Callahan Meeting Room**

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

Roll Call: Present in person: Lindsey Ganz, Pete Kaland, Sue Salter, Deb Haeffner, Trina Reid, Nora Vieau, Merry Anderson, Dana Pike. Absent: Jim Schieble, Joanne Binsfeld

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

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

Financial Report: CDAR 2 renewed 1/19/23 at 2.99%. SCLS Foundation account up \$16,847 due to improved market. Sue moved and Dana seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$49,112.45 reported. This includes several one-time annual charges most significantly \$22,323.93 for SCLS member fee along with outstanding bills from 2022. The new window shades were installed. Sue moved and Nora seconded a motion to approve the bills. Motion carried.

Director's Report: Amy Berry has resigned from her position as Library Assistant and wishes to thank everyone for the support the past nine years. The 2022 Public Library Annual Report reflects an increase in library visits, checkouts and program attendance over the previous year. The City plans to archive all social media sites on behalf of all the City departments including CPL. Each department will be billed \$600 annually for this service.

The Winter Reading Program had 66 active readers with 29 completing the challenge. Participants read 32,198 minutes and completed 146 activities. The Mid-Winter Medieval Family Fun Day was a success with 55 people joining. A total of 47 kits were picked up for the February Take-and-Make craft.

Mechanical Inc. dba Helm Service out of Waukesha spent two days at the Annex to investigate the sewer smell and inspect the building. They put water in all the dry traps. Staff had been pouring water in the traps but missed traps in the attic furnace, dishwasher, shower and bathtub in the upper apartments and two drains in the basement. They resealed the vent stack to stop a water leak. The downstairs bathroom was attached to the vent stack which was previously vented to the attic causing moisture problems. They also capped off an unused basement pipe.

CPL received a letter from Columbus DPW noting the lead level from the Annex water sample was 23.8 ug/L. The Action Limit for lead levels in Wisconsin, as set forth by the DNR, is 15 ug/L. We will put a water cooler in the Annex for drinking water until filters can be installed. Lindsey is checking to see who is responsible for payment. Per query, should the library building lead levels be checked now?

The elevator was inspected and the emergency phone is not working. It might have been damaged during the power surge from last summer's lightning strike.

Goals: Lindsey is working on Strategic Planning and Building updates. Exit signs in the attic have been installed and all issues from the fire inspection have been fixed.

President's Report: None

Friends of the Library: Did not meet.

Literacy Council Report: Merry will submit a 2022 financial report for the city audit.

Correspondence: Amy Berry submitted her resignation letter.

Committee Reports:

Personnel Committee: Did not meet

Strategic Planning Committee: Members continue to review data. Community survey drafted for Board review. Board discussed distribution of survey including utility bills, cable TV and bank statements etc.

Building and Grounds Committee: Did not meet. See Unfinished Business

Trustee Training: Trustee Essential 6: Evaluating the Library Director

Presenter: Nora Vieau

The Director evaluation is a means for the Board to give feedback, suggest improvement and provide future direction. It also is a formal record of unsatisfactory performance and a guide to adjust the job description, if necessary, which is the basis for the evaluation. Evaluations are formal as well as informal during the year. It is based on the director's annual goals and on the success of the library. The evaluation also should include a self-assessment. Board members should use the library so they have information to evaluate performance. There should not be any surprises in an evaluation. Ultimately, an evaluation should encourage the professional growth of the Director.

Unfinished Business:

Library Roof: There was lengthy discussion of the roof situation. Board members expressed frustration at the lack of progress on repairing the leak which can be seen from the street. This is the city's responsibility. It can affect the health and safety of staff and patrons. The Board is concerned that this critical need is not being addressed with solutions. Trina stated she will relay the discussion to the City Council.

Annex Rent/Lease: Current rental income is \$380/month which basically covers utilities. Lindsey presented the current lease for review. Due to the lengthy roof discussion, Pete moved and Sue seconded a motion to table action on increasing the rent to the March meeting Motion carried.

Director Evaluation: Director evaluations are due at the end of February.

New Business:

2022 Budget Review: Per most current report, CPL finished year at 98.12 % of budget.

Annual Public Library Report: Merry moved and Nora seconded a motion to approve submission of report. Motion carried.

Literacy Council: The Council received a \$300 grant from the Columbus Area Endowment. Merry, coordinator of the Council, would like to explore purchase of a freestanding white board for use by the Council, Friends of the Library and groups using the Annex.

Library Clerk position: Lindsey presented the job description for review. The Library Assistant position will not be replaced at this time. The Library Clerk job will pay \$12-\$14 per hour and include weekend and evening shifts and illness cover. It includes the Library Page duties plus circulation desk staffing. Staff provided input on the job description. Nora moved and Deb seconded a motion to approve hiring a Library Clerk at the noted pay range. Motion carried.

Adjournment: Nora moved and Jim seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:53 p.m..

Next scheduled board meeting March 21, 2023.

Respectfully submitted.
Merry Anderson, Secretary