

**CITY OF CEDARBURG
LIBRARY BOARD
JUNE 26, 2024**

**LIB20240626-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, June 26, 2024, 6:30 p.m. at the Cedarburg Public Library, W63 N589 Hanover Avenue, Community Room.

The meeting was called to order by President DeWayna Cherrington at 6:33p.m.

ROLL CALL: Present – DeWayna Cherrington, Council Member Melissa Bitter, Joycelyn Russo, Michael Maher, Meghan O'Driscoll

Excused – Kassandra Bartelme, 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.

ELECTION OF CHAIRPERSON, VICE-CHAIRPERSON, AND SECRETARY

Motion made by DeWayna Cherrington, seconded by Melissa Bitter to elect Michael Maher to Chairperson. Motion carried without a negative vote with Kassandra Bartelme and Jeridon Clark excused.

Motion made by DeWayna Cherrington seconded by Melissa Bitter to elect Joycelyn Russo to Vice-Chairperson. Motion carried without a negative vote with Kassandra Bartelme and Jeridon Clark excused.

Motion made by DeWayna Cherrington seconded by Melissa Bitter to elect Kassandra Bartelme to Secretary. Motion carried without a negative vote with Kassandra Bartelme and Jeridon Clark excused.

Everyone took a moment to thank DeWayna for her service and Michael for taking the helm as our new Chairperson.

COMMENTS & SUGGESTIONS FROM CITIZENS - None

APPROVAL OF MINUTES

Motion made by DeWayna Cherrington, seconded by Melissa Bitter to approve the May 22, 2024, Library Board minutes. Motion carried without a negative vote with Kassandra Bartelme and Jeridon Clark excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

Library Director Eastwood had budgeted \$15,000 for Donations for 2024, but the actual number of donations to date has totaled \$34,396.46. In addition, our investment income through 05/31/2024 amounts to \$3,258.49, while the county reimbursement for library services is a healthy \$291,706.

Part time wages were estimated on the high side; so far, we are at about 35% of the budgeted amount. Regarding employee health insurance, the monthly cost has not been deducted from the budget, only payouts to those employees without health insurance.

The library copiers are aging while maintenance fees are increasing. At some point in the future, we will need to consider replacing said copiers.

Motion made by Joycelyn Russo, seconded by Meghan O'Driscoll to approve the Bills and Financials. Motion carried without a negative vote with Kassandra Bartelme and Jeridon Clark excused.

DIRECTOR'S REPORT

Director Eastwood announced that the Grafton Town Board has officially withdrawn from the joint agreement with the village to operate the Grafton library. That may mean that our library will see increased user numbers in the future.

The Summer Reading Program is off to a great start with approximately 500 children, 90 teens, and 50 adults participating.

The half day library in-service meeting went well. Summer Reading Program details were reviewed, a member of the Cedarburg Fire Department provided AED instruction, an Ozaukee County Nonprofit Center representative discussed resources and referrals for library staff and patrons, and finally, an all-staff outdoor photo was taken for use in library publications and events.

Sarah Kelly will ride the library book bike in the Fourth of July parade with CFOL while Director Eastwood is in San Diego attending the ALA conference.

The 5-year Capital Plan was completed in May and will be included in 2025 budget documents. Director Eastwood is working to improve donations, particularly through a campaign tied to the library's 10th/112th anniversary celebration and heightened donor opportunity visibility on the CPL website.

We are in the final year of the 5-year Strategic Plan. Currently, Library User Survey questions are being formulated and will be distributed through Patron Point, City email, in-library questionnaires, and on the CPL website around the end of July/early August. It will soon be time to consider a new strategic plan for the next five years.

The new Monarch catalog goes live August 15 and appears to be much more user friendly than the old one. We use the Polaris system which is purchased and managed by Monarch Libraries in accordance with ILS guidelines.

Experience passes continue to be popular. CPL StoryCorp was at Lasata and attracted the attention of WI Public Radio. The next CFOL book sale will take place July 15-20.

CPL's tenth anniversary in its new building and 112 years of library service are being celebrated Friday, July 12, at with drop-in beginning at 10a.m. and a reception at 2p.m. There will be live music, refreshments, history and memorabilia displays, and numerous activities. Festivities will continue through Saturday, July 13 at 4p.m. All Board members are invited to attend.

At the last Monday in July, Director Eastwood will be making a presentation to the City Council which will include information from the library's 2023 Year in Review brochure and a video produced with help from Jeff Messerman.

SCHOOL REPORT

No report

NEW BUSINESS

- A. Discussion on 2025 Budget draft** – the 2025 Budget is in its first draft. The City is planning for 3% raises for City staff, new police hires, full-time firefighter/paramedic positions, and a public works mechanic among other expenses. The City is asking the library to plan for no increase in Real Estate Taxes Revenue for 2025. Library - County Reimbursement will be down to \$289,557. Budgeted Library Donations are always estimates, but this year we have already exceeded expectations with generous support, as always, from Cedarburg Friends of the Library.

Director Eastwood is being required to take Sick Pay Out in the amount of \$1,500 after accruing ten year's worth of sick time. Health insurance premiums are expected to rise an estimated 11-14% in the coming year.

The library is projected to use \$27,031 of its fund balance but given that we have only spent \$8,728 so far this year, we look to be in good shape.

- B. Review and Certification of the Code of Ethics** – The Chapter 5 Ethics Code was distributed with the Agenda for today's meeting. The provisions of the Code were reviewed by the board members and will be certified by the Chairperson.

ADJORNMENT

Motion made by Meghan O'Driscoll, seconded by Joycelyn Russo, to adjourn the meeting at 7:58 p.m. Motion carried without a negative vote with Kassandra Bartelme and Jeridon Clark excused.

Joycelyn Russo

Vice Chairperson