

**CITY OF CEDARBURG
LIBRARY BOARD
DECEMBER 10, 2024**

**LIB20241210-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, December 10, 2024, 7:00 p.m. at the Community Room located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

The meeting was called to order by President Michael Maher at 7:08 p.m.

ROLL CALL: Present – Michael Maher, Meghan O’Driscoll,
DeWayna Cherrington, Kassandra Bartelme, Council Member
Melissa Bitter, Joycelyn Russo, Superintendent Jeridon Clark

Also Present - Library Director Linda Eastwood

STATEMENT OF PUBLIC NOTICE

It was acknowledged that the agenda for this meeting was distributed and posted in compliance with the Wisconsin Open Meetings Law.

COMMENTS & SUGGESTIONS FROM CITIZENS – None

APPROVAL OF MINUTES

Motion made by DeWayna Cherrington, seconded by Meghan O’Driscoll, to approve the November 14, 2024 Library Board minutes. Motion carried without a negative vote.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

We are ahead of revenue expectation by \$38,685.60 YTD due to donations. Expenditure was a bit higher in November because it was a 3-payroll month. With expected payroll for December, we should come in under budget and not have to use the budgeted \$27,000 from the fund balance. Budgeted amounts for publications and books are under budget due to holding back for potential expenses. The library cannot order more after 12/1/24 but the amount can roll over to next year. No bills out of the ordinary.

There was a question about the Hoopla subscription as some libraries are cancelling it. For Cedarburg, the Hoopla subscription averages around \$1300 per month. Patrons can borrow up to 7 items per month and the cost is per item. Milwaukee libraries and some other area libraries have dropped the subscription. The fear is if CPL ends the subscription that the library will lose patrons. The question came up of how much the cost has changed over the past few years. The cost is based on usage so while the cost of each use has remained the same, the amount of items borrowed each month has increased as word of mouth has spread.

Motion made by Joycelyn Russo, seconded by Kassandra Bartelme to approve the November 2024 Bills and Financials. Motion carried without a negative vote.

REPORTS

Director's Report

A part-time (30 hours/week) staff member will be out for 6 weeks FMLA. Her duties will be covered by other staff. Linda would like to revise the employee performance reviews format. She'd like to make it more specific to library employees and will reach out to other libraries to see what they do.

Staff in-service day is on Friday, Dec 13 and the library will be closed. Two speakers will be there: Joel Williams from the Cedarburg History Museum and Sarah Prochaska from the Ozaukee County Aging Disability Resource Center. The 2025 goals will also be brainstormed and discussed.

Monarch Library System has finished their new strategic plan. Their council meeting was hosted here last month. There is a holiday lunch and gathering at the Germantown Library.

The News Graphic microfilm digitization is done and being sent back. This will be also linked from the website and integrated into Ancestry and available on Newspapers.com. One can search for something and find all News Graphic articles about that thing (person, business, organization, event, etc.)

Linda will be on vacation Jan 4-12, 2025.

Circulation and check-out statistics are trending higher. Electronic items can affect our reimbursement amount. Exact numbers are in the meeting packet. Food for Fines was successful and a total of \$164 of fines were forgiven but a total of \$400.04 in fines were paid.

Kid Librarian for a Day is a popular activity. Kids fill out an application and have an interview. Kids put together a book display and sit at the desk for an hour.

Library is hosting the Library Advisory committee meeting with the CSD schools.

Copies of the Library Links were shared with each board member. It includes staff reading recommendations.

School Report

Westlawn had their book read fundraiser and they raised the most money for this event to date. Book fairs are wrapped up. Some PTOs allowed students to earn Scholastic Bucks that they can spend at the book fair. Students are off 12/23/2024 – 1/3/2025.

NEW BUSINESS

Discussion and possible action Community Room Policy Revision

There are suggested changes to the Class B use of the Community Room, which is for *City of Cedarburg residents and organizations – not-for-profit activities*. There is no fee for Class B rentals. These changes include that the contact person for not-for-profit activities be a City of Cedarburg resident and that all nonprofit groups, charitable organizations, and educational institutions must be from the City of Cedarburg. Edits to the wording were discussed. These edits will be made and brought back to the Board in January 2025.

No action was taken.

ADJOURNMENT

Motion made by DeWayna Cherrington, seconded by Meghan O'Driscoll, to adjourn the meeting at 7:59 p.m. Motion carried without a negative vote.

Kassandra Bartelme
Secretary