

**CITY OF CEDARBURG
LIBRARY BOARD
MAY 22, 2024**

**LIB20240522-1
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Wednesday, May 22, 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 6:32 p.m.

ROLL CALL: Present – Council Member Melissa Bitter, Joycelyn Russo,
DeWayna Cherrington, Kassandra Bartelme,
Superintendent Jeridon Clark (left at 6:50 p.m.)

Excused – Meghan O’Driscoll, Michael Maher

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 Melissa Bitter, seconded by Joycelyn Russo, to approve the April 3, 2024 Library Board minutes with the following amendment: Friends of the Library gave \$2,000 for Milwaukee Zoo passes, not \$3,000. Motion carried without a negative vote with Michael Maher and Meghan O’Driscoll excused.

APPROVAL OF BILLS AND FINANCIAL STATEMENTS

The library’s budget is currently over budget on Worker’s comp, as that number recently increased for the city. Also, the lawyer payment is over budget, as expected. All other expenses are as expected. On the April 30, 2024 statement, “investment income” is a new line. This is income from a money market account that was funded by \$750,000 of the real estate taxes income. It was inquired whether the fund balance should be in a money market account to earn interest. \$15,000 was budgeted for donations and \$20,000 has already been received this year. At this point in the year, 33.3% should be spent, but currently the amount spent is 27.67%.

A faucet in the women’s bathroom had to be replaced. The replacement of the server room air conditioner came out of the city’s Capital Improvement Fund. A broken window was replaced and came out of the library’s budget. The year subscription of Patron Point was also paid for.

Motion made by Joycelyn Russo, seconded by Melissa Bitter, to approve the March and April 2024 Bills and Financials. Motion carried without a negative vote with Michael Maher, Meghan O'Driscoll, and Jeridon Clark excused.

REPORTS

Director's Report

A part-time employee, Marci ("Markey") Klugiewicz, was hired to help unpack totes and other tasks to fill the spot left open by Dan Carr.

This is the final year of the 5-year strategic plan. A patron survey is being planned for around June. The survey will be sent via the library listserv and the city email. This survey will inform the next 5-year strategic plan.

Donor opportunities will include \$10 for 10 (years) campaign. A memorial donation of \$9500 is being used for new books.

The new catalog interface had a soft rollout on May 1st. The complete rollout will occur in mid-August.

The library now has experience passes: two passes for Milwaukee County Zoo, Schlitz Audubon Center, Bookwork Gardens, Mitchell Domes, etc. These were paid for by the Friends of the Library. They will be renewed annually.

Capital projects for the next few years include new computers for staff and the server room, in addition to the A/C in the server room. Subsequent year proposals are noted in the meeting packet, including media equipment, water fountain with bottle filler, LED lighting, and HVA updates. Council Member Bitter noted that the annual capital requests are reasonable.

Library visits are ahead of where the library was last year. Staff is gearing up for the summer reading program, which starts June 1st. The theme is Read, Renew, Repeat. People can register at the Kid's Kickoff to Summer at Cedar Creek Park on June 8th, or at the library. Children can set their own goals. There are incentives including great prizes.

Touch-a-Truck will be in the library parking lot on Monday, June 17th, from 10:00 a.m. to 12:00 p.m. The bike race on June 18th will cause the parking lot to not be usable. It was suggested to create two accessible parking spots on Hanover in front of the library.

School Report

No report.

UNFINISHED BUSINESS

Discussion and possible action on Library Bylaws

No discussion was held.

Motion made by Kassandra Bartelme, seconded by Joycelyn Russo, to approve the Cedarburg Public Library Bylaws. Motion carried without a negative vote with Michael Maher, Meghan O'Driscoll, and Jeridon Clark excused.

Discussion and possible action on creation of a Personnel Committee

It was suggested that a different name be used, to not confuse it with the City's Personnel Committee. CPL Personnel Advisory Committee was suggested. The CPL Personnel Advisory Committee will endorse and use the City of Cedarburg Employee Handbook. The third sentence of the Purpose paragraph is amended as noted below.

The Committee ~~will review and recommend to the Board of Trustees a written personnel handbook for library staff,~~ recognizing that staff are City employees and are managed by the City of Cedarburg Employee Handbook.

Also, in original point #5 under Meetings, "Listed in Purpose above" will be removed.

Motion made by Joycelyn Russo, seconded by Melissa Bitter, to approve the Cedarburg Public Library Personnel Advisory Committee policy as amended. Motion carried without a negative vote with Michael Maher, Meghan O'Driscoll, and Jeridon Clark excused.

Next meeting, the Board of Trustees will vote on officers. President, Vice-President, and Secretary will be voted on and are one-year terms.

ADJORNMENT

Motion made by Joycelyn Russo, seconded by Melissa Bitter, to adjourn the meeting at 8:15 PM. Motion carried without a negative vote with Michael Maher, Meghan O'Driscoll, and Jeridon Clark excused.

Kassandra Bartelme
Secretary