

**CITY OF CEDARBURG  
LIBRARY BOARD  
APRIL 8, 2025**

**LIB20250408-1  
UNAPPROVED**

A regular meeting of the Library Board, City of Cedarburg, Wisconsin, was held Tuesday, April 8, 2025, 7:00 p.m. at the Staff Lounge, 2<sup>nd</sup> Floor, located inside the Cedarburg Public Library, W63 N589 Hanover Avenue.

The meeting was called to order by President Michael Maher at 7:02 p.m.

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

Excused – Meghan O'Driscoll

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 Joycelyn Russo, to approve the March 11, 2025 Library Board minutes. Motion carried without a negative vote with Meghan O'Driscoll excused.

**APPROVAL OF BILLS AND FINANCIAL STATEMENTS**

Nothing is out of the ordinary under revenue or expenses, a little under budget for salaries/wages due to two employees being out on FMLA. The library purchased a scrubber for cleaning the floors. Some of the annual maintenance bills are coming due, such as landscaping.

Motion made by Joycelyn Russo, seconded by Melissa Bitter to approve the March 2025 Bills and Financials. Motion carried without a negative vote with Meghan O'Driscoll excused.

**REPORTS**

**Director's Report**

Two employees are out on FMLA. One was slated to return this week but has asked for more time off. The other has asked to come back a week early, returning next week. Staff has been very supportive during these absences and willing to fill in where needed. Staff had a cookout for Brewers opening day. Today is National Library Workers Day and the Friends of the Library provided funds to serve pizza to the staff.

The three-year strategic plan was approved at the last meeting, and it is included in this month's library packet in a slightly cleaned up version.

A vestibule bench, walkers, and book carts have been purchased using a wellness grant for our older patrons or other patrons who need it.

Monarch Library System is organizing a response to the elimination of the Institute of Museum and Library Services department. The IMLS provided grants to the library such as grants that help to pay for staff to attend conferences (continuing education grants) and to subsidize internet in the library (TEACH grant). More information will be found out later this week at a directors' meeting.

Friends of the Library has provided more funds to purchase experience passes, including Betty Brinn and Bookworm Gardens. The total donated was \$2485 for these passes which is more than what was originally promised. The FOTL has two new board members: Lisa Drenski and David Johnson. There is a FOTL fundraiser at the Handen Distillery on May 8 from 1-8pm. Their cribbage tournament is on April 26 and registration is full. The Cedarburg Reads committee has picked the book for the fall and it will be announced soon. It is a book by a well-known Wisconsin author and he has agreed to come speak. The author event will be held at the Cedarburg Cultural Center in October.

The Library of Things is being moved into the Maker Lab space because it needs more room. This will also make it more visible. The current Things room will be used for the copier and the new copier that is coming. The Maker Space will still exist in the current Maker Space area.

LED lights are still being replaced. There was a boiler leak in the mechanical room and it has been addressed. There were also some repairs needed in the bathrooms. A maintenance check will also be done on all bathrooms. There have been requests from patrons for a water bottle filler. It's possible that could be covered by the wellness grant. The plumber will be asked about the cost of options for the water bottle filler.

The door gates went down and so those are being fixed. That is how we get our visitor count. Generic counters will be purchased to use because this information is needed for our reports. Mobile hotspots are very popular and six have been renewed for the 2025 calendar year.

Sum of items checked out in 2024 exceeded all other years at 224,059! All use numbers are trending upwards.

Society of Stories will continue at Webster and it will also expand to Friday after school at the library. Westlawn carnival fundraiser asked for Kid Librarian of the Month for their auction and it was very popular. The winning kid was at the library yesterday. The Appleton Public Library reached out to Linda to ask about the Kid Librarian program and they are hoping to do it there as well.

## **School Report**

Board elections were last week and the new board member takes office the fourth Monday of April. Senator Habush-Sinykin met with school board members and Jeridon. The district team is working to coordinate Amplify (ELA curriculum) to ensure the same common lessons are in all elementary schools. Another goal is to have Chromebooks in the libraries and the addition of virtual headsets

to all schools. Jaida and her Society of Stories has been very useful and popular with the kids. Book selections are approved by the Curriculum committee.

### **NEW BUSINESS**

#### **Discussion and possible action on meeting date change in the Board of Trustees Bylaws.**

The meeting date was changed but hasn't been changed in the Bylaws yet. Proposal is to change the Bylaws to "The library Board should meet once a month at the time designated by the president and approved by the members." Instead of "on the 4<sup>th</sup> Wednesday of each month"

Motion made by Joycelyn Russo, seconded by DeWayna Cherrington to approve the Board of Trustees Bylaws change in Article 3 Section 1 as described above. Motion carried without a negative vote with Meghan O'Driscoll excused.

#### **Discussion and possible action on Cedarburg Public Library three (3) year Strategic Plan 2025-2027**

The Strategic Plan was approved in March 2025. Additional bullet points were added under Facility.

Motion made by DeWayna Cherrington, seconded by Melissa Bitter to approve the Three (3) year Strategic Plan 2025-27 as drafted. Motion carried without a negative vote with Meghan O'Driscoll excused.

#### **Discussion and review of the Library Board of Trustees Personnel Committee report on Intern Position and Library Director Annual Review**

The Personnel Committee met and approved a short-term intern position at 10 hours per week for the 2025 calendar year. The position would be paid using funds available due to two employees using unpaid FMLA. The tasks include assisting the Assistant Director with technology (primary role), collection management, program assistance, and patron service. Qualified candidates would have a bachelor's degree plus some coursework in library/information science. The target audience would be students in the UWM Library Sciences program.

There was a question about why it's an intern versus just a job position. It is because this position is temporary and meant for a learner.

Motion made by the Personnel Committee to approve the Adult Services Intern position. Since the motion comes from a committee, a second is not needed. Motion carried without a negative vote with Meghan O'Driscoll excused.

The Library Director Annual Review was discussed. Linda will revise it to add a few more tasks and revise the rating scale. It will be discussed at the Personnel Committee in May and then voted on at the May Board meeting. No action was taken.

### **ADJORNMENT**

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

**LIB20250408-4**  
**UNAPPROVED**

Kassandra Bartelme  
Secretary