

**Columbus Public Library
Library Board Meeting
Tuesday, July 20, 2021
Phyllis Luchsinger Callahan Meeting Room**

Pete Kaland called the meeting to order at 5:03 p.m.

Present in person: Lindsey Ganz, Pete Kaland, Deb Haeffner, Jim Schieble, Sue Salter, Sara Sample, Trina Reid, Merry Anderson

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

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

Financial Report: Finance Report: CD2 will renew 7/22/21. Fund continues to gain nearly \$80K since 7/20. We received a \$1,250 donation from Countryside Ford for building upgrade. Deb moved and Sara seconded a motion to approve the financial report. Motion carried.

Approval of Bills: Bills of \$3,654.41 reported. Sara moved and Jim seconded a motion to approve bills. Motion carried.

Director's Report: Top two candidates for Clayton's position returning for second interviews. Lindsey requesting quotes for upgrade-see Old Business. Staff working on NASA grant proposal for submission at end of month.

As of 7/14 Summer Library Program has 60 adults, 22 teens, 105 children, 39 future readers registered. 123 active readers have earned 1,031 badges with 27 challenge completions and a total 74,575 minutes read. Virtual presentations: Thursday, 7/22 Diane Amato discussing her book *All the News from Home*; 7/5 Corey Pompey, UW-Madison Varsity Band Director on "Leading the Band."

Friends reported moisture in Annex basement. DPW will investigate. DPW also cleaned Annex grounds and removed a tree near fence line. Mulberry tree drops berries on the Annex ramp making it slippery. DPW will look at possible removal.

Staff met to review newest changes in Library Employee Addendum to the City of Columbus Personnel Handbook. Personnel Committee also met to discuss updates to the Addendum to the City of Columbus Personnel Policies and Procedures Handbook and to create a goals list for future meetings. 7/15-SCLS All Directors Meeting voted on all fees for 2022 budget. 7/16-Columbia County Library Board voted to forward 2022 budget recommendations to Columbia County Finance Committee.

Lindsey completed Spanish for Libraries course. She now has completed all continuing education requirements and had them validated to renew her Grade II Library Certification which expires at the end of July. DPI has approved the certification application.

Director Goals #1 Update policies, especially library annex and meeting room policy: Lindsey presented draft policy based on Board input.

President's Report: Sharon Eagan's resignation accepted. The school district administrator will appoint a new Board representative.

Friends of the Library: The Friends awaiting OK to meet in-person in the Annex. Decision deferred to August Board meeting and approval of Annex policy. Friends will be giving away plant cuttings. While the plants are free, there will be a donation bucket.

Correspondence: See Financial Report for donation.

Committee Reports: Personnel Committee reviewing grievance process and director evaluation process and evaluation instrument. Also discussed monthly trustee training to help keep board members current.

Unfinished Business:

COVID-19 Procedures—Fall programming will be published as in-person in the next issue of *Commotion* but subject to change. Discussed opening Library/Annex to non-library groups. Board agreed that revised library meeting room and annex policies should be consistent.

Annex/Meeting Space—Draft of procedures presented and discussed; tabled to August. Re: requests for storage, current resident groups should submit written request. Jim moved and Deb seconded a motion to approve this policy. Motion carried.

Fall programming— Cost of virtual programming, which is not going away, may result in cooperative programs with other libraries. Submitting grants for major projects e.g., Te-Nahisi Coates.

Library Employee Addendum—Access to grievance procedure will be duplicated in the Addendum.

New Library Layout Proposal—Bids reviewed. Board agreed that new furniture, shelving etc. should be consistent with the Arts & Crafts style. Board also agreed on a \$12-17K cost cap with preference given to local vendors when cost effective. With an estimated time to completion of approximately 1 week, the most probable work dates will likely be in October or November. Donations will be encouraged. Jim moved and Sue seconded a motion to approve this general plan. Motion carried.

New Business: None

Adjournment: Sue moved and Deb seconded a motion to adjourn. Motion carried.

Next scheduled board meeting August 17, 2021.

Respectfully submitted.
Merry Anderson, Secretary

