

**Columbia County Library System Board**  
**July 21, 2017**  
**Meeting Minutes**

Cambria Library  
Cambria, Wisconsin

**Board Members in Attendance:**

Susanna Bradley  
Dianne Effinger  
Nan Hughes  
Nancy Long  
Susan Martin  
Betty Reiter  
Margaret Vaughan

**Library Directors in Attendance:**

Jessica Bergin – Portage Public Library /County Resource Librarian  
Jennifer Tallman – Cambria Library

Board President Nan Hughes called the meeting to order at 9:08 a.m. Nan called the roll, and noted that the meeting had been properly noticed.

**Approval of Agenda:**

Betty Reiter moved that the agenda be approved, and Susanna Bradley seconded it. It was approved unanimously.

**Minutes of the May 19, 2017 Meeting:**

Nancy Long moved that the minutes be approved as presented. Susanna Bradley seconded the motion; it was approved without dissent.

**2018 Budget:**

Prior to the meeting, Jessica Bergin had submitted all of the required Budget information to the Board for review.

Before discussing the budget, however, Jessica summarized the presentation she had made to the Columbia County Board of Supervisors at its July meeting. The CCLSB had requested that she make the presentation to help the County Board better understand the role that libraries play in our communities, and the complexities of library funding.

Her presentation made it very clear that while 32% of the county libraries' users are Columbia County residents, only 18% of the county libraries' funding comes from Columbia County. Because the majority of the funding the libraries receive comes from taxes residents pay to the municipalities in which they are located as well as pay taxes to the county, the CCLSB agreed that it is appropriate to ask for a county reimbursement of approximately 85%. It was noted that this is reimbursement of monies already spent by the libraries.

There was a lengthy discussion about cross Border Payments and how they work, and the question was asked why there was an increase in the proposed Operating Expenses for 2018. The explanation was that it was stipulated that \$100 was the minimum amount that could be proposed for that line item in the budget.

Ms. Bergin was asked to provide additional information about the monies received by libraries from townships /municipalities they serve, even though no taxes are imposed by statute.

A sixth goal was added to the 2018 plan to address equitable accessibility to technology and programming.

Sue Martin made the motion to approve the budget with the revisions agreed to, and Susanna Bradley seconded the motion that was unanimously approved.

**Review Action Plan for Adjustments:**

Ms. Bergin suggested that the Action Plan be adjusted to change the Library Advocate of the year schedule. Nominations will be due by the end of November, the CCLSB will vote on the winner at its January meeting, and the winner will be announced at the Board's joint meeting with the county library directors in March. Susanna Bradley moved that the timeline be adjusted as suggested, and Nancy Long seconded it. It was passed unanimously.

**Draft Resolution to the County Board Regarding the Institute of Museum and Library Services**

There has been no action on this, but the subject will continue to be monitored. No action will be taken unless the funding is again subject to a decrease or elimination.

**Resource Librarian's Report:**

The budget process has been occupying all of the library directors in the county. Local libraries are considering providing Trustee training and will extend an invitation to the CCLSB members to participate in them.

The Columbus Library's annex will observe its grand opening on September 9. The purchase of a house adjacent to the library will provide much-needed additional space for children's programming and other activities.

The Rio Library has purchased a bicycle repair station, and other libraries are also considering doing so, since so many of the libraries' patrons ride their bikes to the facilities. Nancy Long mentioned that the Silent Sports map would include the locations of those repair stations.

**South Central Library System Report:**

None

**Alternate to the SCLS Board:**

Nan Hughes remains as the Alternate since this Board did not follow the necessary procedure to replace her. The Board was reminded of the process that must be used when a Board member is to be replaced.

**County Library Board Advocacy Initiatives:**

Ms. Bergin offered to add a CCLSB page to the Portage Library's website, since the Board agreed it was not practical to have its own Facebook account. The group agreed that it would be valuable to reach out to city/town/village officials, by inviting them to the CCLSB meetings that are held in their libraries. The library directors will be asked to invite them, as well as members of their library's Board of Trustees. In all likelihood, there will not be a plethora of these officials who will accept the invitation, but in order to minimize expenses for the libraries, refreshments will be limited to beverages.

In addition, the CCLSB secretary will send cards/letters of appreciation to all of the library directors and their staff to thank them for the services they provide in their communities, and to the president of each library board to express the CCLSB Board's appreciation of the leadership provided by that library's director.

**Reports of Library Visits:**

Betty Reiter attended a meeting of the Lodi Woman's Club Library, and she was quite intrigued by the co-director concept and the efficient way in which Kristine Millard and Trish Frankland split their responsibilities. She described the library as 'beautiful,' but that space is an issue here, as it is in many other libraries. The library's bundling of books by age group impressed her, and the various programs offered. The Lodi City Council conducted a survey on the city's services, and the library was very favorably viewed by the respondents. A new Friends' group will now supplement the support of the Lodi Woman's Club. That group is planning a fund-raising garden tour.

Nan Hughes met with the Cambria board and learned of a service it is offering: one Saturday a month a volunteer comes into the library to do mending and iron! She does not charge for her work, but requests that donations be made to the library. The library provides another goodwill service to the community: it 'plant sits' for Cambria snowbirds. Library Director Jennifer Tallman said that the library will have a float in the Cambria Park Days parade, and will host an open art exhibit with the Duck Creek Art Guild. The library received a Youth Literacy Grant for services provided to children and could be applied to summer library expenses. She said that the library had received information from an organization that could reimburse students for AP tests if they met community service requirements. The library celebrated Jay Williams and his book, *Korea: Letters Home*; the library and the Historical Society both received copies of the book.

On July 11, Sue Martin met with the board of both the Poynette and Portage Libraries. She commented that it was an interesting experience because of the vast difference between the sizes of the two facilities. The efficient way the Portage Library Board's Agenda was handled, and the amazing number of decisions that were made in its hour-long meeting impressed her. The Board discussed and took

action on a Device Check-Out Policy, revisions to a very detailed Public Computer Use Policy and various portions of the Circulation Policy. Ms. Bergin also explained a new cash register system that will enable the library to accept credit cards and will greatly simplify the director's accounting process. She also announced that she had been accepted into the Wisconsin Library Association's Leadership Program.


The newly expanded Poynette Library is delightful! Bright, colorful and well laid out; a combination kitchen/meeting room is now available. The library is purchasing electronic shades (with no cords which could present hazards) for the west-facing windows. Directory Lindsey Ganz said that the summer program was off to a great start, and that the Family Fun Fest was a success. She reported that a young man was working on organizing the library's records as his Eagle Scout project. She described outreach programs with the Arlington Community center and Pioneer Place, a housing facility for seniors. The Board is fully engaged with all of the library's activities, and very supportive. They agreed to add Trustee Training modules to its monthly meetings, with each member taking responsibility for a topic on a rotating basis.

**Next Columbia County Library System's Meeting:**  
Friday, September 15, 2017 at the Columbus Public Library

**Adjournment:**

President Hughes adjourned the meeting at 11:17 a.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Susan Martin". The signature is written in a cursive style and is positioned above a horizontal line.

Susan Martin, Secretary

Revised 7/27/2017