

## **Columbia County Library Board Meeting Minutes**

**Jane Morgan Memorial Library  
Cambria, Wisconsin  
July 17, 2015**

***Call to Order:***

President Carol Ziehmke called the meeting to order at 9:10 AM.

***Certify that Meeting Was Properly Noticed:***

Ziehmke noted that the Board received an email notice and proper notice was given of the meeting.

***Approve Agenda:***

Susanna Bradley made a motion to approve the agenda. Nancy Long seconded the motion. Motion carried.

***Board Members in Attendance:***

Susanna Bradley, Dianne Effinger, Nan Hughes, Nancy Long, and Carol Ziehmke. Shannon Schultz was delayed and joined the meeting in progress at 9:30 AM.

***Members Absent:***

Judy Eulberg and Pat Westby.

***Others in Attendance:***

Jane Morgan Memorial Library's director, Jennifer Tallman; Hutchinson Memorial Library's director, Peggy Potter; and South Central Library System's director, Martha Van Pelt.

***Subject Matter***

***Approve Minutes of the Previous Meeting:***

Nancy Long made a motion to approve the minutes of the previous meeting. Dianne Effinger seconded the motion. Motion carried.

***South Central Library System Report:***

Martha Van Pelt gave the SCLS report. On Thursday, July 16, 2015 there was an All Directors' Meeting. At that meeting the fee schedule was discussed and unanimously approved. The directors will be getting documentation of the fee schedule.

This October there will be a summit regarding LINKcat. This summit will deal with the OPAC (online public access catalog) and there will be opportunities for discussion and the sharing of suggestions on possible improvement. There will be an OPAC representative present.

All the public library director positions are currently filled and there are three new directors. The libraries with new directors are the Spring Green Community Library, the Sun Prairie Public Library and the Sauk City Public Library.

SCLS's 40<sup>th</sup> anniversary is being celebrated this year. The Cornerstone celebration in November will be held at the 205 Vino in Portage. M. Van Pelt encouraged everyone to attend. There will be an opportunity for libraries to nominate other libraries for awards and trophies will be handed out. This year's honoree is Pat Townsend from Adams County.

M. Van Pelt shared that she wanted to be sure everyone was comfortable with the details regarding the Hutchinson Memorial Library in Randolph joining the South Central Library System and asked if there were any questions. The Hutchinson Memorial Library and the SCLS boards will be signing the agreement. M. Van Pelt will send paperwork to the DPI for formal annexation. In addition, the Hutchinson Memorial Library will be included in the SCLS's and the Columbia County Library Board's updated service plans. January 1, 2016 is the official start date for Hutchinson to become a member of SCLS. All necessary details of the transition will be complete by January 1 so they can "go live" immediately.

**Communication with Public Officials:**

C. Ziehmke encouraged everyone to relay thanks to the municipal and township boards for their support of public libraries. Discussion followed on how funds have been given by various townships to public libraries. This varies by situation. Timing of requests for town board support is very important. There is a past history of direct requests being relayed to town boards.

**Resource Library Report/Review of Strategic Plan:**

Shannon Schultz also reported that the directors had met on July 16<sup>th</sup>. Library staff members are busy with the ongoing Summer Library Program and working on budgets.

Draft copies of the *Columbia County Plan for Library Services 2015-2020* were distributed. Shannon outlined the process she followed in creating the document. She built on material from the 2011 plan and also added in the Hutchinson Memorial Library. The Randolph library had been included in past service plans due to part of the village of Randolph being located in Columbia County. Data Peggy Potter had available fit well in the updated plan. S. Schultz felt that service priorities have remained stable and so there wasn't a new focus group for the 2015-2020 update. The plan was discussed and Shannon asked for suggestions. Specifically, how do individual libraries match up with service standards and how can we provide a clearer picture of the cross border requests situation? There seems to be a need for better understanding of what is involved with cross border requests.

There was discussion about the Department of Public Instruction's *Wisconsin Public Library Standards*. There is currently a committee to update the 2010 document. This group includes Cindy Fesemyer, the Columbus Public Library director. The current copy of *Wisconsin Public Library Standards* can be accessed online via the Department of Public Instruction's web site at [http://pld.dpi.wi.gov/pld\\_standard](http://pld.dpi.wi.gov/pld_standard).

Discussion concluded on the Columbia County plan with members agreeing that it is important to clearly relay the information for the best understanding and support. The *Columbia County Plan for Library Services 2015-2020* distribution includes Columbia County board members.

**Finalize Budget:**

S. Schultz distributed handouts *Reimbursement to Columbia County Libraries [Based on Wisconsin Statutes s.43.12 (1)] 2016* and also *2016 Cross Border Requests*. The "flat" amount of reimbursement would be 79%. C. Ziehmke asked for an approximate idea of the status of e circulation. Circulation statistics are an important part of advocacy. It was pointed out that e content creates changes regarding the nature of reference questions and the amount of time spent assisting patrons with technology questions. M. Van Pelt said that as a rule of thumb electronic content accounts for about 5% of total circulation on a state wide average. Discussion continued regarding Choice A (80%) reimbursement and Choice B (81%) reimbursement. Choice A (80%) at a 1% increase is a reasonable choice and a 1% increase corresponds with county guidelines for this budget cycle. Susanna Bradley made a motion that we go with Choice A (80%) reimbursement. Dianne Effinger seconded the motion. Motion carried unanimously.

**Library Visits for 2015-2016:**

S. Schultz will send out assignments for the 2015-2016 library visits.

**Set Next Meeting Date:**

**Library Visits for 2015-2016:**

S. Schultz will send out assignments for the 2015-2016 library visits.

**Set Next Meeting Date:**

C. Ziehmke set the next meeting date for **Friday, AUGUST 21, 2015** at the Columbus Public Library. This change was made in order to have the public hearing on the *Columbia County Plan for Library Services 2015-2020* and the Columbia County Library Board meeting to approve the plan prior to the Columbia County Board meeting in September.

**Adjourn:**

The meeting was adjourned at 10:25 AM.

Respectfully submitted,  
Nan Hughes for Judy Eulberg

