

LIBRARY PLANNING COMMITTEE

Wednesday, October 7, 2020
6:30 p.m.

Via Zoom

AGENDA

- 1) **Call Meeting to Order**
- 2) **Quorum and roll call**
- 3) **Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item.
- 4) **Presentation:**
- 5) **Old Business:**
 - a. Review business outreach.
 - b. Review survey outreach and completions.
- 6) **New Business:**
 - a. Discuss presentation to the Village Board with survey results.
- 7) **Approve minutes:**
 - a. September 23, 2020, Library Planning Committee Minutes
- 8) **Friends of Cottage Grove Library Report:**
 - a. Monthly meetings
 - b. Activities
- 9) **Set tentative date for next meeting:** potentially Wednesday, October 21, at 5 p.m. or October 28, 2020, at 6:30 p.m. via zoom
- 10) **Future Agenda items:**
- 11) **Adjournment**

Notice:

1. Persons needing special accommodations should call 839-4704 at least 24 hours prior to the meeting.
2. It is possible that members of and possibly a quorum of members of other governmental bodies may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice.
3. Any item on the agenda is subject to final action.

**VILLAGE OF COTTAGE GROVE NOTICE OF PUBLIC MEETING LIBRARY
PLANNING COMMITTEE**

Wednesday, September 23, 2020 Via Zoom 6:30 p.m.

Draft - Minutes

Due to the COVID-19 pandemic, this meeting will take place virtually via Zoom. Please join the meeting from your computer, tablet or smartphone by visiting <https://zoom.us/j/91480211829> You can also participate via phone by dialing 1 312 626 6799 and use Meeting ID 914 8021 1829# When asked for your Participant ID, just press #

You may also choose to participate by providing public comment prior to the meeting via email to Village Clerk Lisa Kalata: ikalata@village.cottage-grove.wi.us

- 1) Call Meeting to Order** Meeting called to order at 6:30 p.m.
- 2) Quorum and roll call:** Melissa Ratcliff, Cindi Kelm-Nelson, Tiffany Haas, Anne Schoenemann and David Peterson.
- 3) Public Appearances:** Public's opportunity to speak about any subject that is not a specific agenda item. **None**
- 4) Presentation:** **None**
- 5) Old Business:**
 - a. Discuss and consider business interview questions and outreach to businesses. **Haas motion to approve business interview questions on Google forms and contact at least 25 businesses. Peterson second. Motion Passed 5-0**
- 6) New Business:**
 - a. Review survey completions. **As of today, we have almost 400 surveys completed with over 130 comments submitted.**
- 7) Approve minutes:**
 - a. September 2, 2020, Library Planning Committee Minutes. **Kelm-Nelson motion to approve the minutes. Peterson second. Motion passed 5-0**
- 8) Friends of Cottage Grove Library Report:**
 - a. Monthly meetings: **Next Friends' meeting 10/8/20**
 - b. Activities: **Passing out survey link at the Book mobile on Wednesdays. Banner for sign and postcards sent. Flyers and letters to previous donors in process.**
- 9) Set tentative date for next meeting:** **Wednesday, October 7, 2020, at 6:30 p.m. via zoom**
- 10) Future Agenda items:** **Business interview completion update; Survey completion update; Final outreach before survey closure; Plan timeline and to do's for report to Board.**
- 11) Adjournment** **Kelm-Nelson motion to adjourn. Haas second. Motion passed 5-0. Meeting adjourned at 7:30 p.m.**