

**Columbus Public Library
Library Board Meeting
Tuesday, May 21, 2024
Phyllis Luchsinger Callahan Meeting Room**

Jim Schieble called the hybrid meeting to order at 5:00 p.m.

Roll Call: Present in person: Amanda Wakeman, Shirley Berkley, Merry Anderson, Trina Reid

Present online: Sue Salter, Deb Haeffner, Dana Pike

Absent: Pete Kaland, Nora Vieau

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

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

Financial Report: CDAR 1 renews 5/30/24 at 5.20%. SCLS Foundation account essentially flat but is up \$39,000 for the year to date. Nora moved and Merry seconded a motion to approve the Financial Report. Motion carried.

Approval of Bills: Bills of \$5,744.39 submitted. CPL received \$1,000 program reimbursement from UW-Madison East Asian Studies. Merry moved and Deb seconded a motion to approve the bills. Motion carried.

Director's Report: CPL is currently hiring a Library Clerk and Marketing Assistant. We thanked former employees Alexa and Reagan for their work.

Amanda picked up 22 free chairs that match our existing chairs from Belleview Library.

Programs continue to overflow existing space. Music and Motion runs two consecutive days each month with more than 40 attending.

Summer Reading Program runs June 10 through August 9.

Upcoming Programs:

5/21 Author talk with Becky Weidner – GnomeMade Art

6/6 Author Jim Draeger – Wisconsin Breweries

6/6 NEW After Hours Book Club – Started after Suggestion Box requests; meets first Thursday

6/10 - 6/14 Grandpa and Lucy Storywalk – In cooperation with Columbia County ADRC

6/26 Badger Talk with Doug Bradley

6/27 Community Discussion and Meal – In conjunction with Sitting Pretty: The View From My Ordinary Resilient Disabled Body by Rebekah Taussig. This also is A UW Go Big Red selection

Continuing Programs: Babies on Blankets, Toddler Yoga, Music & Motion
Adult Book Groups: Non-fiction, Thursday Afternoon, Thursday Evening, Book and A
Movie Screening

Buildings:

Annex work done by Madero Construction as per contract. The also repaired surprise gaps in the basement and non-used chimney. Ultimately all repairs will make the building less drafty and reduce energy cost.

Meetings:

Amanda attended Wisconsin Association of Public Libraries Conference in Stevens Point
May 16 – SCLS All Directors Meeting in Baraboo

May 17 – Columbia County Library Board and Directors meeting in Portage. Sue Salter
attended her first meeting as CPL representative

Amanda and Catherine completed “Library and the Customer Experience”

Director’s Goals: Amanda attended City Council Orientation at City Hall. She also is working with a City personnel committee to create a cohesive personnel handbook that includes CPL. Because CPL does not report to City administration the handbook will include a CPL addendum. Amanda also met with DPW Superintendent Kehoe about library projects especially bringing HVAC up do date. Staff met to discuss how to use Project Outcome to evaluate our programs. Staff continues to weed adult non-fiction and out half of our CD collection.

President’s Report: None.

Friends of the Library: Funds raised for new cupboard to match existing meeting room cupboard.

Literacy Council Report: Wisconsin Literacy offering free online training for new tutors; will promote with flyers and on website

Correspondence: None

Committee Reports:

Personnel Committee: None

Building and Grounds Committee: See Director’s Report

Ad Hoc Outdoor Program Committee: Shirley moved and Merry seconded a motion to purchase the tent, rugs and sound system for outdoor programs not to exceed \$2,700.00
Funds will come from memorial gifts.

Trustee Training:

Shirley presented “Nurturing Your Library Culture.”

Culture is different from mission or vision. It is the relationship between staff and patrons and is not what you see but what you feel. Most libraries have a value and culture statement. If a library does not define its culture, it will be defined for the library.

It should be formally written and helps staff determine if the job/library is a good fit for them.

Culture should be aligned with the image the library wants to project and staff should feel good about themselves both at work and outside work. A culture statement helps employees feel their values are valued.

A culture statement should be developed by staff without the director or trustees, nor should patrons be involved. It should address what each person brings to the job and what they want patrons to perceive. In addition, it should only have a few key points—the examples presented had only 4 or 5 values—and build values from the bottom up. A culture statement should be posted as a reminder but not behind the checkout desk. A culture statement can also help with employment interviews and reviews by building questions around it. The Board is involved by incorporating the culture statement into the evaluation process, budgeting for training and recognition awards.

To begin developing a culture statement the staff first meets with a facilitator. Amanda will look into whether in-service training is available to begin the process.

Unfinished Business:

City of Columbus Staff Salary Adjustments—Based on current salary information and the objective to move employees to the midpoint of their respective salary ranges, Shirley moved and Jim seconded a motion to implement recommended salary adjustments for the July through December 31, 2024, pay periods. Motion carried.

New Business:

Resignations of Alexa Schultz and Reagan Miller—See Director's Report

Adjournment: Shirley moved and Deb seconded a motion to adjourn. Motion carried. Meeting adjourned at 6:10 p.m..

Next scheduled board meeting—June 18, 2024, at 5:00.

Respectfully submitted.
Merry Anderson, Secretary