

**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, Jim Schieble. Absent: Dana Pike, Joanne Binsfeld

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

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

**Financial Report:** CDAR 2 renews 4/20/23 at 3.50%. SCLS Foundation down \$8,410 consistent with market. Nora moved and Sue seconded a motion to approve the Financial Report. Motion carried.

**Approval of Bills:** Bills of \$7,433.94 reported. Jim moved and Nora seconded a motion to approve the bills. Motion carried.

**Director's Report:** Expenses are up due to several one-time payments early in the year.

Lindsey Ganz resigned from the Library Director position. She expressed her appreciation for the Board's support during her time at CPL. See New Business.

The library hiring committee will proceed with posting, reviewing applications and conducting interviews with the goal of selecting a candidate by the end of April. See New Business.

The copier is not functioning; a new copier lease has been signed.

CPL will invite young writers, grades 4-8 to a four-part, after school Tween Creative Writing Workshop during April conducted by writing educator Valerie Biel.

In-person attendance at adult book clubs has increased. Participants give positive feedback to the hybrid virtual and in-person format.

Otis Elevator repaired the elevator phone. NEIS has been requested to complete another inspection for the state report. The Buildings and Grounds Committee met with city staff to discuss the Annex water results and the status of the roofing project. See February minutes for State "Action Level" lead level report. Currently, there are warning signs posted at Annex public water fountains and the library provided a water cooler. We will await the next inspection report before further action. The City and CPL will bring the

current bid for the roofing project to the City Council and Library Board for final approval.

Goals: Goal #2—maintain library buildings so they remain structurally sound and safe for staff and patron. The proposal received from a reputable company is within budget for library and Annex roof replacement. See Unfinished Business.

**President's Report:** None

**Friends of the Library:** Met in March. Approved ZooZart for two summer shows. Budgeted \$400 for Garden Committee and \$300 for Book Store. The sign on the Annex is deteriorating; Deb will look into replacement options.

**Literacy Council Report:** None

**Correspondence:** None

**Committee Reports:**

Personnel Committee: Did not meet

Strategic Planning Committee: Did not meet

Building and Grounds Committee: Met with Water & Light Dept. and city administrator to discuss above-noted lead levels in the Annex water. Prior to major digging of outside pipes, determined that regular flushing might work. Recommended that custodian include flushing with weekly cleaning.

**Trustee Training:** None this month

**Unfinished Business:**

Library Roof: CPL has the funding to repair the library and Annex roofs. The issue is on the City Council agenda for this evening and we anticipate these projects will be scheduled separately from City Hall project. Since the library roof will probably have underlying damage the final cost will be higher than the bid. CPL will approve the bid independent of City Council. Building and Grounds Committee will be contact point in Lindsey's absence. Nora moved and Deb seconded a motion to approve the estimates from Great Lakes Roofing for the library and Annex with Board President Pete Kaland's signature. Motion carried.

Annex Rent/Lease: As per February minutes, current rental income is \$380/month which basically covers utilities. Board reviewed current lease with minor updates. Jim moved and Nora seconded a motion to approve the lease. Motion carried. Due to above-noted water issue and upcoming roof repair which inconvenience renters, Pete moved and Nora seconded a motion to table proposed rent increase to August when budget discussions begin. Motion carried. Lindsey will inform renters of roof work.

**New Business:**

Close Library: There will be a planned network outage i.e., no internet or Wi-Fi, Saturday, May 27 – Tuesday, May 30. CPL will be closed to the public Monday, May 29 for Memorial Day and Tuesday for an in-service day. The scheduled Saturday, May 27 event will go on as planned outside with limited building access i.e., restrooms available; no material checkout.

Strategic Planning Survey: Lindsey presented draft of community survey for review. Jim moved and Sue seconded a motion to approve the survey. Motion carried.

Expiring Library Board Members: Sue Salter-County representative, Jim Schieble and Nora Vieau agreed to continue service to the Board.

Accept Resignation of Library Director, Lindsey Ganz: With regret and appreciation, Jim moved and Nora seconded a motion to accept Lindsey’s resignation. Motion carried.

Hiring Process for New Library Director:

Job Description: Sue moved and Deb seconded a motion to approve the amended job description. Motion carried.

Job Announcement: Sue moved and Nora seconded a motion to approve a job announcement with an April 18, 2023, application deadline, an anticipated start date of June 1, 2023, and a \$2,000 increase in the beginning salary range. Motion carried.

Hiring Committee: The committee will include Pete, Sue and Merry plus a representative from the Friends of the Library. Sue will contact Friends of the Library Coordinator Shirley Berkley to ask her to serve. Committee also will include staff members Catherine Brick and Susan Watters.

**Adjournment:** Nora moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 7:10 p.m..

Next scheduled board meeting March 21, 2023.

Respectfully submitted.

Merry Anderson, Secretary